



City of
Whittlesea

MINUTES

OF SCHEDULED COUNCIL MEETING

HELD ON

TUESDAY 6 APRIL 2021

AT 6.30PM

**IN COUNCIL CHAMBER, 25 FERRES
BOULEVARD, SOUTH MORANG**

ADMINISTRATORS

LYDIA WILSON

CHAIR OF COUNCIL

PEITA DUNCAN

ADMINISTRATOR

On 19 June 2020 the Acting Minister for Local Government, The Honourable Daniel Andrews appointed the Panel of Administrators for the City of Whittlesea and appointed Ms Lydia Wilson as Chair of the Panel. The Panel of Administrators comprises of Ms Lydia Wilson, The Honourable Bruce Billson and Ms Peita Duncan. On 3 March 2021, the Hon. Bruce Billson resigned from his position as Administrator with the City of Whittlesea. The State Government will make a new appointment to the vacant position. Ms Lydia Wilson and Ms Peita Duncan will continue to undertake the duties of the Council of the City of Whittlesea until the October 2024 Local Government Election.

SENIOR OFFICERS

CRAIG LLOYD

CHIEF EXECUTIVE OFFICER

FRANK JOYCE

EXECUTIVE MANAGER GOVERNANCE

KATE MCCAUGHEY

DIRECTOR COMMUNITY WELLBEING

AMY MONTALTI

DIRECTOR CORPORATE SERVICES

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 6.30pm.

“Welcome to this Council Meeting of 6 April which is being livestreamed.

I am Lydia Wilson, Chair of the Panel of Administrators and I would also like to introduce my Panel colleague, Administrator Ms Peita Duncan.

I would like to advise that our CEO, Mr Craig Lloyd is an apology today due to ill health. I would like to introduce Amy Montalti, Director Corporate Services and ask that she introduce the Council Officers in attendance today.”

The Director Corporate Services, Ms Amy Montalti, then introduced the members of the Executive Leadership Team:

“Good evening everyone, we also have with us:

Executive Manager Governance, Mr Frank Joyce;

Executive Manager Public Affairs, Ms Kristi High;

Director Community Wellbeing, Ms Kate McCaughey;

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 DIRECTOR CORPORATE SERVICES

Following the Introductions, the Director Corporate Services 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 AWARD - ASSOCIATION OF CONSULTING SURVEYORS - COUNCIL AWARDS RESULTS 2021

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

"Before we move on with the meeting, I would like to acknowledge that the City of Whittlesea has been recognised by the Association of Consulting Surveyors Victoria in its 2021 Council Awards for the highest positive movement in ratings, recognising us for "significant improvement" in managing subdivisions.

The Association represents businesses employing licensed surveyors who are responsible for all subdivisions in Victoria and assess Councils on efficiency, response time, legislative knowledge and cooperation. Although not formally winning the biennial award, this is excellent industry recognition of the hard work invested in constantly improving our service delivery.

Well done to the subdivisions team in the Building and Planning Department.

1.5 ACKNOWLEDGMENT OF THE HON BRUCE BILLSON'S CONTRIBUTION TO THE CITY OF WHITTLESEA

I would also like to take this opportunity to formally advise that Administrator the Hon Bruce Billson, resigned effective 5 March 2021 to take up a very important national role as Small Business Ombudsman for the Australian Government.

I would like to acknowledge the significant contribution Bruce made as a member of the Panel of Administrators and to our community over the past six months.

During his time as an Administrator, Bruce has worked alongside Administrator Peita Duncan and myself firstly in recruiting our new CEO, Craig Lloyd through a very rigorous process and then supporting our Executive and staff to deliver a range of service and governance improvements, support our community through COVID-19, and embark on a significant consultation to develop a new Council Plan. He was visionary and contributed enormously in many strategic areas including effective financial management, risk and audit and economic and business development.

Administrator Duncan and I remain fully committed to our work through to October 2024 and the roadmap we have set for the future of the City of Whittlesea, including an ambitious outcome-focused program for the remainder of our term.

We are looking forward to the Victorian Government announcing a replacement Administrator for the City of Whittlesea shortly."

1.6 PRESENT

Members:

Ms Lydia Wilson	Chair of Council
Ms Peita Duncan	Administrator

Officers:

Mr Frank Joyce	Executive Manager Governance
Ms Kristi High	Executive Manager Public Affairs
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

2. APOLOGIES

NIL

3. DECLARATIONS OF INTEREST

NIL

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**COUNCIL RESOLUTION****MOVED:** *Administrator Duncan***SECONDED:** *Chairperson Wilson***THAT** the following Minutes of the preceding meeting as circulated, be confirmed:

Scheduled Meeting of Council held 1 March 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

5.3.1 JOINT LETTER - LALOR RECREATION RESERVE - 22 SYDNEY CRESCENT, LALOR

A Joint Letter from 6 residents was received requesting Council:

“Withdraw recommendation “2. Explore the feasibility of installing boundary soccer target goals on the oval to prevent the misuse of the coaches’ boxes”, from the recommendations made in the Ordinary Council Meeting held on Tuesday 4 September 2018 under “Section 6.2.1 Joint letter response - Lalor Recreation Reserve - 22 Sydney Crescent, Lalor”.

BACKGROUND

Lalor Recreation Reserve, 22 Sydney Crescent, Lalor is a 4.2-hectare park classified as a Municipal Open Space. The Reserve caters primarily for structured sporting use by cricket, tennis and football clubs but also caters for unstructured active recreation activities such as walking, running and casual ball games.

On 4 September 2018, Council considered a Joint Letter from four residents expressing concern regarding anti-social behaviour and noise generated by soccer balls being kicked into the coaches’ boxes at the Reserve. Council resolved to: Explore the feasibility of installing boundary soccer target goals on the oval to prevent the misuse of the coaches’ boxes.

SUMMARY

- The 4 September 2018 Council Resolution was a direct response to the resident concerns at the time and is simply an option to be explored.
- The possible installation of soccer goals on the oval boundary could allow for more flexible and multipurpose use of the sporting ground.
- Coaches boxes form part of the sporting code infrastructure and minimum requirements, therefore the removal of permanent or installation of temporary coaches’ boxes isn’t consistent with AFL Victoria standards and wasn’t considered a viable option.

COUNCIL RESOLUTION

MOVED: *Administrator Duncan*

SECONDED: *Chairperson Wilson*

THAT Council resolve to:

1. Receive the Joint Letter from 6 residents relating to Lalor Recreation Reserve.
2. Following consideration of the 2021/22 budget, commence a master planning process for the Lalor Recreation Reserve which explores the issues raised in the joint letter and builds on learnings and feed-back from community and stakeholders to date.
3. Ensure that consultation on the masterplan includes local residents.

4. Consider the Joint Letter in conjunction with the Council Report on the master planning for Lalor Recreation Reserve at a scheduled Council Meeting mid-2022.

CARRIED

5.3.2 JOINT LETTER - LALOR FOOTBALL CLUB PAVILLION, 22 SYDNEY CRESCENT, LALOR

A Joint Letter from 6 residents was received requesting Council:

“Immediately restrict the social gatherings of resident sport clubs at the Lalor Football Club pavilion, 22 Sydney Crescent, Lalor, and that the restrictions take immediate effect” due to noise generated during social gatherings.

BACKGROUND

Lalor Recreation Reserve, 22 Sydney Crescent, Lalor is a 4.2-hectare park classified as a Municipal Open Space. The Reserve caters primarily for structured sporting use by cricket, tennis and football clubs but also caters for unstructured active recreation activities such as walking, running and casual ball games. The Lalor Recreation Reserve Football and Cricket Pavilion is an estimated 15 metres from adjoining resident properties in Gordon Street, Lalor.

The Lalor Recreation Reserve Football and Cricket Pavilion is allocated as part of Council's seasonal allocation process to Lalor Football Club for the Winter season (April to September) and Lalor Warriors Cricket Club for the Summer season (October to March).

The seasonal allocation allows for the following usage:

- Monday to Friday 4:00 pm – 11:00 pm
- Saturday 8:00 am – 12:00 midnight
- Sunday 8:00 am – 10:00 pm

COUNCIL RESOLUTION

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

THAT Council resolve to:

1. Receive the Joint Letter from 6 residents relating to Lalor Recreation Reserve.
2. Investigate the installation of swipe card access at the Lalor Recreation Reserve Football and Cricket Pavilion and an alternative access gate at the Lalor Recreation Reserve.
3. Consider the Joint Letter in conjunction with the Council Report on the master planning for Lalor Recreation Reserve at a Scheduled Council Meeting in mid-2022.

CARRIED

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 - CEO UPDATE - 6 APRIL 2021**

Responsible Officer: Chief Executive Officer

Author: Chief Executive Officer

The CEO Update will be provided verbally by the Chief Executive Officer at the 6 April 2021 Council meeting.

Following the meeting, the CEO Update report will be incorporated into the 6 April 2021 Scheduled Council Minutes in order to ensure that it contains the most up to date information regarding the pandemic situation.

Director Corporate Services Explanatory Note

Chair of Council, Lydia Wilson verbally advised during the meeting “I note that as the CEO is not in attendance today, this item is withdrawn from the agenda in accordance with Rule 16(2) of the Governance Rules.”

**ITEM 6.1.2 FOR DISCUSSION - ROAD SAFETY AND TRAFFIC MANAGEMENT:
HARVEST HOME ROAD, EPPING NORTH**

Responsible Officer: Director Infrastructure & Environment

Author: Senior Traffic Transport Engineer

This report discusses road safety and traffic operational concerns on Harvest Home Road in Epping North, detailed actions to address these concerns and an opportunity for Council to receive Federal Accident Black Length funds for the works.

RECOMMENDATION SUMMARY

1. Note that seven serious and nine other injury crashes have occurred in the last 5 years on Harvest Home Road between Edgars Road and Epping Road.
2. Note that a submission has been made to the Federal Blackspot Funding Program for \$900k of works on Harvest Home Road, Epping.
3. Support the package of road safety and traffic management improvements for Harvest Home Road, which includes:
 - a) Reduction of the speed limit on a section of Harvest Home Road from 60km/h to 50km/h.
 - b) Construction of road safety raised pavements at strategic locations on Harvest Home Road.
 - c) Remodel the traffic signals at the Edgars Road and Edenvale Boulevard / Redding Rise intersections, to provide fully controlled right-turn movements.
4. Support the approach to communications and engagement with a focus on the detailed design and presentation of the selected traffic devices.

BRIEF OVERVIEW

Harvest Home Road has a poor road safety record and is classified as an *Accident Black Length*. A package of road safety and traffic operational improvements has been prepared by an independent consultant and reviewed by Council and the Department of Transport. Council has a strong chance of being successful in its application for Federal Government funding (approximately \$900K) for the package of works. A clear plan for consultation is needed that does not compromise the safety devices effectiveness but encourages community engagement.

RATIONALE FOR RECOMMENDATION

If Council agreement is not reached on the package of works, an opportunity to receive Federal Government funding will be lost. The alternative option identified to address the poor road safety record is estimated to cost in excess of \$2.5M and is unlikely to attract grant funding. This is therefore not cost-effective and would be difficult for Council to justify the investment. Unless some form of intervention is taken, crashes are likely to continue, possibly at an increased rate.

IMPACTS OF RECOMMENDATION

The package of works proposed will reduce the number and severity of crashes in Harvest Home Road. However, some elements of the package, e.g. speed limit reduction and road safety raised pavements may not be viewed favourably by some members of the community.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Comprehensive communication and engagement will be undertaken consisting of two community information sessions being held in the Harvest Home Road area and an information package mailed out advising that the benefits of the road safety and traffic operational improvements to the broad community outweigh any actual or perceived disadvantages to specific individuals.

REPORT

BACKGROUND

This report focuses on the 2.1km western section of Harvest Home Road, between Epping Road and Edgars Road in Epping North (*Attachment 1*).

Road Safety

This section of Harvest Home Road has a poor road safety record. With sixteen casualty crashes in the past five years (of available crash data), Harvest Home Road has the second highest calculated casualty crash rate of all Council roads and is classified as an *Accident Black Length* in the terms of State and Federal Government road safety agency definitions.

Miller Street in Epping has a higher crash rate; this is the subject of a separate investigation and report.

Council officers have reviewed the Harvest Home Road crashes with input from an independent road safety and traffic engineering consultant and the Department of Transport (formerly VicRoads) road safety engineers, and it was agreed that there is no complete overwhelming consistent pattern or contributing factor to the crashes. Specifically, the crashes involve:

- seven crashes at traffic signals, i.e. at Edgars Road (4) and at Edenvale Boulevard / Redding Rise (3); and
- nine crashes at random locations along the road.

There is also a developing trend where the number of crashes increasing each year, e.g.;

- 2015 – one crash
- 2016 – two crashes
- 2017 – one crash
- 2018 – five crashes
- 2019 – seven crashes

Development is still occurring within this area, increasing vehicle movements along Harvest Home Road and thus increasing the risk that this trend will continue if no action is taken.

Traffic Conditions

A summary of latest available traffic condition data is in the table:

Location	Vehicles per Day	Speed (km/h)		Vehicles Over (km/h)				Max km/h	Commercial Vehicles
		Ave	85 th %ile	40	50	60	70		
No. 204 (60km/h)	8,267	55.1	62.1	7,988 (97%)	6,403 (77%)	1,850 (22%)	217 (2.6%)	116	241 (2.9%)
No. 283 (50km/h)	7,884	50.9	59.6	7,249 (92%)	4,442 (56%)	905 (11%)	99 (1.2%)	132	441 (5.6%)

This summary shows that traffic speeds are higher than desirable, however traffic volumes are consistent with the nature and function of the road and are within the volumes forecast (approximately 10,000 vehicles per day) for the design of the road.

It is difficult to determine if speed was a contributing factor in any of the crashes. However, as it is well-accepted that high speed is often a contributing factor in crashes, the severity of crashes, and that a reduction in traffic speed, either through a reduction in the speed limit, introduction of measures to physically reduce speeds, or both, will lead to a reduction in the frequency of crashes or in the event that a crash still occurs, the severity of the crash will be lessened. This is the basis of the State Government and TAC *Wipe Off 5* campaign.

Road Network & Abutting Land Use

Harvest Home Road is a major collector road which forms the boundary between Epping North (south side) and Wollert (north side). It runs in an east-west direction and is approximately 4.2km in overall length; 1.2 km east of Epping Road, 3.0km west of Epping Road.

As mentioned above, this report focuses on the 2.1km section between Epping Road and Edgars Road. In this section, the standard of road varies from a two-lane divided road between Epping Road and Whitelight Avenue, to a two-lane undivided road between Edgars Road and Whitelight Avenue.

Traffic signals are installed at the Edgars Road and Edenvale Boulevard/Redding Rise intersections, and a roundabout at the Greenfields Drive / Northside Drive intersection.

Abutting land use is predominately residential except for the Epping North Recreation Reserve and Epping Soccer Stadium and RSL Club on the south side, near Epping Road, opposite that is an undeveloped Regional Recreation Reserve and located near Edgars Road is the Epping North Shopping Centre.

On the west bound carriageway, the current speed limit is 60km/h east of Bellerive Road, and 50km/h west of Bellerive Road and on the east bound carriageway, the speed is 60km/h east of Northside Drive, and 50km/h west of Northside Drive.

Options Available

A package of cost-effective road safety and traffic operational improvement measures has been prepared to address the poor casualty crash rate. This includes a combination of site-specific measures and more broadly speed reduction measures;

- for the seven crashes at the traffic signals, remodelling of the traffic signals to provide fully controlled right-turns is recommended; and
- for the nine crashes at random locations along the road, the reduction of the speed limit and introduction of road safety raised pavements is recommended.

Raised pavements would be effective along the entire length of this section of Harvest Home Road, including at the signalised intersections, these would further enhance road safety at these sites.

The estimated cost of this package is approximately \$900K and has a calculated benefit cost ratio (BCR) of 4.7. The BCR is a function of the:

1. benefit of the project; this is expressed in forecast savings due to the reduction in the number and severity of crashes due to the crash countermeasures proposed;
2. the cost of the crash countermeasures proposed; and

3. the Crash Reduction Factor (CRF); this is value provided by the Department of Transport (DoT).

Other options such as the construction of three roundabouts could be considered. Due to the higher cost (approximately \$2.5M), lower CRF and an estimated BCR of less than 2.0 it is deemed that this would not be eligible for Federal funding.

PROPOSAL

Council agreement is sought for the road safety and traffic operational improvement package prepared for Harvest Home Road, in order to submit for Federal Government *Accident Black Length* funding.

CONSULTATION

The Community has not been engaged on this specific proposal at this time. Care will be taken with meaningful engagement on this proposal without compromising the community safety benefits sought.

The planned community engagement approach aims to clearly articulate the rationale for the project, road safety and travel time implications, and alternate options considered. Council officers will work with City of Whittlesea's Communication and Engagement team to facilitate the following engagement activities to proposed to commence in June 2021:

Consult Harvest Home Road property owners/occupiers and the local community on the overall project proposal, impacts and benefits:

- Letter, Questionnaire, Plan and FAQ mail out to the community inviting feedback and inviting attendance at an information session
- Two community information sessions to be held outdoors in the vicinity of Harvest Home Road, attended by Council officers at different times and days to allow flexible availability for community attendance.
- Deployment of variable message signs on Harvest Home Road to invite the broader community to attend an information session to provide their feedback on the proposal.

Should the majority of Harvest Home Road owners/occupiers be supportive of the project proposal the community will be informed of the final project proposal.

Public Transport Victoria has been consulted regarding the proposal and has not raised any objections.

Ambulance Victoria has been consulted regarding the proposal and has not raised any objections.

Victoria Police have been consulted regarding the proposal and have not raised any objections.

The Country Fire Authority have been consulted regarding the proposal and have not raised any objections.

The Department of Transport (VicRoads) has had input into the development of the funding submission.

Consultation Risks

Some negative community feedback can be expected. Council officer experience in installing road safety raised pavements in similar situations is they are not well received by portions of the Community, specifically commuters who are estimated to be 90% of the drivers currently using Harvest Home Road. Residents who live in properties abutting Harvest Home Road

are expected to be generally supportive of the raised pavements, with some exceptions for residents who live directly adjacent to a proposed raised pavement.

With similar type proposals in the past, objectors have raised concerns such as:

- inconvenience with slowing down and accelerating;
- additional maintenance (due to wear and tear) on vehicles;
- additional fuel use and pollution;
- increase travel times; and
- decrease in property values.

Whilst (from an objector's point of view) there is merit to these matters, Council has historically viewed these items as follows:

- the inconvenience has previously been acknowledged; however, it is by far outweighed by the road safety benefits of the raised pavements;
- there are no tangible impacts on vehicle maintenance, fuel use or pollution, providing drivers drive to road conditions;
- increased travel times can be measured in seconds, in this case an eastbound trip could take a driver an extra 12 seconds, and a westbound trip an extra 11 seconds for a driver travelling at the speed limit; and
- property values, there is no evidence regarding this matter.

The importance of addressing community safety for road users will be highlighted during the community engagement process.

CRITICAL DATES

The application for Federal Government funding was submitted prior to the deadline of 30 November 2020.

Successful submissions are generally announced in April or May of the year following the submission for delivery to commence on or after 1 July 2021. It is suggested that consultation and detailed design commence in Q4 of 2020/21 to ensure adequate time for delivery.

In the event that this application is not supported by Council, this submission can be withdrawn anytime prior to the announcement.

FINANCIAL IMPLICATIONS

The submission for Federal funding (\$900K) has a high BCR of 4.7, it is expected to be successful and there will be no requirement for Council to contribute funds to the delivery of the works.

In the event that the submission is not successful, Council will need to determine if it funds the more cost effective works package (\$900K) or the less cost effective package of works (\$2.5M), either package would then be considered in the development of the future New Works Program.

POLICY STRATEGY AND LEGISLATION

City of Whittlesea Road Safety Strategy (2017)

Address the safety of all road users and path users

Address driver behaviour and attitude towards vulnerable road users: pedestrians, cyclists, and motorcyclists.

City of Whittlesea Integrated Transport Strategy (2004):

Action RF 2.2: Manage local roads to improve amenity and safety for users

LINK TO STRATEGIC RISKS

Strategic Risk *Health/ Safety and Welfare – Failure of safety and risk management systems resulting in serious injury or harm to staff or member of public.*

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Connected community
Key Direction	A healthy and safe 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

The section of Harvest Home Road between Epping Road and Edgars Road has a poor road safety record

There is a concerning increasing number of crashes each year and if some form of action is not taken an increased crash rate is forecast.

A cost-effective package of road safety and traffic operational improvement measures has been prepared to address the poor casualty crash rate. The estimated cost of this package is approximately \$900K. A technical, evidenced based submission for Federal Government *Accident Black Length* funding is expected to be successful, however the success is also dependent on Council agreement to the submission.

Community consultation involving a mailout and information sessions will be held to closely engage with the community and explain the benefits and implications of the proposed proposal to directly affected and broader community to inform whether this project proposal have overall community support.

While some adverse community feedback may be expected, the benefits of the road safety and traffic improvements to the broader community, outweigh any actual or perceived disadvantages to any individual.

RECOMMENDATION

THAT Council resolve to:

1. Note that seven serious and nine other injury crashes have occurred in the last 5 years on Harvest Home Road between Edgars Road and Epping Road.
2. Note that a submission has been made to the Federal Blackspot Funding Program for \$900k of works on Harvest Home Road, Epping.
3. Support the package of road safety and traffic management improvements for Harvest Home Road, which includes:
 - a. Reduction of the speed limit on a section of Harvest Home Road from 60km/h to 50km/h;
 - b. Construction of road safety raised pavements at strategic locations on Harvest Home Road; and
 - c. Remodel of the traffic signals at the Edgars Road and Edenvale Boulevard / Redding Rise intersections, to provide fully controlled right-turn movements.
4. Support the approach to communications and engagement with a focus on the detailed design and presentation of the selected traffic devices.

COUNCIL RESOLUTION

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

THAT Council resolve to adopt the Recommendation.

CARRIED

ITEM 6.1.3 FOR FEEDBACK - YOUTH ADVISORY COMMITTEE (YAC) NEXT STEPS

Attachments: 1 [2021 Youth Advisory Committee Terms of Reference](#)

Responsible Officer: Director Community Wellbeing

Author: Manager Family & Children

RECOMMENDATION SUMMARY

That Council resolve to:

1. Adopt the 2021 Youth Advisory Committee Terms of Reference.
2. Inform the current Youth Advisory Committee members of the 2021 Youth Advisory Committee Terms of Reference.
3. Publish the 2021 Youth Advisory Committee Terms of Reference on Council's website.
4. Allocate \$15,400 in the draft 2021/22 budget to support delivery of the Youth Advisory Committee.
5. Engage with young people over the next 12 months to explore a Youth Advisory Council model and provide a report back to Council no later than April 2022.

BRIEF OVERVIEW

This report provides a summary of the achievements and challenges of the inaugural 2020 Youth Advisory Committee (YAC) and recommends an updated YAC 2021 Terms of Reference (ToR) for Council's consideration. The updated ToR:

- Are based on a review of youth participation models, local government benchmarking and current YAC members feedback; and
- Identify exemplary practice models for Council's consideration.

Changes from the 2019 ToR include:

- The establishment of two briefings or updates to Council in a relevant format by the Youth Advisory Committee in a 12-month period.
- Refocusing of the YAC to a Youth Centred model minimising adult involvement. This means that Administrators/ Councillors will no longer form part of the formal YAC membership, with their involvement supported through the twice yearly Council / YAC forums identified above.
- Establishment of an internal YAC Advisory and Support Group.
- Provision of additional support for participation and leadership including the payment of an honorarium to young people participating on the YAC.

RATIONALE FOR RECOMMENDATION

The objectives of YAC are to increase youth participation in decision making, foster leadership, civic participation and build life skills. These are consistent with the vision of the initial 2019 YAC ToR, Youth Plan 2030+, Whittlesea 2040 and the Local Government Act 2020.

The report recommendations and updated ToR are based on extensive consultation with young people, including those who have been directly involved in the Youth Advisory Council as well as benchmarking with 13 other Victorian Local Governments.

IMPACTS OF RECOMMENDATION

The impacts associated with adoption of the updated ToR include;

- Increased opportunities for Council and YAC participants to work together through the establishment of two formal briefings (via Council Briefing meetings or similar forums) to Council by the Youth Advisory Committee.
- Creating opportunities for meaningful exchange on issues of importance to young people
- A greater ability for the YAC to inform Council's decision making processes.
- Increase the frequency of YAC meetings from once a quarter to once a month.
- Refocusing of the YAC to a Youth Centred model minimising adult involvement in the monthly meeting cycle.
- Increasing supports for participation, leadership development and establishment of an internal YAC Advisory and Support Group, intended to increase ability and opportunity for youth voice to inform Council program planning and development – especially those impacting on young people.
- Explore opportunities over the next 12 months for the Youth Advisory Committee to transition to a Youth Advisory Council through a codesign process.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

The updated ToR propose that the YAC will report to Council biannually; with the report delivered in a format chosen by YAC members and in discussion with Council. This less formal mechanism for reporting will allow a more dynamic and accessible exchange of ideas between Council and young people.

Supporting this approach will be the establishment of an internal YAC Advisory and Support Group to increase opportunities for youth voice to inform Council program planning and development – especially in areas impacting on young people.

REPORT**BACKGROUND**

At its August 2019 meeting, Council resolved to develop a YAC. Officers subsequently worked in partnership with local young people and developed a draft ToR which was endorsed by Council at its October 2019 meeting (including the requirement for a 12 month review).

The YAC provides a formal means for interaction and mutual information sharing between Council and young people, allowing young people to identify and advocate for issues of importance to them, and provide for an increased level of youth civic participation.

The YAC Inaugural Term 2020

The YAC commenced in January 2020 and during this period identified key topics of interest for discussion and allocated these topics to its regular meeting schedule. The inaugural term also presented several unforeseeable challenges and opportunities due to the Covid-19 pandemic.

Despite the significant disruption experienced through the Covid-19 pandemic response period, the YAC continued to meet online. The YAC adjusted well to the challenges and continued to engage in open, respectful and robust discussions at meetings. This resulted in creative actions and recommendations that have provided valuable input into the ongoing development the City of Whittlesea Youth Services, Council and the Whittlesea community. Some of the achievements and challenges of the 2020 YAC are summarised below.

Achievements:

- The *Real Talk* wellbeing for schools' package resulted focusing on mental health and wellbeing. This package helped increase conversations around mental health in schools.
- Consultation and input into the recently opened \$4.6M development of the Mill Park All Abilities Playspace.
- Input into the 'Life Skills Ready' content within schools, specifically influencing the development and trial of the '*Adulthood 101*' program.
- Provided valuable information to assist with the re-development of Council's website and accessibility of information around disability services within the municipality for young people.

Challenges:

- Covid-19 restrictions resulted in many of the initial YAC projects being put on hold and the YAC work stalled until an online program delivery model was developed. This resulted in a delay to progressing projects and training.
- Working in an online platform reduced the incidental conversations and engagement between members, and resulted in the young people feeling that they had missed opportunities to develop connections with members throughout the year.
- Some YAC projects, such as the campaign 'Not all disabilities are visible' were unable to be actioned during Covid-19 restrictions; as public transport was not fully operational or it was not possible to undertake the activities required to progress the identified projects.

Impact of COVID pandemic on young people

With the COVID-19 global pandemic, children and young people in Australia are living through unparalleled times. A 2020 co-authored report by Kids Helpline and the Australian Human Rights Commission on the impacts of COVID-19 on children and young people (accessing the Kids Helpline service) identified their overall top five COVID-19 related concerns as being:

- Mental health concerns resulting from COVID-19
- Social isolation
- Education impacts
- Impacts on family life
- Changes to plans and usual activities.

A further summary is outlined in **Table One** below.

Concern	Cohort
Mental health concerns resulting from COVID-19	Top concern for females, males, and transgender or gender diverse aged 5-10 years and all those aged 18-25 years; males and transgender or gender diverse aged 11-14 years; those in cities and inner regional areas; and those aged 18-25 years from culturally and linguistically diverse backgrounds (CALD).
Education impacts	Top concern for females and transgender or gender diverse aged 11-14 years; females, males, and transgender or gender diverse aged 15-17 years; and those in outer regional and remote areas.
Changes to essential services and supports	Top concern for Aboriginal and Torres Strait Islander children and young people.
Impacts on family life	Top COVID-19 concern for CALD children and young people aged 11-14 and 15-17 years.
Fear of contracting COVID-19	Top concern for transgender or gender diverse aged 18-25 years.

Table One: COVID-19 Impacts & concerns for young people

(Source: [Impacts of COVID-19 on children and young people who contact Kids Helpline \(2020\) | Australian Human Rights Commission](#))

The report highlighted areas for government action to alleviate the pandemic's negative impacts on children and young people, including:

- investing in child and youth-focused mental health services and support
- promoting clear, accurate and child-friendly information and resources
- extending economic support to all families and young people that need it, and making skills development and youth employment a key focus of recovery
- prioritising services for vulnerable children and young people
- involving children and young people in responses to COVID-19 and recovery plans.

Whittlesea 2040 COVID 19 Impacts Report

In late 2020, to inform the development of Council's Community and Municipal Public Health and Wellbeing Plan, Council commissioned SGS Economics and Planning to prepare a report on the impacts of Covid-19 on Whittlesea (including state, national and global trends). The SGS report identified:

- Young women in particular aged between 25 and 21 years old, reported feeling very or extremely stressed (Loxton et al., 2020 in WHIN, 2020).
- Nationally, almost two-thirds of young women reported financial stress (Loxton et al., 2020 in WHIN, 2020).

In addition, many young people experienced multiple layers of disadvantage, particularly those that moved home with family due to economic circumstances including that:

- Younger Victorians were more likely to experience hardship before and during the first coronavirus lockdown.
- 23% of young people aged 18 to 24 experienced high psychological distress compared with 16% of Victorians (VicHealth, 2020)
- 39% of young people experienced hardship during the first lockdown (compared to 24% of Victorians).
- 30% reported financial hardship in February 2020 (compared to 16% of Victorians). They were also more likely to report they had lost their job (17% compared to 10% of Victorians).
- Young women were most impacted with 26% losing their job, compared to 11% of young men.

In addition, young people are concerned about the impacts on their education and employment prospects. Mission Australia's annual Youth Survey (2020) found that:

- 33% of young people aged 15-19 were concerned about the impacts of COVID-19 on education, with
- 34.4% saw education as their biggest personal issue over the past year.
- At a time when youth unemployment increased due to the pandemic, young people said they most needed flexible working hours, more jobs in their local area, more work experience and access to training and skill development programs to increase their employment prospects (Mission Australia, 2020)

Whilst the longer-term impacts of these shocks are yet to be seen, some implications for Council were identified as:

- The impacts and disruption to education, skills development, employment and finances for young people are likely to have longer-term impacts.
- Targeted support to address education, employment losses is needed.

The revised YAC proposal provides a framework for Council to continue to work with local young people on relief and recovery; foster skills and economic participation opportunities (such as the proposed YAC Honorarium); as well as the sharing of information and insights as to how the pandemic continues to affect young people.

PROPOSAL

Throughout late 2020 and early 2021 an evaluation and review of the 2020 inaugural YAC model was undertaken (in line with the October 2019 Council resolution). Following this process as well as extensive consultation, the proposed ToR have been amended to:

- Increase opportunities for leadership development
- Increase opportunities for Council to consult with young people on issues which affect them; and
- Ensure the voice of young people is represented within Council's decision making processes.

The proposed 2021 YAC ToR allows for Council's Youth services to engage in a co-design process with YAC members to explore a transition to a 'Youth Council' model (see below).

Youth Councils

Youth Councils are a form of youth voice engaged in community decision-making. Youth councils exist on local, state, provincial, regional, national, and international levels among governments, non-governmental organisations, schools, and other entities. There are a number of youth councils established in Victorian local government settings including the Cities of Ballarat and Greater Geelong. Youth Councils vary in format and function but typically play a representational as well advisory role. This can include 'Junior Mayors' etc.



The proposed YAC and ToR will complement and enhance Council's existing suite of Youth programs which all embed youth participation as a fundamental principle, creating multiple settings for young people to influence decisions which affect them and for their voices to be heard. The YAC and its members will continue to collaborate with young people engaged in other Youth Services programs as it attempts to capture the diversity of youth voice and undertake common projects.

This will provide avenues for increased community consultation and engagement with young people in the municipality and provide genuine leadership and civic engagement opportunities for young people. These multiple pathways for input are particularly important in the current round of Council consultations for the Community Plan (including and Municipal Health and Wellbeing); are consistent with the new Local Government Act 2020 around deliberative engagement; and supports the development of civic participation in the emerging Covid-normal world.

The review has resulted in the below recommendations and amendments to the current ToR:

- Increase the frequency of meetings from quarterly to monthly.
- Creates opportunities for YAC members and Council to meet throughout the year including the establishment of two briefings or updates to Council in a relevant format by the Youth Advisory Committee in a 12-month period.
- Retains the representative nature of participants.
- Refocusing of the YAC to a Youth Centred model minimising adult involvement. This means that Administrators/ Councillors will no longer form part of the formal YAC membership, with their involvement will be supported through the twice yearly Council / YAC forums.
- Allows members to serve a second term (ideally there will be a mix of previous term and new members each year)
- Establish portfolio groups for YAC members to focus on areas of interest and undertake project work.
- Re-align the term of membership to commence annually on 1 July, which aligns with Council's own planning cycle and permits more seamless recruitment and induction in the build up to the new term.
- Establish an internal Council officer YAC Advisory and Support Group comprising of members from several internal Council departments, including Governance, Communications, Community Engagement and Youth Services. This group will meet as required with the YAC Chair and Co-Chair to ensure the voice of young people are included within Council and opportunities for young people to inform Council policy is undertaken.
- Formalised honorarium to be paid in recognition of YAC participation.

- Provides for a supported environment in which young people can develop and express their leadership skills, support each other and become involved in decisions that affect young people in the municipality as we move into a Covid-normal world.

See **Attachment One**, for the 2021 YAC ToR.

CONSULTATION

Officers undertook an evaluation and review of the Whittlesea YAC model and all consultations processes were in line with Council's engagement policies and practices, including:

- Surveying current YAC members on their experience of YAC membership and recommendations.
- Local government benchmarking with several other LGA's and youth advisory committees/Councils.
- A series of consult sessions were held with the 2020 YAC members and other local government youth advisory/youth council representatives for the purpose of identifying and sharing best practice models
- Advice and feedback sought from the YACVIC Youth Participation Practitioners Network (YPPN) on best practice in youth participation.
- Discussion with Council officers to enable the YAC model to maximise the opportunity for young people to enact as a voice within Council's Youth Services programs.
- Co-design consultation workshops with YAC members and Council's Youth Services Officers.

CRITICAL DATES

Date	Activity
April to May 2021	Recruitment of new YAC members
1 July 2021	All 2021/22 YAC members on-boarded
October 2021	Council Briefing with YAC #1 (date tbc)
March 2022	Council Briefing with YAC #2 (date tbc)
April 2022	Council Meeting Report – 12-month ToR review – Including feedback from Youth Council engagement process (date tbc)

Table Two: Key dates

FINANCIAL IMPLICATIONS

Estimated annual program costs associated with implementing the proposed YAC model are summarised in **Table Three** below.

Description	Estimated Amount (exl GST)
Annual Honorariums for YAC members	Up to 13 participants calculated at \$600 per person annually equalling: \$7,800 Chair and Co-Chair \$800 \$1600
Training and workshops and professional development for the YAC membership	\$1,500
Project implementation budget	\$4,500
Total	\$15,400

Table Three: Estimated annual program costs

POLICY STRATEGY AND LEGISLATION

The updated YAC ToR are informed by the following Policy and Strategy.

Council policy

YouthPlan2030+: Adopted by Council in November 2017, the YouthPlan2030+ is informed by the voice of young people, parents and sector experts and guides Council's investment in the wellbeing of young people. The plan is also informed by national and international literature and evidence on adolescent development and what constitutes good youth work practice, together with local data.

Whittlesea 2040: One of the key directions under Whittlesea 2040 Goal 1: 'Connected Community' is 'a participating community'. The Youth Advisory Committee aims to increase levels of civic participation in young people, allowing them greater opportunities to meaningfully participate in decisions impacting their lives.

Victorian Policy

The Victorian Government's Youth Policy, which includes a Youth Engagement Charter that outlines principles that guide the government's engagement with young people and how it will give effect to those principles in practice.

Section 55 and 56 of the Local Government Act 2020 outline principles and requirements for greater deliberative engagement, and is designed to improve local government democracy, accountability, transparency, and service delivery for all Victorians – including young people.

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*

This proposal will ensure a supportive setting for a representative group of young people to be involved in informing and contributing to decisions affecting the youth of the municipality which is consistent with the new Local Government Act and particularly important as we move into a Covid-normal world.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Connected community
Key Direction	A participating community

The YAC provides an avenue for young people to enter a meaningful exchange with Council by enabling them to raise and respond to issues that are of importance to young people's lives.

The Whittlesea YAC are to be a local youth representative body with scope to consult and engage with local young people for the purpose of ensuring young people's concerns and needs about their local community are heard and actioned.

The YAC is one of many mechanisms used by the Council to engage and consult with young people and is crucial in ensuring young people are well informed and engaged in local decision making in order to achieve the goal of a Connected Community in Whittlesea 2040 and Youth Plan 2030+.

Council has significant opportunities emerging for the community to shape and inform the Community Plan, Financial Plan and Pandemic Recovery before the proposed commencement of the YAC in July. Youth Services will work with the existing YAC members from the 2020 program and young people in general to ensure that they have the opportunity to inform the development of these plans.

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 proposed YAC provides an important vehicle for local young people to identify local needs and to raise this directly with Council. It is also an important mechanism for Council to connect and engage with young people across the municipality.

The updated YAC model builds on learnings from its inaugural year and provides young people with opportunities to be involved in:

- Meaningful civic participation and engagement; and
- Local decision-making and leadership.

Evolving the current Youth Advisory Committee into a Youth Council through a co-design process has the potential to increase opportunities for young people to be engaged in civic participation and representation particularly in decisions that impact them in the emerging COVID-normal world.

RECOMMENDATION

THAT Council resolve to:

1. Adopt the 2021 Youth Advisory Committee Terms of Reference.
2. Inform the current Youth Advisory Committee members of the 2021 Youth Advisory Committee Terms of Reference.
3. Publish the 2021 Youth Advisory Committee Terms of Reference on Council's website.
4. Allocate \$15,400 in the 21/22 draft budget to support delivery of the Youth Advisory Committee.
5. Engage with young people over the next 12 months to explore a Youth Council model and provide a report back to Council no later than April 2022.

COUNCIL RESOLUTION

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

THAT Council resolve to:

1. Adopt the 2021 Youth Advisory Committee Terms of Reference.
2. Inform the current Youth Advisory Committee members of the 2021 Youth Advisory Committee Terms of Reference.
3. Publish the 2021 Youth Advisory Committee Terms of Reference on Council's website.
4. Allocate \$15,400 in the 21/22 draft budget to support delivery of the Youth Advisory Committee.
5. Engage with young people over the next 12 months to explore a Youth Council model and provide a report back to Council no later than April 2022.
6. Write to all members of the current 2020 Youth Advisory Committee thanking them for their individual and collective contribution and achievements on behalf of young people within the City of Whittlesea.

CARRIED UNANIMOUSLY



City of Whittlesea - Youth Advisory Committee

Terms of Reference

1. PURPOSE OF THE COMMITTEE

The City of Whittlesea Youth Advisory Committee (YAC) is an Advisory Committee whose role is to represent the voice of young people aged 12 – 25 who live, work, study or have strong connections to the City of Whittlesea. The Whittlesea YAC provides a formal means for interaction and mutual information sharing between Council and young people and provides opportunities for young people to participate and learn about civic and democratic processes.

The YAC is one of multiple mechanisms for Council to engage and consult with young people and involve them in decision-making processes. It is a crucial stakeholder in achieving, developing and reviewing the goals of *YouthPlan2030+* and the City's Community vision *Whittlesea 2040: A Place for All*. The YAC is also an important avenue for the youth community to connect with and raise issues with Council.

2. OBJECTIVES

Represent and promote the voice of young people in the City of Whittlesea to:

- a) Provide a platform for young people to advocate on priorities that are important to their lives.
- b) Provide advice to Council on specific issues impacting young people in the City of Whittlesea as relevant.
- c) Offer advice and advocate to Council on current issues and emerging trends for young people and implications for the service sector in the municipality.
- d) Enhance the opportunities for participation in the areas of citizenship, leadership and civic participation for young people.
- e) Provide advice on Council programs and on the development of spaces used by young people.

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3. COMMITTEE MEMBERSHIP AND RECRUITMENT

The Whittlesea YAC's membership will consist of:

- a) a minimum of 10 and a maximum of 15 young people aged between 12 to 25 who either live, study, work, access services or have a significant connection to the City of Whittlesea. A majority of members must reside within the City of Whittlesea.
- b) Where possible YAC members will be drawn from across the City of Whittlesea geographic area.
- c) Young people selected to be members of the committee should, when possible, comprise of a diverse mix of young people with respect to age, gender and sexual identity, cultural background and location within the municipality.
- d) The Whittlesea YAC is an inclusive committee and welcomes the participation and membership of peoples with disabilities.
- e) Applications for membership to fill committee vacancies will open in the second quarter of the calendar year with annual membership terms running from July to June.
- f) Candidates for YAC membership will be sought through a publicly advertised expression of interest process recruitment process outlined in Appendix 1.
- g) YAC member applications will be assessed by a panel comprising young people and Council representatives and will follow the process outlined in Appendix 1. The Panel will be majority membership of young people and preferably chaired by a young person.

4. TERM OF MEMBERSHIP

- a) Term of membership is an initial 12 month period. Members will be provided with the option to remain on the committee for a second consecutive term if they wish.
- b) In general applications for membership will be open to young people aged between 12 – 24 years, this will allow for young people to complete a 2 year term before turning 26 years. If a young person turns 26 years before the end of their term, the member will not be required to vacate their position
- c) Council will be advised of the YAC membership.
- d) Members who are 18 years or over at any point during their term of office are required to apply for and hold a valid Working with Children Check – (Volunteer level minimum)

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- e) If a member resigns during their term, Council may choose to advertise the vacant position through an expression of interest process and a replacement appointed by following the procedure for appointing replacement members (See Appendix 2).

5. RESPONSIBILITIES OF MEMBERS

In order to fulfill the requirements of the committee, members are required to:

- a) Bring their own experiences of being a young person in Whittlesea.
- b) Keep informed of current issues and emerging themes in relation to young people
- c) Be aware of the activities, interests and concerns relating to the youth sector and the lives of young people in the municipality;
- d) Prepare for and participate in regular committee meetings and portfolio group meetings, and
- e) Whenever possible, liaise with and seek feedback from other young people in the municipality in relation to the topics discussed at committee meetings.

During the annual Induction and Planning program, YAC members will draft a Committee Charter which will set out agreed behaviours of members. The Committee Charter will be formally adopted at the first YAC meeting of the Term.

6. INDUCTION, PLANNING and TRAINING

- a) **Induction and Planning:** YAC members will meet for a compulsory induction and planning program prior to the first scheduled YAC meeting. The Induction and Planning program will provide members with training on meeting and Council processes. During the induction and planning program, the YAC will determine the focus and scope of three portfolio sub-groups for the term and will draft the YAC Committee Charter.
- b) **Training:** YAC members will engage in ongoing training relevant to their role as YAC members, training will be delivered during portfolio group meetings. Some extra-ordinary training opportunities may be offered outside of meeting schedule times, these opportunities are voluntary for YAC members.

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7. MANAGEMENT OF THE COMMITTEE

- a) **Chairpersons:** The YAC will receive nominations for and vote on a Chairperson and Deputy Chairperson from the membership at the first meeting of the term. Elections will be held via a silent ballot with nominations submitted via an Expression of Interest form prior to the first meeting.

YAC meetings are chaired by the Chairperson with the support of the Deputy Chairperson. In the event that the Chairperson is unable to perform their role, the Deputy Chairperson will take over chairing responsibilities.

- b) **Portfolios:** A maximum of three portfolio groups will be established through the Induction and Planning process. Portfolio groups will be aligned with the priorities of the YAC for the term, along with the priorities in the *YouthPlan 2030+* and *Whittlesea 2040: A Place for All*. Each YAC member will nominate to participate in a specific portfolio sub-working group for the duration of the term.

At the first YAC meeting for the term, a portfolio leader will be elected to each portfolio group via a secret ballot. Nominations for portfolio leader will be submitted via an Expression of Interest form prior to the first meeting. The Chairperson will not be eligible to convene a portfolio group.

Portfolio working groups will meet a minimum of once per month according to the allocated meeting schedule.

Portfolio groups may focus on specific projects, events or activities that align with the objectives of the *YouthPlan2030+* and *Whittlesea 2040: A Place for All*. Each group will have an allocated annual budget for projects.

Portfolio group leaders will prepare and deliver a verbal update on the group's progress at each full YAC meeting.

Non YAC Committee members may participate in portfolio groups in an ex-officio capacity but are not eligible for an Honorarium.

- c) **Meetings:** Meetings will be held monthly according to the YAC meeting schedule.

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- d) **Quorum:** At least 50%+1 members of the total number of committee members need to be present at meetings in order for the meeting to proceed. In the event that a quorum is not achieved within thirty (30) minutes after the scheduled commencement time of the meeting, the meeting will be adjourned until the following month.
- e) **Standing Agenda Items:** Each YAC meeting will have a standing agenda item of 'Council Matters for Consideration' where YAC members can identify and consider their response to Council matters. Topics may be nominated by either YAC members or proposed by the internal YAC Advisory and Support Group. Alternatively others may make a written request for an item to be included on the agenda as outlined in provision 8.b.
- f) **Minimum level of attendance:** Members who are absent from three (3) consecutive meetings without notice will be removed from the committee membership, notice of this will be provided in writing by the Team Leader Youth Services. Prior to removal, Council officers will conduct a check-in with the YAC member who has been absent to address any barriers to participation. This will identify next steps including greater support for attendance or leave of absence or removal or resignation.
- g) **Extended leave of absence:** YAC members can request to take an extended leave of absence from the committee. Requests for extended absence must be submitted in writing to the Team Leader Youth Services. The Team Leader Youth Services will notify the YAC of extended leave of absence of members in writing, to be Minuted at the next scheduled monthly meeting.
- h) **Resignation from YAC:** Committee members wishing to resign from their position on the Whittlesea YAC must advise the Chair and Deputy Chair in writing and the letter tabled at the next scheduled YAC meeting.
- i) **Voting:** It is preferable that decisions of the committee are made by consensus, however; there may be circumstances where a matter is decided by a vote. Where a vote is taken, each eligible member is entitled to one vote. A motion is deemed to have been carried if it receives 50%+1 votes of the committee members present at the meeting. In situations where there is a tied vote the Chair has the casting vote.
- j) **Committee Support and Resourcing:** The YAC will be resourced by the Youth Services team who will be responsible for secretarial support including, in consultation with the Chairperson

and Deputy Chairperson, preparing and circulating meeting agendas, taking minutes of meetings, assisting in the preparation of reports and other administrative functions.

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Governance, Communications and Community Engagement support will be provided by the Whittlesea YAC Advisory and Support Group as outlined in the *Terms of Reference Whittlesea YAC Advisory and Support Group*.

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- k) **Committee Support – internal YAC Advisory and Support Group:** Convened by Team Leader Youth Services will comprise representatives from Governance, Communications, Participation and Engagement and Youth Services, the YAC Advisory and Support Group will provide Governance oversight, recommendations and operational support for the YAC. It will also provide an avenue for the YAC to engage across Council's business units on key policy and strategic projects, media liaison as / where appropriate.
- l) **Committee Support – Honorarium payment:** The commitment made to the YAC is considerable with young people making a significant time commitment to ongoing work throughout the year which may impact their ability to undertake other paid employment. In acknowledgement of the significant time commitment involved in YAC membership, members will be paid an annual Honorarium fee to compensate for costs associated with their participation. There will be one rate for general committee members and a second higher rate for Chair and Deputy Chair in recognition of the greater commitment required by these two roles. The Honorarium fee will be paid in two instalments via Statement By Supplier Invoicing.
- m) Council will publish the Terms of Reference, list of committee members, meeting agendas and the minutes of meetings on Council's website. Information about portfolio groups and projects will also be published.

8. ATTENDANCE OF NON-MEMBERS

- a) The committee may invite relevant Council Officers, other guests, experts and/or young people to attend meetings in an advisory capacity, for a specified purpose and for a specified period of time. The YAC members set meeting agendas and confirm non-member attendees. The YAC members reserve the right to limit non-committee attendees at meetings.
All meeting visitors are required to adhere to the Committee Charter. YAC meetings are not open for public viewing.
- b) Council Officers and external groups and parties wishing to consult with the YAC must submit a request form outlining the purpose of the request a minimum of one month prior to the YAC meeting they wish to attend.

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The YAC Chairperson and Deputy Chairperson, with the support of Youth Services staff, will determine whether the request fits with the priorities and purpose of the YAC. The request form is to be publicly available on the YAC page of the City of Whittlesea website. The request form will be developed by the YAC during the planning and Induction process so that it outlines the YAC's priorities for the term.

- c) The Whittlesea YAC is an accessible committee and welcomes the active participation of young people with disabilities. To ensure that active YAC membership is accessible, the City of Whittlesea Youth Services staff will support members to develop an individual access and support plan with young people who may require additional support to participate. YAC members who require additional support are welcome to bring support people to meetings. YAC members are to raise this with Youth Services staff during the induction and planning process or prior to the next YAC meeting so that the Chairperson can be notified of non-committee members in attendance in a support capacity. Support people are to attend YAC meetings in strictly an access and support capacity and are not permitted to engage in meeting business.

9. RELATIONSHIP WITH COUNCIL

- a) The YAC will report to and meet with Council twice yearly informing Council of identified issues or priorities of the YAC, projects and portfolio work undertaken by YAC participants and enter into dialogue with Council leaders around issues of importance or consequence for young people.
- b) A suitable forum for these twice yearly meetings will be determined once the YAC is established and may include: presentations/discussion at Council Briefings; participation in Community Council meetings, Council Public Question Times, Community Forums, etc;
- c) The mode of report will be chosen by YAC members. Reports to Council could incorporate but not limited to; video or infographic reports; verbal Council presentations; written updates (memos, letters or submissions).

Council Offices

25 Ferres Boulevard, South Morang VIC 3752
Mail to: Locked Bag 1, Bundoora MDC VIC 3083

Phone: 9217 2170

National Relay Service: 133 677 (ask for 9217 2170)

Email: info@whittlesea.vic.gov.au

Free telephone interpreter service
 131 450

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10. PROVIDING ADVICE TO COUNCIL

The YAC may invite Council Officers to committee meetings for the purpose of gaining information and consulting on relevant Council strategies and policies. The YAC may also engage with Council Officers at committee meetings for the purpose of providing expert advice to Council on topics and issues relevant to young people.

11. CONFLICT OF INTEREST

YAC members will be provided with training on understanding and identifying a conflict of interest during the Induction and Planning process. The YAC Committee Charter will outline the process for dealing with conflicts of interest.

12. CODE OF CONDUCT

YAC members will be required to sign an undertaking to adhere to the City of Whittlesea's Code of Conduct at the commencement of each term. The Code of Conduct sets out the behavioural expectations of all staff, contractors and volunteers representing the City of Whittlesea.

During the Induction and Planning phase of program, training will be provided to YAC members on understanding and following the Code of Conduct.

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13. GRIEVANCE RESOLUTION PROCESS

In the event that a conflict occurs between YAC members, the YAC Chairperson and Deputy Chairperson will work with Youth Services Officers and Team Leader to resolve it. If YAC members have a grievance or concern, it should be raised according to the following:

- a) If the grievance is about a fellow YAC member, the issue should be raised with the Chairperson, Deputy Chairperson and Youth Services Officer
- b) If the grievance is about the Chairperson or Deputy Chairperson, the issue should be raised with the Youth Service Officer and Team Leader Youth Services.
- c) If the grievance is with the Youth Services Officer it should be raised with the Team Leader Youth Services and Manager Family Children and Young People.

All conflicts will be addressed and resolved in accordance with the code of conduct and the principals of natural justice.

14. PUBLIC STATEMENTS

Ordinary members of the Committee cannot make public statements on behalf of Council as an independent group without prior approval of the Chief Executive Officer or nominee

15. REVIEW OF TERMS OF REFERENCE

These Terms of Reference will be reviewed after 12 months in consultation with YAC membership. Council will work with YAC participants through a codesign process to explore opportunities to evolve the committee towards a Youth Council Committee.

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Appendix 1: Whittlesea Youth Advisory Committee New Membership Recruitment Process Flow Chart

March - April

Public Expression of Interest Process Open

Flyers and information will be distributed to primary and secondary schools, TAFES, universities, community spaces including CAC's and community services that work with or support young people who live, work, study or connected to the City of Whittlesea. A social media campaign will take place, displaying flyers and information on all of Councils social media platforms.

Information and the application processes will be in a format that is accessible and inclusive of all young people. Youth Services staff will provide support to enable young people to apply in a manner that meets their needs.



April - May

Expressions of Interest Received

Applications for membership are open to young people aged between 12 – 24 years, this will allow for young people to complete a 2 year term before turning 26 years.

An Expression of Interest process will be open during April / May. Where necessary, applications will be submitted in a manner that supports young peoples needs.

Submissions will be sent to Youth Services Team and will be reviewed and shortlisted by a panel of Council representatives and young people.



May - June

Interviews

Shortlisted applications for membership will be interviewed by a panel comprising of Council representatives and young people. Young people selected to be the members of the committee should, when possible, comprise a diverse mix of young people with respect to age, gender and sexual identity, cultural background, lived experience and location within the municipality.

Successful applicants will undergo a referee check and will be notified of their membership at the end of May / early June.



June

Induction & Planning

Successful applicants will be required to attend the induction and planning program.

Members will meet for a compulsory induction and planning program at the commencement of their term prior to the first scheduled YAC meeting. The Induction and planning program will provide members with training on meeting and Council processes and review and orientation to Committee Terms of Reference. During the induction and planning program, the YAC will determine the focus and scope of three portfolio sub-groups for the term.



July

First Youth Advisory Committee Meeting

The first meeting for each term will take place in July. Election of leadership roles including Chairperson, Deputy Chairperson and Portfolio leaders will be undertaken at the first meeting along with the confirmation of a Committee Charter.



Appendix 2: City of Whittlesea Recruitment for Youth Advisory Committee Vacant Member Position

The following document outlines the process for filling vacant positions on the Whittlesea Youth Advisory Committee in the event a member vacates their position. Where this occurs, Council may:

- a) Refer to the original EOI Applicants shortlist if the vacancy is within the first 10 months of the term (i.e. membership will be filled through shortlisted applicants who were interviewed but unsuccessful due to capacity limits during the previous YAC application period). If the shortlisted applicants are not able to fill vacancies or do not enable the YAC membership to meet the required geographic or diversity representation under the Terms of Reference, Council may a public expression of interest will be advertised to ensure adequate representatives from wards are maintained.
- b) If the vacancy occurs within the last three months of the Term, the vacant position will not be filled unless a committee quorum is unable to be maintained.
- c) The Chairperson and Deputy Chairperson along with Council representatives will make up the panel for recruiting new members.
- d) An induction process will occur for newly appointed members filling vacant positions outside of the annual recruitment process.

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ITEM 6.1.4 FOR DECISION - REVIEW OF GOVERNANCE RULES

Attachments: 1 **Draft Governance Rules** [↓](#)

Responsible Officer: **Executive Manager Governance**

Author: **Executive Manager Governance**

RECOMMENDATION SUMMARY

The report recommends that Council endorse proposed amendments to the Governance Rules as contained in Attachment 1 and invite community input on the proposed amendments.

BRIEF OVERVIEW

The adoption of Governance Rules is a requirement under the *Local Government Act 2020*. The Rules regulates proceedings at Council Meetings and can be amended by Council if required.

RATIONALE FOR RECOMMENDATION

The Governance Rules have been in operation since 1 September 2020. Council has had an opportunity to assess the effectiveness of the Rules and has identified several amendments to improve the operation of Council meetings and to improve access to meetings by the community.

IMPACTS OF RECOMMENDATION

The new Rules will put in place meeting procedures that will facilitate Council meetings and improve access to Council meetings by the community.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

The Governance Rules will be reviewed again after they have been in operation for a further period. This will provide Council with an opportunity to assess the effectiveness of the Rules and to provide feedback on any further amendments that may be required.

REPORT**BACKGROUND**

Council resolved to adopt the Governance Rules on 1 September 2020 and the Rules have been in operation for several Council meetings.

The Rules partly replaced the *Procedural Matters Local Law (No 1 of 2018)* and address many of the areas regulated by the former Local Law including the conduct of Council Meetings and processes related to Council meeting agendas and minutes.

PROPOSAL

The following is a summary of the proposed changes to the proposed updated Governance rules (Attachment 1):

- Changed wording to be more focussed on purpose and community engagement.
- Reference has been included in the Rules that Council's deliberations will be guided by the overarching governance principles in the *Local Government Act 2020*; (Governance context)
- Discretion for Council to record in the minutes whether a prayer, good governance pledge or affirmation is stated at the commencement of the meeting; (section 11.2)
- Provide for Officers to present reports and speak for up to the 5 minutes and a further 2 minutes by extension; (section 12.5)
- Included Public Questions and capacity for public to ask questions at Council meetings into the Governance rules instead of having a separate *Public Question Time Policy and Procedural Guidelines* (Section 17)
- Amended the section on petitions and joint letters to provide the option for a lead petitioner or one of the signatories to speak to the petition/joint letter for up to 2 minutes at the meeting at which it is tabled; (section 18)
- Confirming assistance will be available to any community member seeking or requiring support to write their questions or to present to Council. (sections 17.4, 17.7, 18.10)
- Changed wording relating to records of Meetings and administrator attendance records with register of attendance being published on Council's website quarterly. (sections 51 and 52)
- Minor drafting changes to amend obsolete legislative references and consequential amendments to ensure the Rules are legally consistent.

CONSULTATION

Administrators have been briefed on the proposed amendment and have provided feedback.

Legal advice has been obtained in relation to the proposed amendments.

Some feedback had been received from residents requesting the capacity to speak to letters, petitions and ask questions at Council meetings as well as ensuring accessibility which has been considered in this revision.

Formal consultation will occur for a minimum four-week period following adoption of the amended Governance rules prior to formal endorsement by Council.

Community input will be invited on the amended Governance Rules before they are submitted to Council for adoption. The consultation will be in accordance with Council's community engagement policy and will include general and targeted promotion to inform of the rules and proposed changes with a variety of opportunities for feedback including using the new 'hive' platform with a survey or feedback mechanisms. This will include a summary sheet with the key elements of change and seeking feedback on if the changes are supported or not and if there is any other feedback on the Governance Rules.

CRITICAL DATES

Community input will be invited on the amended Governance Rules before they are submitted to Council for adoption. It is anticipated the rules would then come to Council for endorsement at the 1 June 2021 Council meeting and will come into operation from 2 June 2021.

FINANCIAL IMPLICATIONS

Any costs associated with the amending the Governance Rules including the cost of legal advice and advertising are covered in existing Council budgets.

POLICY STRATEGY AND LEGISLATION

The Governance Rules are linked to the following legislation, Council policies and Council Guidelines:

Legislation

Local Government Act 2020

Section 60 of the *Local Government Act 2020* requires Council to adopt Governance Rules and prescribes what must be included. The Governance Rules also reflect the various requirements of the *Local Government Act 2020*, including the conflict of interest provisions and good governance principles.

City of Whittlesea policies and guidelines

Election Period Policy

The Election Period Policy is incorporated in the Draft Governance Rules as required by the *Local Government Act 2020*.

Public Question Time Policy and Procedural Guidelines

The Public Question Time Policy and Procedural Guidelines detail Council's procedures around the asking of public questions at Council Meetings. This policy is intended to be revoked following adoption of the new Governance rules as the Governance rules now include the policy position and rules for Public Question time under rule 17.

Community Engagement Policy

Consultation on the Governance rules is required in accordance with the Council's Community Engagement Policy, and will occur as outlined under 'consultation' section of this report.

LINK TO STRATEGIC RISKS

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

The efficiency of Council meetings would be affected if Council fails to regularly review the Governance Rules.

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

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 Council endorse the proposed amendments to the Governance Rules as contained in Attachment 1 for the purposes of consultation with the community.

RECOMMENDATION

THAT Council resolve to:

- 1. Endorse the amended Governance Rules as contained in Attachment 1**
- 2. Consult with the community on the amended Rules and consider any community input received at the close of the consultation period; and**
- 3. Receive a further report in June 2021 considering any public submissions received before resolving on whether to adopt the amended Governance Rules and to rescind the existing *Public Question Time Policy and Procedural Guidelines*.**

COUNCIL RESOLUTION

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

THAT Council resolve to adopt the Recommendation.

CARRIED



Governance Rules

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Introduction

Purpose of the Rules

These are the Governance Rules of Whittlesea City Council, made in accordance with section 60 of the *Local Government Act 2020*.

These *Rules* determine the way in which *Council* will:

- Make decisions:
 - in the best interest of the City of Whittlesea community;
 - fairly and on the merits of the question;
 - in a way that ensures any person whose rights will be directly affected by a decision will be entitled to communicate their views and have their interests considered;
- Elect its Mayor and Deputy Mayor;
- Conduct Meetings of Council and Delegated Committees;
- Give notice of Meetings and record and make available Meeting records (Minutes and livestreamed Meetings);
- Be informed in its decision making through community engagement, Advisory Committees and Administrator/Councillor areas of responsibility, and Council Officer Reports;
- Require the disclosure and management of conflicts of interest.

These Rules also include:

- Rules for the conduct of Council and Councillors during Election Periods, through the Election Period Policy; and
- An overview of alignment of the Governance Rules within Council's democratic and corporate governance.

Commencement and Revocation

These Rules commence operation on 2 June 2021. Upon these Rules coming into operation, the Governance Rules made on 1 September 2020 are revoked.

Definitions

In these Governance Rules, unless the context suggests otherwise the following words and phrases mean:

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Words	Meaning
Absolute Majority	the number of: a) Administrators/Councillors which is greater than half the total number of the Panel of Administrators/Councillors; and b) Members of a Delegated Committee which is greater than half the total number of Members of the Delegated Committee.
Act	the <i>Local Government Act 2020</i> .
Additional Council Meeting	a Meeting called in accordance with rule 6.
Administrator	a person appointed as an Administrator for City of Whittlesea under the <i>Local Government Act 2020</i> . An Administrator performs the role of a Councillor for the purposes of section 28 of the <i>Local Government Act 2020</i> . Reference to persons appointed as Administrators is a reference to persons elected as Councillors of Council, as the case may be.
Agenda	a document containing the date, time and place of a Meeting and a list of business to be transacted at the Meeting.
Authorised Officer	an Officer who is authorised by the Chief Executive Officer or Council under section 224 of the <i>Local Government Act 1989</i> .
Chair of Administrators	the Administrator who has been appointed to that position by the Minister for Local Government, is the official spokesperson of Council and performs the role of a Mayor.
Chairperson	the: a) Chair of the Administrators/Mayor; b) person appointed as the Chairperson of a Delegated Committee; or c) person taking the chair at a Meeting in accordance with these Rules in the absence of the Chair of Administrators/Mayor or Chairperson of the Delegated Committee, as the case requires.
Chief Executive Officer	the person occupying the position of Chief Executive Officer of Council and includes a person acting that position.
Code of Conduct	the code of conduct developed and adopted by Council under section 139 of the <i>Local Government Act 2020</i> .
Committee Meeting	a Meeting of a Delegated Committee or Community Asset Committee.
Community Asset Committee	a Community Asset Committee established under section 65 of the Act.
Confidential Information	has the same meaning as in section 3(1) of the Act.
Council	the Whittlesea City Council

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Council Meeting	includes a Scheduled Council Meeting and an Additional Council Meeting.
Council Website	Council's website at www.whittlesea.vic.gov.au .
Councillor	a person who holds the office of Member of Council, see definition of Administrator.
Delegate	any Officer to whom powers, functions and duties have been delegated under the Act.
Delegated Committee	a delegated committee established under section 63 of the Act.
Delegated Committee Meeting	a Meeting of a Delegated Committee.
Division	a formal count of those Administrators/Councillors or Members of a Delegated Committee who voted for or against, or did not vote in respect of, a motion and the recording of that count and the way each Administrator/Councillor or Member of the Delegated Committee voted in the Minutes of the Meeting.
In Writing or Written	includes communications Sent Electronically.
Joint Letter	correspondence In Writing addressed to the Council and: a) signed personally by not less than three persons of separate addresses, except that, in the case of illness or disability, it may be signed by a representative of a person; b) stating the address of each signatory; and c) setting forth a matter on which a remedy or relief is sought.
Mayor	the Chair of Administrators or the Councillor elected to be the Mayor under section 25 of the Act.
Meeting	a Scheduled Council Meeting, an Additional Council Meeting, a Delegated Committee Meeting and a Community Asset Committee Meeting, as the context requires.
Member	an Administrator/Councillor or Member of a Delegated Committee.
Minutes	the record of proceedings of a Meeting.
Municipal District	the municipal district of Council.
Notice of Motion	a notice setting out the text of a motion, which an Administrator/Councillor proposes to move at a Council Meeting.
Officer	a member of Council staff
Officer Report	a report prepared by an Officer for consideration by Council
Online Petition	a Petition which is signed online through a form on a website or a similar process.

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Petition	a statement In Writing addressed to the Council and: a) signed personally by not less than twelve persons of separate addresses, except that, in the case of illness or disability, it may be signed by a representative of a person; b) stating the address of each signatory; and c) setting forth the matter on which a remedy or relief is sought, but excludes an Online Petition.
Point of Order	a point of order raised in accordance with rule 21.
Procedural Motion	a motion contained in the Table at Appendix 1 to these Rules.
Quorum	at a Council Meeting or Delegated Committee Meeting means an Absolute Majority of Administrators/Councillors or Members of the Delegated Committee, as the case requires.
Sent Electronically	transmitted by electronic means to or from an Administrator/Councillor or Member of a Delegated Committee via an online portal or electronic mail address provided by the Council for the purpose.
these Rules	these Governance Rules
Urgent Business	a matter that has arisen since distribution of the Agenda for a Meeting and cannot safely or conveniently be deferred until the next Meeting.
Visitor	any person (other than an Administrator/Councillor or an Officer) present at a Meeting.
Written or In Writing	communications Sent Electronically.

Governance Framework

Context

Council's deliberations will be guided by the following overarching governance principles, specified in section 9(2) of the Act:

- (a) Council decisions are to be made and actions taken in accordance with the relevant law;
- (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- (c) the economic, social and environmental sustainability of the Municipal District, including mitigation and planning for climate change risks, is to be promoted;
- (d) the municipal community is to be engaged in strategic planning and strategic decision making;
- (e) innovation and continuous improvement is to be pursued;

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- (f) collaboration with other Councils and Governments and statutory bodies is to be sought;
- (g) the ongoing financial viability of the Council is to be ensured;
- (h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making; and
- (i) the transparency of Council decisions, actions and information is to be ensured.

These Rules should be read in the context of and in conjunction with the:

Administrator/Councillor Code of Conduct;
Conflict of Interest provisions in the Act; and
Public Transparency Policy.

Affected Persons Rights and Interests

In any matter in which a decision must be made by Council (including persons acting with the delegated authority of Council), Council must consider the matter and make a decision: fairly, by giving consideration and making a decision which is balanced, ethical and impartial; and on the merits, free from favouritism or self-interest and without regard to irrelevant considerations.

Council must, when making any decision to which the principles of natural justice apply, adhere to the principles of natural justice (including, without limitation, ensuring that any person whose rights will be directly affected by a decision of Council is entitled to communicate their views and have their interests considered).

Before making a decision that directly affects a person's rights, Council (including persons acting with the delegated authority of Council) will:

- identify whose rights may be directly affected and provide an opportunity for that person (or persons) to convey their views on the matter; and
- consider the interests and views of that person (or those persons) before the decision is made.

This includes but is not limited to rights to property and the rights outlined in the *Charter of Human Rights and Responsibilities Act 2006*.

Any report put before the *Council* or a *Delegated Committee* concerning subject-matter which will directly affect the rights of a person must document whether the person was given an opportunity to contribute their views.

A *Council* Officer making a decision under delegation that will directly affect the rights of a person will record In Writing the opportunity provided to the person to have their views considered.

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Council Meeting Procedure

1. Purpose of Council Meetings

Council holds Ordinary Meetings and, when required, Additional Council Meetings to make decisions and conduct the business of Council.

Council is committed to transparency in decision making and, in accordance with the Act, Council and Delegated Committee Meetings are open to the public and the community are able to attend.

Meetings will only be closed to members of the public if:

- a) the Meeting is to consider *Confidential Information*; or
- b) a Meeting is required to be closed for security reasons; or
- c) it is necessary to enable the Meeting to proceed in an orderly manner.

Where a Meeting is closed to the public for security reasons or to allow the Meeting to proceed in an orderly manner, *Council* will make alternative arrangements to allow the Meeting to be viewed by the public.

Where the Meeting is closed to the public to consider *Confidential Information* and all public matters have been discussed, the Meeting will not be reopened to the public.

2 Election of Mayor, Deputy Mayor and Acting Mayor*

** As a Panel of Administrators is currently in place, the provisions of Part B relating to the appointment of a Mayor, Deputy Mayor and Acting Mayor will not be applicable until after the 2024 General Elections.*

2.1 Nominations

This section is not applicable whilst a Panel of Administrators is in place.

2.2 Agenda for the Meeting to elect the Mayor

This section is not applicable whilst a Panel of Administrators is in place.

2.3 Election of the Mayor

This section is not applicable whilst a Panel of Administrators is in place.

2.4 Procedure for election of the Deputy Mayor

This section is not applicable whilst a Panel of Administrators is in place.

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2.5 Appointment of Acting Mayor

This section is not applicable whilst a Panel of Administrators is in place.

3 Code of Conduct

An Administrator/Councillors must comply with the Code of Conduct during any Meeting.

4 Date, time and place of Scheduled Council Meetings

- 4.1 The date, time and place of Scheduled Council Meetings are to be determined by resolution of the Council.
- 4.2 The Council may by resolution alter the date, time and place of any Scheduled Council Meeting that has been fixed and must provide reasonable notice to the public.
- 4.3 Subject to rule 4.4, a Council Meeting must not continue beyond 10:30pm on any given day.
- 4.4 The Council may, by resolution, extend the duration of a Council Meeting beyond 10:30pm, but only for intervals of not more than 30 minutes at a time.
- 4.5 In the absence of an extension under rule 4.4 the Council Meeting must stand adjourned to a date, time and place announced by the Chairperson immediately prior to the Council Meeting standing adjourned and, in that event, rule 10.4 will apply.

5 Cancellation or postponement of Council Meetings

- 5.1 The Chief Executive Officer may in the case of an emergency necessitating the cancellation or postponement of a Scheduled Council Meeting, cancel or postpone the Scheduled Council Meeting.
- 5.2 Where the Chief Executive Officer postpones or cancels a Scheduled Council Meeting, he or she must give such notice to the Administrators/Councillors and the public as is practicable.
- 5.3 The Chief Executive Officer must submit a Written report of the circumstances requiring the postponement or cancellation of a Scheduled Council Meeting under rule 5 to the next Scheduled Council Meeting.

6 Holding Additional Council Meetings

An Additional Council Meeting will be held where:

- 6.1 notice In Writing of the Additional Council Meeting is provided to the Chief Executive Officer by the Chair of Administrators/Mayor or by two Administrators/Councillors; and

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- 6.2 the notice specifies the:
- a) date, time and place for the Additional Council Meeting;
 - b) business to be transacted at the Additional Council Meeting; and
 - c) reason that the business to be transacted at the Additional Council Meeting cannot be left to be considered at the next Scheduled Council Meeting; or
- 6.3 the Chief Executive Officer or Delegate of the Chief Executive Officer determines, in his or her absolute discretion, that an Additional Council Meeting is necessary or desirable.

7 Notice of Council Meetings to Administrators/Councillors

- 7.1 The Chief Executive Officer will cause a copy of the Agenda for any Council Meeting to be given to all Administrators/Councillors not less than 48 hours before commencement of the relevant Council Meeting.
- 7.2 A copy of the Agenda is duly given if, not less than 48 hours before the commencement of the Council Meeting, it is:
- a) handed to the Administrator/Councillor;
 - b) delivered to the Administrator's/Councillor's postal or residential address; or
 - c) sent Electronically to the Administrator/Councillor.

8 Notice of Council Meetings to the public

- 8.1 Public notice of all Council Meetings will be provided by the Chief Executive Officer in accordance with this rule 8.
- 8.2 Public notice of Scheduled Council Meetings will be provided by:
- a) a schedule of all Scheduled Council Meetings, including the date, time and place for each Scheduled Council Meeting, as updated from time to time, being displayed on the Council Website;
 - b) notice of the time, date and place for each Scheduled Council Meeting being published on the Council Website and noticeboard located at Council's Civic Centre:
 - i. as a single schedule once in each year; and/or
 - ii. no less than five days before each Scheduled Council Meeting;
 - c) in any other form as determined by the Chief Executive Officer; and
 - d) the Agenda for a Scheduled Council Meeting being displayed on the Council Website prior to the Scheduled Council Meeting.

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- 8.3 Public notice of Additional Council Meetings will be provided by:
- a) notice of the date, time and place of the Additional Council Meeting being displayed on the Council Website as soon as practicable after the Additional Council Meeting is called under rule 6; and
 - b) the Agenda for the Additional Council Meeting being displayed on the Council Website as far in advance of the Additional Council Meeting as possible.
- 8.4 Despite the provisions of this rule 8, the Chief Executive Officer may determine to provide shorter public notice of a Council Meeting where he or she considers it necessary or desirable to do so, in his or her absolute discretion.

9 Quorum

The Quorum for any Council Meeting is an Absolute Majority.

10 Adjournment of Council Meetings where Quorum not present

- 10.1 If a Quorum
- a) cannot be formed within 30 minutes after the time fixed in the Agenda for the commencement of a Council Meeting, or
 - b) cannot be maintained due to the absence of Administrators/Councillors,
- then the majority of Administrators/Councillors present or, if there are not any Administrators/Councillors present, the Chief Executive Officer or, in the absence of the Chief Executive Officer, any other Officer present at the Council Meeting, may adjourn the Council Meeting to:
- a) another time (having regard to the requirements of rule 10.4); or
 - b) another date within seven days from the date of adjournment.
- 10.2 Where a Quorum cannot be maintained as a result of a declaration of a conflict of interest by a majority of Administrators/Councillors at a Council Meeting, the Council will consider whether the decision can be made by dealing with the matter in an alternative manner, in accordance with section 67 of the Act.
- 10.3 Where the Chairperson is of the opinion that disorder in the Council Chamber or in the public gallery makes it desirable to adjourn a Council Meeting, the Chairperson may adjourn the Council Meeting in the same manner as prescribed in rule 5.1 (except that a reference to "Chief Executive Officer" shall be construed as a reference to the "Chairperson"). This power of the Chairperson is in addition to, and does not derogate

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from, the power of the Council to close a Council Meeting to the public under s 66(2)(c) of the Act.

- 10.4 Where a Council Meeting is adjourned, the Chief Executive Officer or his or her Delegate, having regard to the circumstances of the adjournment, must make all reasonable efforts to give all Administrators/Councillors and the public notice of the adjourned Council Meeting in a form which, in the discretion of the Chief Executive Officer, is appropriate advising of the adjourned time or adjourned date and time.

11 Agenda and Minutes of Council Meetings

- 11.1 Subject to rule 11.2, the Chief Executive Officer must determine the form of Minutes and Agendas for Council Meetings.

- 11.2 The Minutes must record:

- a) the prayer, good governance pledge or reconciliation statement read at the commencement of a Meeting, if applicable;
- b) the date, time and place of the Council Meeting, the time it commenced and any times at which it was adjourned and resumed;
- c) the names of the Administrators/Councillors present and a record of their attendance relative to items considered during the entire Council Meeting;
- d) the names of Officers present and their titles;
- e) details of any action taken by any Administrator/Councillor in compliance with the conflict of interest provisions of these Rules;
- f) formal reports by Administrators/Councillors who have been appointed as a representative of the Council on another body;
- g) the names of Administrators/Councillors who move and second any motion or amendment;
- h) the text of any motion or amendment which is proposed, whether or not it is seconded;
- i) whether or not a motion or an amendment which has been proposed and seconded is carried or lost;
- j) a reference to any formal submission made verbally by a Visitor pursuant to a statutory right;
- k) a reference to any person given an opportunity to speak to a Petition or Joint Letter;
- l) details of any deputations made to the Council;
- m) details of failure to achieve a Quorum, and a time and reason for any adjournment;

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- n) details of questions from Administrators/Councillors to Officers during hearing of "Questions to Officers";
- o) details of questions from Visitors to Administrators/Councillors during hearing of "Public Question Time"; and
- p) any other matter, including Chief Executive Officer Notes, which the Chief Executive Officer thinks should be recorded to clarify the intention of the Council Meeting or assist in the reading of the Minutes.

12 Business of Scheduled Council Meetings

- 12.1 Only the business contained in the Agenda for a Scheduled Council Meeting may be dealt with unless the Council Meeting resolves to deal with Urgent Business.
- 12.2 After the Agenda is published the Chief Executive Officer may, with the agreement of the Chairperson, withdraw a matter listed on the Agenda.
- 12.3 If a matter listed on the Agenda is withdrawn in accordance with rule 12.2, the Chief Executive Officer must:
 - a) tell Administrators/Councillors of its withdrawal and the reasons for it by notice Sent Electronically as soon as practicable after withdrawal; and
 - b) provide an explanation for its withdrawal to the Council Meeting for which the matter was listed.
- 12.4 Despite anything in this rule 12, the Chief Executive Officer may determine the:
 - a) business to be listed for consideration at any Council Meeting; and
 - b) order in which the business of a Council Meeting is to be listed in the Agenda.
- 12.5 Before an Officer Report being considered by the Council and any motion moved in relation to such Officer Report, the Officer presenting it may speak to it, provided that the Officer:
 - a) does not speak for more than 5 minutes, unless granted an extension by the Chairperson which must not exceed 2 minutes;
 - b) only makes comments that are relevant to the content of the Officer Report; and
 - c) does not enter into discussion or debate, unless responding to questions asked by Administrators/Councillors for the purposes of clarification.
- 12.6 Unless the Council resolves otherwise, an Officer need not read any Officer Report to the Council in full.

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13 Business of Additional Council Meetings

- 13.1 The business of an Additional Council Meeting must be limited to:
- a) attendance and apologies;
 - b) where applicable, declarations of conflict of interest;
 - c) the business to be transacted at the Additional Council Meeting as identified in any notice calling the Additional Council Meeting under rule 6; and
 - d) any other matter that the Council by resolution, or the Chief Executive Officer in his or her discretion, determines.

14 Form of motions and amendments

- 14.1 A motion or an amendment which is proposed by an Administrator/Councillors at a Council Meeting must:
- a) be expressed clearly and unambiguously;
 - b) not be defamatory or objectionable in nature; and
 - c) be relevant to an item on the Agenda, unless it is admitted as Urgent Business.
- 14.2 A motion or amendment:
- a) which differs in wording from a recommendation in an Officer Report or a Notice of Motion which is on the Agenda must be read aloud by the proposer; and
 - b) may be Written out by the proposer and given to the Chairperson and, on the request of an Administrator/Councillor, must be Written out by the Chief Executive Officer or his or her Delegate and made available to the Administrators/Councillors.
- 14.3 A copy of a motion or amendment which is Written out under this rule 14 may be given to all Administrators/Councillors present or otherwise displayed so that all Administrators/Councillors can read it before any further debate takes place or the vote on it is taken.
- 14.4 The Chairperson may adjourn the Council Meeting for the time required to write a motion or amendment in accordance with rule 14.2(b).
- 14.5 The Chairperson may reject a motion or amendment which does not conform to the requirements of this rule 14.

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15 Procedure for moving motions or amendments

The procedure upon any motion or amendment is as follows:

- 15.1 the mover must state the motion or amendment;
- 15.2 the Chairperson must call for a seconder, unless the motion is a call to enforce a Point of Order;
- 15.3 if there is no seconder, the motion or amendment lapses;
- 15.4 if a motion has been seconded:
 - a) the Chairperson must call for any questions regarding the matter to be asked through the Chairperson to the Chief Executive Officer;
 - b) any questions received from Administrators/Councillors will be referred by the Chairperson to the Chief Executive Officer;
 - c) the Chief Executive Officer will respond to any referred questions or determine which Officer should respond; and
 - d) the Chairperson must then ask the mover to speak to the motion or amendment;
- 15.5 after the mover has spoken to the motion or amendment, the seconder may speak to the motion or amendment;
- 15.6 after:
 - a) the seconder has spoken to the motion or amendment; or
 - b) the mover has spoken to the motion or amendment, if the seconder does not speak to the motion or amendment,the Chairperson must call upon any Administrator/Councillor who wishes to speak on the motion or amendment;
- 15.7 any Administrator/Councillor who wishes to speak on the motion or amendment will be invited by the Chairperson to do so;
- 15.8 any Administrator/Councillor, except the mover or the seconder of the original motion, may move or second an amendment;
- 15.9 in regard to a motion, an Administrator/Councillor may speak once except that, where there has been a speaker in opposition, the mover of the motion has a right of reply prior to the motion being put to a vote;
- 15.10 in regard to an amendment, an Administrator/Councillor may speak once on the amendment and the mover of the amendment does not have a right of reply prior to the amendment being put to a vote;

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- 15.11 an Administrator/Councillor may be permitted by the Chairperson to speak more than once to explain that the Administrator/Councillor has been misrepresented or misunderstood or to respond to a request for additional information;
- 15.12 before any motion or amendment is put to the vote, it may be withdrawn by the mover, unless the majority of Administrators/Councillors objects to the withdrawal, in which case it may not be withdrawn;
- 15.13 amendments must be dealt with one at a time; and
- 15.14 any subsequent amendment must not be dealt with until the preceding amendment is resolved.

16 Confirmation of Minutes

- 16.1 The Chief Executive Officer must give a copy of the Minutes of each Council Meeting to all Administrators/Councillors not less than 48 hours before the commencement of the Council Meeting at which the Minutes are to be confirmed.
- 16.2 A copy of the Minutes is duly given if it is:
 - a) handed to the Administrator/Councillor;
 - b) delivered to the Administrator's/Councillor's postal or residential address; or
 - c) sent Electronically to the Administrator/Councillor.
- 16.3 The Chairperson must not allow any discussion on the Minutes, except concerning their accuracy
- 16.4 If an Administrator/Councillor does not consider that the Minutes are accurate, the Administrator/Councillor must specify the particular item in the Minutes and, after asking any questions to clarify the matter, must move a motion to rectify any errors or inaccuracy in the Minutes.
- 16.5 Where a motion is moved under rule 16.4, it must be dealt with in accordance with rules 14 and 15.
- 16.6 Once confirmed, the Minutes of a Council Meeting must be:
 - a) signed by the Chairperson of the Council Meeting at which they are confirmed; and
 - b) entered in the Minute Book, and each item entered in the Minute Book must be entered consecutively.
- 16.7 The Council may defer confirmation of the Minutes until later in the Council Meeting or until the next Council Meeting if considered appropriate.

17 Public Question time

- 17.1 Unless Council resolves otherwise, the Council will hold a public question time for up to 30 minutes at each Scheduled Council Meeting to allow members of the public to submit questions to Council.

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- 17.2 There will be no public question time held during the local government election period in 2024.
- 17.3 Written questions must:
- i. be in English;
 - ii. submitted prior to the Council Meeting;
 - iii. be no more than 200 words per question;
 - iv. must contain the name, address and telephone number or email of the person submitting the question, as well as the name of any group or organisation they represent.
- 17.4 Assistance will be available to any community member seeking or requiring support to write their questions
- 17.5 Priority will be given to questions that relate to matters listed in the Agenda (including speaking to a Petition or Joint Letter) and to questions received up to 3 hours prior to the Council Meeting via email (info@whittlesea.vic.gov.au), delivery to the Council Offices, Customer Service desk or via mail (Locked Bag 1, Bundoora MDC VIC 3083)
- 17.6 No person may submit more than two questions at any Meeting. If more than two questions are submitted by a person, only the first two questions will be put to Council.
- 17.7 Each person will be allocated up to 2 minutes in total (not per question) if they wish to address Council in relation to their questions. A person who may need additional support in presenting to Council under this rule 17.7 and rule 17.11, for example, due to an impairment or disability, must be afforded reasonable accommodations to do so.
- 17.8 Questions submitted in advance of the Meeting, where the person does not attend the Meeting, will be either read out to the Meeting by the Chief Executive Officer (or Delegate), or responded to In Writing within 14 days, at the discretion of the Chief Executive Officer.
- 17.9 A question may be disallowed by the Chairperson if the Chairperson determines that it:
- i. relates to a matter outside the duties, functions and powers of Council;
 - ii. is malicious, defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - iii. deals with a subject matter already answered;
 - iv. is aimed at embarrassing an Administrator/Councillor or a member of Council staff;
 - v. may lead to a breach of Council's requirement to comply with its statutory obligations;
 - vi. deals with a matter that should be or has been considered as a confidential matter.
- 17.10 All questions and answers must be as brief as possible, and no discussion may be allowed other than for the purposes of clarification.
- 17.11 When invited by the Chairperson, the person submitting the question must state their name, suburb and any organisation or group they represent, and ask their question as written without any preamble or background. All questions must be directed to the Chairperson.



- 17.12 The Chairperson may nominate an Administrator/Councillor or the Chief Executive Officer to respond to a question. Prior to responding the Chairperson may seek contextual or clarifying information from the person submitting the question.
- 17.13 No more than 5 minutes will be spent on any question.
- 17.14 The Chairperson or Chief Executive Officer to whom the question has been directed may require a question to be put on notice. If a question is put on notice, the answer to it must be recorded in the Minutes of Council. A Written copy of the answer must be sent to the person who asked the question within 14 days with copies to be provided to all Administrators/Councillors.

18 Petitions and Joint Letters

- 18.1 All Written and electronic correspondence, including a Petition or Joint Letter, which is addressed to an Administrator/Councillor personally and which requires a decision of, or a direction from, the Council must be referred to the Chief Executive Officer.
- 18.2 The Chief Executive Officer must determine whether any Petition or Joint Letter addressed to an Administrator/Councillor personally needs to be included on the Agenda.
- 18.3 The Chief Executive Officer may reject and decline to include on the Agenda any Petition or Joint Letter on the grounds that it:
 - a) repeats a question which has been asked and answered in the preceding three months;
 - b) deals with a matter dealt with by the Council in the preceding three months;
 - c) is defamatory or malicious;
 - d) raises an issue of a confidential nature, or otherwise contains or refers to Confidential Information; or
 - e) is asked to embarrass an Administrator/Councillor or Officer.
- 18.4 Despite anything else in this rule 18:
 - a) an Administrator/Councillor may submit a Petition or Joint Letter to a Council Meeting without notice;
 - b) a Petition or Joint Letter, if submitted when the Council Meeting moves to the consideration of Petitions and Joint Letters in the order of business, does not need to be admitted as Urgent Business; and
 - c) the Chairperson must allow an Administrator/Councillor submitting a Petition or Joint Letter without notice to read the contents of the Petition or Joint Letter and to inform the Council Meeting of the number of signatories to the Petition or Joint Letter.

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- 18.5 An Administrator/Councillor should not submit, and the Chairperson may disallow, any Petition that:
- a) repeats a question which has been asked and answered in the preceding three months;
 - b) deals with a matter dealt with by the Council in the preceding three months;
 - c) is defamatory or malicious;
 - d) raises an issue of a confidential nature, or otherwise contains or refers to Confidential Information; or
 - e) is asked to embarrass an Administrator/Councillor or Officer.
- 18.6 Where a Petition or Joint Letter submitted by an Administrator/Councillor without notice under rule 18.4 relates to an item of business already on the Agenda for the Council Meeting, the Petition or Joint Letter is to be referred to that item and considered by the Council Meeting as part of its deliberation on that item.
- 18.7 Any Petition or Joint Letter received by any Administrator/Councillor or Officer must be submitted to the relevant Council Meeting for consideration in accordance with this rule 18.
- 18.8 The lead person, or one of the signatories, to a Petition or Joint Letter will be given an opportunity to speak to the Petition or Joint Letter at the Council Meeting at which it is tabled. This will occur at the Public Question time on the Agenda. The person, in addressing the Council, must:
- a) confine their speech to the 2-minute allocation of time;
 - b) extend due courtesy and respect to Council and the processes under which it operates;
 - c) take direction from the Chairperson whenever called upon to do so;
 - d) not enter into discussion or debate, unless responding to questions asked by Administrators/Councillors for the purposes of clarification of the speaker's points. (Standing Orders (as per Rule 38) do not need to be suspended to allow discussion for the purposes of clarification);
 - e) not make statements that may prejudice, insult or defame any individual; and
 - f) limit their presentation to the topic of the Petition or Joint Letter.
- 18.9 The Chairperson must cease a presentation given under rule 18.8 where, in their opinion, it:
- a) prejudices, insults or defames, or is intended to prejudice, insult or defame, an individual;
 - b) does not relate to the topic of the Petition or Joint Letter; or



- c) raises an issue of a confidential nature, or otherwise contains or refers to Confidential Information.

- 18.10 A person who may need additional support in presenting to Council under rule 18.8, for example, due to an impairment or disability, must be afforded reasonable accommodations to do so.

19 Notices of Motion

- 19.1 An Administrator/Councillor may submit to the Chief Executive Officer a Notice of Motion In Writing, which is signed by the relevant Administrator/Councillor and at least one other Administrator/Councillor, for consideration at a Council Meeting.
- 19.2 Subject to rule 19.5, a Notice of Motion, which is received In Writing by the Chief Executive Officer prior to 12 noon of the day that is not less than 14 days prior to the date of the Council Meeting for which it is intended, must be included on the Agenda for that Council Meeting, unless the Notice of Motion specifies a later Council Meeting for consideration of the Notice of Motion.
- 19.3 If a Notice of Motion is received after the time specified in rule 19.2, it must, unless it is withdrawn In Writing by the Administrator/Councillor beforehand, be included in the Agenda for the next available Council Meeting.
- 19.4 The Chief Executive Officer must reject a Notice of Motion which does not conform to the requirements of rule 14.1.
- 19.5 If the Chief Executive Officer rejects a motion under rule 19.4, he or she must:
- a) notify the Administrator/Councillor who lodged the Notice of Motion of the rejection and reasons for it; and
 - b) give the Administrator/Councillor who lodged the Notice of Motion a reasonable opportunity to amend it, where it is practicable to do so, so that it conforms to the requirements of rule 14.1.
- 19.6 Having regard to the requirements of rules 7 and 8, a Notice of Motion may only be withdrawn if:
- a) Written notice of the withdrawal is received by the Chief Executive Officer prior to the publication of the Agenda on which the Notice of Motion was to be included; or
 - b) a motion to withdraw the Notice of Motion is moved at the Council Meeting at which the Notice of Motion is to be considered, and Council resolves to withdraw it.
- 19.7 The Chief Executive Officer must arrange for every Notice of Motion received to be endorsed with the date and time of its receipt and for it to be kept or entered, in the order received, in a register.
- 19.8 The Chief Executive Officer may include on the Agenda for a Council Meeting any comments which provide information about the issues dealt with in a Notice of Motion, including in the form of an Officer Report.



- 19.9 Where an Administrator/Councillor who has submitted a Notice of Motion is present at the Council Meeting at which it is to be considered, the Administrator/Councillor must move the motion contained in the Notice of Motion.
- 19.10 Where an Administrator/Councillor who has submitted a Notice of Motion is not present at the Council Meeting at which it is to be considered, any other Administrator/Councillor may move the motion contained in the Notice of Motion.

20 Reports of Council representatives

- 20.1 At a Scheduled Council Meeting, any Administrator/Councillor who has been appointed as a representative of the Council on another body may report to the Scheduled Council Meeting about an issue which is important to the Council, despite the report not being on the Agenda.
- 20.2 A report under rule 20.1 is to be provided verbally and may be accompanied by a Written report for inclusion in the Minutes of the Scheduled Council Meeting at which it was presented.
- 20.3 The Chairperson must only accept a motion to receive a report under rule 20.1 and must not accept any other motion arising from the report, unless the motion is admitted as Urgent Business.
- 20.4 The presentation of reports by an Administrator/Councillor under rule 20.1 must not exceed five minutes in total, unless the Chairperson allows an extension of time.

21 Points of Order

- 21.1 A Point of Order is a question raised in a Council Meeting by an Administrator/Councillor as to whether the procedures set out under these Rules have been, or are being, breached.
- 21.2 An Administrator/Councillor may take a Point of Order at any time during the course of a Council Meeting by stating briefly the subject of the Point of Order and the provision, rule, practice or precedent which he or she considers applicable to the Point of Order raised.
- 21.3 An Administrator/Councillor calling the attention of the Chairperson to a Point of Order is not regarded as speaking to a motion or an amendment.
- 21.4 Where a Point of Order is taken, any Administrator/Councillor speaking at the time must stop until the Chairperson rules upon the Point of Order.
- 21.5 The Chairperson may adjourn the Council Meeting to consider a Point of Order, but must rule upon it as soon as possible and before the Council Meeting continues with ordinary business.
- 21.6 When ruling upon a Point of Order, the Chairperson must state the basis of and give reasons for the ruling.

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22 Ruling on a Point of Order

The ruling of the Chairperson on any procedural matter arising during a Council Meeting is final and binding.

23 Dissent from the Chairperson's ruling

This section is not applicable whilst a Panel of Administrators is in place.

When Councillors are appointed (post election 2024) the following clause will apply:

- 23.1 *A motion of dissent in the Chairperson's ruling must if seconded, be given priority to all other items of business and a substitute Chairperson must be elected to preside while the motion is being considered.*
- 23.2 *The substitute Chairperson's ruling must put questions relative to the ruling to the Chairperson first and then to the mover of the Motion.*
- 23.3 *The substitute Chairperson must conduct a debate on the Chairperson's ruling and the matter must be decided by a majority vote.*
- 23.4 *The Chairperson must then resume the Chair for the remainder of the Meeting.*

24 Voting

- 24.1 Voting shall be conducted in accordance with the Act.
- 24.2 Voting shall be by a show of hands unless otherwise provided by the Act.

25 Casting vote

In the event of an equality of votes the Chairperson has a casting vote, unless otherwise provided by the Act.

26 Recording opposition to the motion

At any Council Meeting an Administrator/Councillor may, immediately after a motion or amendment has been put to the vote and the Chairperson has declared the result of that vote, ask that their name be recorded in the Minutes as having voted against the motion or amendment.

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27 Divisions

- 27.1 The calling of a Division sets aside the result of the voting announced by the Chairperson and voting by Division determines whether the motion or amendment is carried or lost.
- 27.2 An Administrator/Councillor may call for a Division immediately after a motion (other than a Procedural Motion) or amendment has been put to the vote and the Chairperson has declared the result of that vote but before the Council Meeting has moved to consider the next item of business.
- 27.3 Where a Division is called for, the Chairperson must:
- a) first ask each Administrator/Councillor wishing to vote for the motion or amendment to raise a hand and, upon such request being made, each Administrator/Councillor so wishing must show a hand and the Chairperson must then state the names of those Administrators/Councillors so voting;
 - b) next ask each Administrator/Councillor wishing to vote against the motion or amendment to raise a hand and, upon such request being made, each Administrator/Councillor so wishing must show a hand and the Chairperson must then state the names of those Administrators/Councillors so voting; and
 - c) then record the names of those Administrators/Councillor:
 - (i) voting for the motion or amendment;
 - (ii) voting against the motion or amendment; and
 - (iii) who did not vote on the motion or amendment,
- in the Minutes of the Council Meeting.
- 27.4 The Chairperson must announce to the Council Meeting the result of the voting immediately after the Division has been taken.

28 Procedural Motions

Unless otherwise provided in these Rules, Procedural Motions may be moved at any time and must be dealt with in accordance with the Table at Appendix 1 to these Rules.

29 Foreshadowed motions

- 29.1 At any time during debate an Administrator/Councillor may foreshadow a motion so as to inform the Council Meeting of his or her intention to move a motion at a later stage but this does not extend any special right or standing to the foreshadowed motion.
- 29.2 A foreshadowed motion may be prefaced with a statement that, in the event of a particular motion being resolved in a certain way, the Administrator/Councillor intends to move an alternative or additional motion.

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- 29.3 A motion foreshadowed has no procedural standing and is merely a means to assist in the flow of the Council Meeting.
- 29.4 The Chief Executive Officer is not required to record in the Minutes a foreshadowed motion, but may do so if he or she considers it appropriate.

30 Rescission or amendment of previous resolution

- 30.1 Unless a resolution has already been acted upon, a motion to rescind or vary a previous resolution of the Council may be made by:
- a) Notice of Motion; or
 - b) a recommendation in an Officer Report which is on the Agenda for the Council Meeting.
- 30.2 The Chief Executive Officer must not accept a Notice of Motion to rescind or vary a previous resolution unless the Notice of Motion is received In Writing before 12 noon on the working day following the Council Meeting at which that previous resolution was made.
- 30.3 A motion to rescind or vary a previous resolution must be included on the Agenda for the Council Meeting at which it is to be considered and cannot be proposed as an item of Urgent Business.
- 30.4 Where a Notice of Motion to rescind or amend a previous resolution of the Council has been considered and lost, a further motion to rescind or amend that previous resolution will not be considered by the Council until a period of three months has elapsed since the Notice of Motion was lost.
- 30.5 A motion which, if passed, would have the effect of nullifying a previous resolution (without directly rescinding it) or would be in conflict with a previous resolution, must be treated as a motion to rescind or amend a previous resolution of the Council and will not be considered unless submitted in accordance with rule 30.1.
- 30.6 An Administrator/Councillor may withdraw a Notice of Motion to rescind or amend a previous resolution of the Council in accordance with rule 19.6.

31 Speaking times

- 31.1 Unless the Council resolves to grant an extension of time under rule 32, the speaking times afforded to Administrators/Councillors at a Council Meeting must not exceed:
- a) for the mover of a motion or an amendment - five minutes;
 - b) for the mover of a motion exercising a right of reply - two minutes; and
 - c) for any other Administrator/Councillor on any other matter - three minutes.

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32 Extension of speaking times

- 32.1 Despite anything in rule 31, an extension of speaking times may be granted by resolution of the Council but only one extension for each speaker on each item before the Council Meeting is permitted.
- 32.2 Any extension of speaking time must not exceed two minutes.
- 32.3 A motion for an extension must not be accepted by the Chairperson if another speaker has commenced speaking.

33 Manner of address

- 33.1 When addressing a Council Meeting a person must:
 - a) do so through the Chairperson;
 - b) refer to the Chairperson as Madam Chairperson, Chairperson, Madam Chair or Chair in the first instance, they may then refer to the Chairperson as Administrator/Councillor [surname] in accordance with rule 33.3 as appropriate;
 - c) refer to an Administrator/Councillor as Administrator/Councillor [surname];
 - d) refer to an Officer by that Officer's position with the Council; and
 - e) refer to any other person in a courteous manner.

34 Additional rules of debate

- 34.1 An Administrator/Councillor must not make any defamatory, indecent, abusive, offensive, or disorderly statement or comment.
- 34.2 The Chairperson may require an Administrator/Councillor to withdraw any such statement or comment and, if so required, an Administrator/Councillor must immediately and unreservedly do so.
- 34.3 The Chairperson must decide the order in which Administrators/Councillors may speak.
- 34.4 Where debate is adjourned by a resolution, the Administrator/Councillor moving the adjournment has the right to speak first when the debate is resumed.
- 34.5 An Administrator/Councillor must not be interrupted while speaking, except by the Chairperson or upon a Point of Order being taken.
- 34.6 The Chairperson may speak on any matter under discussion.
- 34.7 When exercising a right of reply, an Administrator/Councillor must not introduce new or additional matters.
- 34.8 There should be no further discussion on a resolution after it has been dealt with.

35 Recording Council Meetings

- 35.1 The proceedings of Council Meetings will be live-streamed, and recordings of the proceedings will be retained and will be published on Council's website within 24 hours of



the end of the Council Meeting except where the Council Meeting is closed to the public in accordance with section 66(2) of the Act.

- 35.2 All speakers are required to use microphones where available.

36 Compliance with these Rules

- 36.1 If during a Council Meeting the Chief Executive Officer or his or her Delegate becomes aware of any non-compliance with these Rules or other applicable legislation, rule, custom or practice relating to the procedures to be observed at Council Meetings, the Chief Executive Officer or his or her Delegate must immediately inform the Chairperson about those requirements.
- 36.2 The Chairperson must allow the Chief Executive Officer or his or her Delegate to advise the Council Meeting of any requirements identified under rule 36.1 and the Council Meeting must take account of the advice given.

37 Behaviour at Council Meetings

- 37.1 Silence must be observed by the gallery at all times during a Council Meeting.
- 37.2 If a Visitor is called to order by the Chairperson for any improper or disorderly conduct and does not comply with the direction, the Visitor may be ordered by the Chairperson to leave the Council Meeting.

38 Suspension of Standing Orders

The Council may by resolution suspend for all or part of a Council Meeting the provisions under Rules 1-39, except to the extent that such suspension would be inconsistent with the Act.

39 Council Meetings conducted remotely

If:

- 39.1 by law any Meeting may be conducted electronically; and
- 39.2 the Council decides that a Meeting is to be conducted electronically,

the Chairperson may, with the consent of the Meeting, modify the application of any of these Rules to facilitate the more efficient and effective transaction of the business of the Meeting.



Appendix - Procedural Motions Table:

Procedural Motion	Form	Who can move or second	Is a seconder required?	Matter in respect of which motion may be moved	When motion prohibited	Effect if carried	Effect if lost
Adjournment of debate to later hour/date	That this matter be adjourned until _____	Any Administrator /Councillor	Yes	Any matter	When another Administrator/Councillor is speaking	Motion and amendments postponed to the stated time/date	Debate continues unaffected
Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Administrator /Councillor	Yes	Any matter	When another Administrator/Councillor is speaking	Motion and amendments postponed but may be resumed: (a) At the same Council Meeting upon resolution to resume (b) At any later Council Meeting if on the Agenda	Debate continues unaffected
Adjournment of Meeting to later hour/date	That the Meeting be adjourned until _____	Any Administrator /Councillor	Yes	Any Meeting	When another Administrator/Councillor is speaking	Council Meeting adjourns immediately until the stated time (or date)	Council Meeting continues unaffected
Adjournment of Meeting indefinitely	That this Meeting be adjourned until further notice	Any Administrator /Councillor	Yes	Any matter	When another Administrator/Councillor is speaking	Council Meeting adjourns until further notice	Council Meeting continues unaffected
The Closure	That the question be now put	An Administrator /Councillor who has not	No	Any matter	(NB A closure motion shall not	Motion or amendment in respect of which the	Debate continues unaffected

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Procedural Motion	Form	Who can move or second	Is a seconder required?	Matter in respect of which motion may be moved	When motion prohibited	Effect if carried	Effect if lost
		moved, seconded or spoken to the motion or any amendment of it			be accepted by the Chairperson unless the Chairperson considers there has been sufficient debate for and against the original motion or amendment)	closure carried is put to the vote immediately	
Laying the question on the table	That the matter lie on the table	An Administrator /Councillor who has not moved, seconded or spoken to the motion or any amendment of it	Yes	Any matter		Motion and amendments not further discussed or voted on until: (a) Council resolves to take the question from the table at the same Council Meeting (b) Matter is placed on an Agenda and the Council resolves to take the question from the table	Debate continues unaffected
Proceeding to the Next Business	That the Meeting proceed to	An Administrator /Councillor who has not	Yes	Any matter		(a) If carried in respect of a motion, its effect is to	Debate resumed at point of interruption

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Procedural Motion	Form	Who can move or second	Is a seconder required?	Matter in respect of which motion may be moved	When motion prohibited	Effect if carried	Effect if lost
	the next business	moved, seconded or spoken to the matter to which the motion relates				remove that motion from consideration (b) If carried in respect of an amendment, its effect is to dispose of the amendment and debate resumes upon the substantive motion	

Meeting Procedure for Delegated Committees

40 Meeting Procedure Generally

If the Council establishes a Delegated Committee:

- 40.1 all of the provisions of Rule 40 and 41 apply to Meetings of the Delegated Committee; and
- 40.2 any reference in rules 1 to 39 to:
 - a) a Council Meeting is to be read as a reference to a Delegated Committee Meeting;
 - b) an Administrator/Councillor is to be read as a reference to a Member of the Delegated Committee; and
 - c) the Chair of Administrators/Mayor is to be read as a reference to the Chairperson of the Delegated Committee.

41 Meeting Procedure Can Be Varied

Notwithstanding rule 40, if the Council establishes a Delegated Committee that is not composed solely of Administrators/Councillors:

- a) the Council may; or
- b) the Delegated Committee may, with the approval of the Council

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resolve that any or all of the provisions of rules 1 to 39 are not to apply to a Delegated Committee Meeting, in which case the provision or those provisions will not apply until the Council resolves, or the Delegated Committee with the approval of the Council resolves, otherwise.

Meeting Procedure for Community Asset Committees

42 Meeting Procedure

Unless anything in the Instrument of Delegation (made by the Chief Executive Officer under section 47(1)(b) of the Act) provides otherwise, the conduct of a Community Asset Committee Meeting is at the discretion of the Community Asset Committee.

Disclosure of Conflicts of Interest

43 Introduction

The following rules 43-50 apply only upon Division 1A of Part 4 of the *Local Government Act 1989* being repealed.¹

44 Definition

In rules 43-50:

- 44.1 "Meeting conducted under the auspices of the Council" means a Meeting of the kind described in section 131(1) of the Act, and includes a Meeting referred to in rule 51 (whether such a Meeting is known as an 'Administrator/Councillor Briefing' or by some other name); and
- 44.2 a Member of a Delegated Committee includes an Administrator/Councillor.

45 Disclosure of a Conflict of Interest at a Council Meeting

An Administrator/Councillor who has a conflict of interest in a matter being considered at a Council Meeting, Delegated Committee Meeting or Community Asset Committee Meeting at which he or she:

- 45.1 is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the Meeting immediately before the matter is considered; or
- 45.2 intends to be present must disclose that conflict of interest by providing to the Chief Executive Officer before the Meeting commences a Written notice:
 - a) advising of the conflict of interest;

¹ At the time of making these Rules the date on which Division 1A of Part 4 of the *Local Government Act 1989* is expected to be repealed is 24 October 2020.



- b) explaining the nature of the conflict of interest; and
- c) detailing, if the nature of the conflict of interest involves an Administrator's/Councillor's relationship with or a gift from another person, the:
 - i. name of the other person;
 - ii. nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - iii. nature of that other person's interest in the matter,and then immediately before the matter is considered at the Meeting announcing to those present that he or she has a conflict of interest and that a Written notice has been given to the Chief Executive Officer under this rule.

The Administrator/Councillor must, in either event, leave the Meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the Meeting until after the matter has been disposed of.

46 Disclosure at a Meeting Conducted Under the Auspices of Council

- 46.1 An Administrator/Councillor who has a conflict of interest in a matter being considered by a Meeting held under the auspices of the Council at which he or she is present must:
- a) disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the Meeting immediately before the matter is considered;
 - b) absent himself or herself from any discussion of the matter; and
 - c) as soon as practicable after the Meeting concludes provide to the Chief Executive Officer a Written notice recording that the disclosure was made and accurately summarising the explanation given to those present at the Meeting.

47 Disclosure by Officers Preparing Reports for Meetings

- 47.1 An Officer who, in his or her capacity as an Officer, has a conflict of interest in a matter in respect of which he or she is preparing or contributing to the preparation of an Officer Report for the consideration of a:
- a) Council Meeting;
 - b) Delegated Committee Meeting; or
 - c) Community Asset Committee Meeting



must, immediately upon becoming aware of the conflict of interest, provide a Written notice to the Chief Executive Officer disclosing the conflict of interest and explaining the nature of the conflict of interest.

- 47.2 The Chief Executive Officer must ensure that the Officer Report referred to in rule 47.1 records the fact that an Officer disclosed a conflict of interest in the subject-matter of the Officer Report.
- 47.3 If the Officer referred to in rule 47.1 is the Chief Executive Officer:
- a) the Written notice referred to in rule 47.1 must be given to the Chair of Administrators/Mayor; and
 - b) the obligation imposed by rule 47.2 may be discharged by any other Officer responsible for the preparation of the Officer Report.

48 Disclosure of Conflict of Interest by Officers in the Exercise of Delegated Power

- 48.1 An Officer who has a conflict of interest in a matter requiring a decision to be made by the Officer as Delegate must, immediately upon becoming aware of the conflict of interest, provide a Written notice to the Chief Executive Officer explaining the nature of the conflict of interest.
- 48.2 If the Officer referred to in rule 48.1 is the Chief Executive Officer the Written notice must be given to the Chair of Administrators/Mayor.

49 Disclosure by an Officer in the Exercise of a Statutory Function

- 49.1 An Officer who has a conflict of interest in a matter requiring a statutory function to be performed under an Act by the Officer must, upon becoming aware of the conflict of interest, immediately provide a Written notice to the Chief Executive Officer explaining the nature of the conflict of interest.
- 49.2 If the Officer referred to in rule 49.1 is the Chief Executive Officer the Written notice must be given to the Mayor.

50 Retention of Written Notices

The Chief Executive Officer must retain all Written notices received under Rules 45-49 for a period of three years.



Records of Meetings and Confidentiality

51 Records of Meetings held under the auspices of Council

- 51.1 A record of the matters discussed at Meetings and all other meetings attended by at least one Administrator/Councillor and one Officer will be kept with the exception of:
- a) a regular routine one on one meeting with the Chief Executive Officer, Director or Executive Manager; and
 - b) a meeting with the Executive Manager Governance for the purposes of seeking advice as to a potential conflict of interest.
- 51.2 Records kept in accordance with Rule 51.1 will include
- a) a list of attendees at the Meeting, including organisations represented by external presenters;
 - b) the topic or title of the matters discussed at the Meeting; and
 - c) any conflicts of interest disclosed and whether the person with the conflict of interest left the Meeting.
- 51.3 The requirements of Rules 51.1 and 51.2 do not apply to a Meeting in respect of which Minutes are otherwise required by the Act and these Rules to be kept and made publicly available.

52 Administrator/Councillor attendance records

- 52.1 Council will maintain a register recording the attendance of Administrators/Councillors at Meetings and at all other Meetings held under the auspices of Council.
- 52.2 The register of Administrator/Councillor attendance kept in accordance with Rule 52.1 will be published on Council's website quarterly.

53 Confidential Information

- 53.1 If the Chief Executive Officer, or his or her Delegate, is of the opinion that information relating to a Meeting, including a Meeting of Administrators/Councillors under Rule 51, is Confidential Information, he or she may include a statement In Writing to that effect which operates only as advise to Administrators/Councillors and/or Officers and has no other status.
- 53.2 Information which has been identified by the Chief Executive Officer, or his or her Delegate, as Confidential Information, under Rule 53.1 will be presumed to be Confidential Information.



Election Period Policy

Policy statement

This Policy demonstrates Council's compliance with the election period provisions of the *Local Government Act 2020* (the Act). The Policy commits Council during the election period to avoid making significant new policies or decisions that could unreasonably bind a future Council.

The Policy also restricts the making of decisions that would affect voting in an election and ensures that public resources, including staff resources, are not used in election campaigning or in a way that may improperly influence the result of an election, or improperly advantage existing Councillors as candidates in the election.

This Policy will also facilitate the continuation of the ordinary business of Council through the election period in a responsible and transparent manner and in accordance with statutory requirements and established 'caretaker' conventions.

Principles

The Election Period policy is informed by the following City of Whittlesea Community Building Principles:

Community and civic participation

We are committed to delivering accessible information, facilities, programs and services that encourage all people to build social connections and participate in community life. We work to ensure citizens are informed and consulted by governments about the decisions that affect their lives and can fully participate in decision making processes.

Community leadership

We recognise the importance of local identity, leadership, knowledge and community led initiatives. We actively build from the assets, strengths, skills and expertise within Council and in the local community and promote opportunities for people to grow and lead with knowledge, optimism and purpose. Councillors have a unique opportunity to combine representative roles with facilitating community conversations around priorities and aspirations, and encouraging participatory activity for better community outcomes.

Objective

The objective of the Policy will be achieved by:

- establishing procedures intended to prevent Council from making inappropriate decisions or using resources inappropriately during the election period;
- establishing procedures to ensure that access to information held by Council is made equally available and accessible to candidates during the election;
- placing limits on public consultation and the scheduling of Council events; and



- increasing awareness of what can and cannot be done during the election period.

Definitions

Where terms used in this Policy are defined in the *Local Government Act 2020* (Act), their use in this Policy is consistent with the definitions in the Act.

Relevant legislative provisions in the Act are included at Attachment 1.

<i>election period</i>	Has the same meaning as 'election period' in section 3(1) of the Act and means the period that starts on the last day on which nominations for that election can be received and ends at 6pm on election day.
<i>publish</i>	Means publish by any means, including by publication on the Internet.
<i>public consultation</i>	Means a process that involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy, and includes discussion of that matter with the public.
<i>significant decision</i>	In the context of this policy, significant decisions include: <ol style="list-style-type: none"> decisions that may irrevocably commit the incoming Council to substantial expenditure or to other significant actions; and decisions that may have an irrevocable and significant impact on the municipality or a significant section of the community.
<i>inappropriate decisions</i>	Inappropriate decisions made by a Council during an election period includes any of the following: <ol style="list-style-type: none"> decisions that would affect voting in an election; and decisions that could reasonably be made after the election.

Context/Rationale

The Policy prohibits any Council decision during the election period for a general election that—

- relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
- commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
- the Council considers could be reasonably deferred until the next Council is in place; or
- the Council considers should not be made during an election period.

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The Policy also prohibits any Council decision during the election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

The Policy addresses the legal requirements by providing guidance at an operational level to ensure compliance and builds on the minimum statutory standards to enhance the transparency and accountability of Council, Councillors and Council staff during the election period.

The 'election period' is defined by the Act as starting on the last day for nominations and ending at 6pm on the election day. The last day for nominations is the day that is 32 days before the election day. The election period for the 2024 general elections will commence **midnight on Tuesday 24 September 2024 and end 6pm on Saturday 26 October 2024.**

This policy replaces and overrides any previous policy or document that refers to the election period.

Scope

This Policy facilitates the continuation of the ordinary business of Council through the election period in a responsible and transparent manner and in accordance with statutory requirements and established 'caretaker' conventions.

Key linkages

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

This policy has clear linkages to the following:

Local Government Act 2020, section 69

Procedural Guidelines

1. Application of Policy

Council will function in accordance with this Policy during the election period commencing on **midnight on Tuesday 24 September 2024 and end 6pm on Saturday 26 October 2024.**

While nominations for the general election will close at noon on 24 September 2024, the definition of the term "election period" in the Act indicates that the "election period" commences at the beginning of that day – that is, immediately after midnight.

1.1 Role of Chief Executive Officer

In addition to the Chief Executive Officer's (CEO) statutory responsibilities, the CEO or his or her Delegate will ensure as far as possible, that:

- All Councillors and Officers are informed of the application of this policy 30 days prior to the commencement of the election period; and

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- Matters of Council business requiring major policy decisions or significant decisions are scheduled for Council to enable resolution prior to the commencement of the election period, or deferred, where appropriate, for determination by the incoming Council.

It is acknowledged that a significant decision, which is not a major policy decision for the purposes of the Act, may still be made by the Council at its discretion during the election period.

2. Decisions by Council

2.1 Major Policy Decisions

2.1.1 Definition

Major Policy Decision is defined by the Act to mean a decision:

- a) Relating to the employment or remuneration of a Chief Executive Officer (CEO), other than a decision to appoint an acting CEO;
- b) To terminate the appointment of a CEO;
- c) To enter into a contract the total value of which exceeds whichever is the greater of the threshold that requires a public tender process under section 186 of the Act (\$150,000 for contracts for the purchase of goods or services and \$200,000 for works) or 1% of Council's total revenue from rates and charges in the preceding financial year.

If Council determines to accept a tender prior to the election period, the contract documents can be executing during the election period (as long as the contract documents have not been substantively changed since the Council's decision to enter into the contract).

There are no legal restrictions on Council making town planning decisions under the *Planning and Environment Act 1987* during the election period. Therefore, town planning items should continue to be processed in accord with usual practices and statutory timelines. Town planning decisions will not be considered to be significant decisions for the purposes of this Policy but may be inappropriate decisions for the purposes of section 69(2) of the Act.

Decisions that have some element of Council exercising entrepreneurial powers or with any large risk exposure are more difficult to assess and these should be discussed with the relevant Director as early as possible.

2.1.2 Prohibition on Council

During the election period, the Act prohibits Council or a person acting under delegation from Council from making major policy decisions. Any major policy decision made during the election period is deemed to be invalid under the Act. Council may be liable to pay compensation to any person who suffers loss or damage as a result of acting in good faith on a major policy decision made in breach of the Act.

2.1.3 Extraordinary Circumstances

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If Council considers that there are extraordinary circumstances which require the making of a major policy decision during the election period, Council may, by resolution, request an exemption from the Minister for Local Government Act.

2.2 Inappropriate Decisions

Section 69 of the Act requires Council's election period policy to include procedures to prevent Council making inappropriate decisions during the election period.

Inappropriate decisions made by a Council during an election period include any of the following:

- (a) decisions that would affect voting in an election; and
- (b) decisions that could reasonably be made after the election.

Council acknowledges that it may not be reasonable to leave a decision to be made after the election if:

- a) the failure to make the particular decision would have a negative impact on Council, the municipality or the local community; and
- b) the disadvantages of not making the decision exceed the benefits of deferring the decision until after the election.

3. Public Consultation and Council Events

3.1 Public Consultation

Council's election period policy must include limits on public consultation and the scheduling of Council events.

Some public consultation activities may be necessary during the election period to comply with Council's legal obligations (such as public consultations required by legislation). Where it is within Council's control to do so, Council will seek to avoid actions which will result in the necessity of conducting public consultation processes during the election period.

Any public consultations will avoid express or implicit links to the election.

3.2 Council Events

The election period policy must include limits on the scheduling of Council events.

Council will, wherever possible, ensure that any Council events are scheduled to occur outside the election period. Where a Council event must be held during the election period, any involvement of Councillors in the Council event shall be kept to the minimum practicable level.

4. Council Publications

4.1 Prohibition on Publishing Material during the Election Period

Section 287 of the Act prohibits Council from printing, publishing or distributing any advertisement, handbill, pamphlet or notice during the election period unless it has been certified, In Writing, by the Chief Executive Officer.

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The Chief Executive Officer must not intentionally or recklessly certify an electoral advertisement, handbill, pamphlet or notice unless it only contains information about the election process.

The Chief Executive Officer cannot delegate the power to certify under section 287 of the Act.

A Councillor or a member of Council staff must not intentionally or recklessly print, publish or distribute, or cause, permit or authorise to be printed, published or distributed, an electoral advertisement, handbill, pamphlet or notice during the election period on behalf of, or in the name of, a Councillor using Council resources if the electoral advertisement, handbill, pamphlet or notice has not been certified by the Chief Executive Officer.

4.2 Certification of Publications

Publications to be printed, published or distributed during the election period must first be certified by the Chief Executive Officer.

The certification by the Chief Executive Officer will be In Writing on or affixed to a copy of the publication and be in the following form:

'Certified by the Chief Executive Officer in accordance with Section 287 of the Local Government Act 2020.'

Copies of all certified documents will be retained on Council records.

Publications which require certification include:

- Brochures, pamphlets, handbills, flyers, magazines and books;
- Reports (other than Agenda papers and Minutes);
- Advertisements and notices, except newspaper notices of Meetings;
- New website material;
- Social media publications (which includes Facebook and Twitter posts);
- Emails with multiple addresses, used for broad communication with the community;
- Mass mail outs or identical letters sent to a large number of people by or on behalf of Council;
- Media releases;
- Material to publicise a function or event; and
- Any publication or distribution of Councillors' speeches.

All printing and publishing will be coordinated through the Marketing and Communications Department. Attachment 2 contains guidelines to printing and publishing material during the election period.

4.3 Prohibited Material

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The term “electoral matter” is defined in the *Act* to mean matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the returning officer for the purposes of conducting an election.

‘Electoral matter’ for the purposes of the *Act* is taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on:

- the election;
- a candidate in the election; or
- an issue submitted to, or otherwise before, the voters in connection with the election.

It is therefore likely that “electoral matter” will include material which (among other things):

- publicises the strengths or weaknesses of a candidate;
- advocates the policies of the Council or of a candidate;
- responds to claims made by a candidate; or
- publicises the achievements of the elected Council or particular Councillors.

4.4 Council Publications Including Councillor Information

Council publications printed, published or distributed during the election period will not include any reference to individual Councillors, unless Council is legally obliged to include any such reference.

4.5 Website

Material published on Council's website in advance of the election period is not subject to certification. However, it is possible that the continued presence of material on Council's website could be interpreted as meaning that the material is published on an ongoing basis, rather than at the date on which the material is first posted on the website. The Chief Executive Officer will review the content of the website prior to the election period and remove any material that the Chief Executive Officer considers likely to be electoral matter. The Chief Executive Officer will certify all relevant material that is to remain on the website.

Councillor contact information will remain available on the website during the election period, but Councillors' profiles will be removed.

Any new material published on Council's website during the election period must be certified by the Chief Executive Officer.

4.6 Annual Report

Council is required by the *Act* to produce and put on public display a copy of its Annual Report. The Annual Report will be published by the Chief Executive Officer during the election period. The Annual Report will not contain any material regarded as overt electioneering or that inappropriately promotes individual Councillors.

The Annual Report does not require certification by the Chief Executive Officer; however, any publication of an extract or summary of the Annual Report will require certification.

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4.7 Council and Committee Agendas and Minutes

Agenda papers and Minutes of Council and Committee Meetings do not require certification by the Chief Executive Officer unless they are printed or published for a wider distribution than normal.

4.8 Social Media

Any publication on social media sites including Facebook, Twitter, blogs and wiki pages during the election period must be certified by the Chief Executive Officer.

Staff responsible for administering individual social media sites will monitor their respective sites during the election period and use moderation features where available to ensure no electoral matter is posted.

5. Council Resources

5.1 Application of Resources

Council resources, including email addresses, photos, offices, vehicles, staff, hospitality, services, property (including intellectual property), equipment and stationery must be used exclusively for normal Council business during the election period and must not be used in connection with any election campaign or issue.

Any misuse of his or her position by a Councillor to gain or attempt to gain, directly or indirectly, an advantage for themselves or any other person or to cause or attempt to cause detriment to Council or another person may breach section 76D of the Act. Circumstances involving the misuse of a position include using public funds or resources in a manner that is improper or unauthorised.

5.2 Role of Executive Assistant to Mayor

The Executive Assistant to the Mayor or any other staff member will not be asked to undertake any tasks connected directly or indirectly with the election campaign of a Councillor standing for re-election.

5.3 Use of Council Equipment by Councillors

Councillors may continue to use any Council equipment provided to them to facilitate their performance of normal Council duties, subject to existing protocols and terms of use. Councillors standing for re-election must not use Council equipment such as printers and mobile phones as a resource to assist with election campaigns.

5.4 Councillors' Entitlement to Reimbursement

Reimbursements of Councillors' out-of-pocket expenses during the election period will only apply to costs that have been incurred in the performance of normal Council duties and not for expenses that support or are connected with a candidate's election campaign.

5.5 Council Branding

Council logos, letterheads, or other corporate branding or intellectual property must not be used for, or linked in any way to, a candidate's election campaign.

5.6 Cessation of Ward Specific Publications

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Ward-specific publications or Councillor profiles and articles in Local Scoop will not be published by Council during the election period.

5.7 Officers' Discretion

The Council will ensure that due propriety is observed in the use of all Council resources, and Council staff are required to exercise appropriate discretion in that regard. Where the use of Council resources appears to relate to the election campaign of a Councillor standing for re-election, the matter must be referred to the Chief Executive Officer or his or her Delegate.

6. Media Services

6.1 Restriction on Services

Council's Advocacy, Communications and Customer Service Department undertakes the promotion of Council activities and initiatives.

During the election period, the Department's services must not be used in any way that might promote a Councillor as an election candidate.

Council publicity during the election period will be restricted to communicating normal Council activities and initiatives and is subject to approval and certification by the Chief Executive Officer.

6.2 Media Releases/Spokespersons

Media releases will minimise references to specific Councillors and will not identify any Councillor in a manner that could promote a Councillor as an election candidate. Where it is necessary to identify a spokesperson, the Chief Executive Officer or his or her Delegate will be consulted.

Media releases will require certification by the Chief Executive Officer.

6.3 Councillors

Councillors will not use their position as elected representatives or their access to Council Officers and other Council resources to gain media attention in support of an election campaign.

6.4 Council Employees

During the election period, no Council employee may make any public statement that relates to an election issue unless prior approval has been obtained from the Chief Executive Officer or his or her Delegate.

7. Assistance to Candidates

7.1 Role of Returning Officer

All election related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer or his or her Delegate.

7.2 Candidate Information

Council will provide candidates with a Councillor Candidate Information Kit to assist them in running and nominating for Council.

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Candidates will be informed of their obligation to complete a Nomination Form, which will be available from the Returning Officer, accompanied by the prescribed nomination fee.

Candidates will also be informed of the requirements to complete and submit an Election Campaign Donation Return in the prescribed form within 40 days after the election day. The return must contain details of any campaign donation or gift valued at more than the gift disclosure threshold (currently \$500) which was received between the date 30 days after the previous election and the date 30 days after the current election.

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ATTACHMENT 1

1.1 Relevant sections from the *Local Government Act 2020***Section 287 Prohibition on Council**

- (1) A Council must not print, publish or distribute or cause, permit or authorise to be printed, published or distributed, any advertisement, handbill, pamphlet or notice during the election period unless the advertisement, handbill, pamphlet or notice has been certified, In Writing, by the Chief Executive Officer.
- (1A) For the purposes of subsection (1), the publication of a document of a kind specified in that subsection does not include –
 - (a) publication of any document published before the commencement of the election period; and
 - (b) publication of any document required to be published in accordance with or under any Act or regulation.
- (2) The Chief Executive Officer must not intentionally or recklessly certify an electoral advertisement, handbill, pamphlet or notice during the election period unless it only contains information about the election process.

Penalty: 60 penalty units.

- (3) Despite section 98(2), the Chief Executive Officer must not delegate the power to certify any advertisement, handbill, pamphlet or notice under this section to a member of Council staff.
- (4) A Councillor or member of Council staff must not intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed an electoral advertisement, handbill, pamphlet or notice during the election period on behalf of, or in the name of, the Council or on behalf of, or in the name of, a Councillor using Council resources if the electoral advertisement, handbill, pamphlet or notice has not been certified by the Chief Executive Officer under this section.

Penalty: 60 penalty units.

Definitions – section 3(1) of the Local Government Act

election period, in relation to an election, means the period that-

- (a) starts on the last day on which nominations for that election can be received; and
- (b) ends at 6 p.m. on election day;

electoral advertisement, handbill, pamphlet or notice means an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper announcing the holding of a Meeting;

publish means publish by any means including by publication on the Internet;

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- (1A) In this Act, **electoral matter** means matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the returning officer for the purposes of conducting an election.
- (1B) Without limiting the generality of the definition of **electoral matter**, matter is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on—
- (a) the election; or
 - (b) a candidate in the election; or
 - (c) an issue submitted to, or otherwise before, the voters in connection with the election.

Primary principle of Councillor conduct

It is a primary principle of Councillor conduct that, in performing the role of a Councillor, a Councillor must –

- (a) act with integrity; and
- (b) impartially exercise his or her responsibilities in the interests of the local community; and
- (c) not improperly seek to confer an advantage or disadvantage on any person.

Councillor conduct principles

In addition to acting in accordance with the primary principle of Councillor conduct specified in section 76B, in performing the role of a Councillor, a Councillor must—

- (a) avoid conflicts between his or her public duties as a Councillor and his or her personal interests and obligations;
- (b) act honestly and avoid statements (whether oral or In Writing) or actions that will or are likely to mislead or deceive a person;
- (c) treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other Councillors, Council staff and other persons;
- (d) exercise reasonable care and diligence and submit himself or herself to the lawful scrutiny that is appropriate to his or her office;
- (e) endeavour to ensure that public resources are used prudently and solely in the public interest;
- (f) act lawfully and in accordance with the trust placed in him or her as an elected representative;
- (g) support and promote these principles by leadership and example and act in a way that secures and preserves public confidence in the office of Councillor.

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Councillor Code of Conduct

- (1) A Council must review the Councillor Code of Conduct within the period of 12 months after a general election.
- (2) A Councillor Code of Conduct—
 - (a) must include the Councillor conduct principles;
 - (b) may set out processes for the purpose of resolving an internal dispute between Councillors;
 - (d) must include provisions in respect of any matter prescribed for the purpose of this section;
 - (e) may include any other matters relating to the conduct of Councillors which the Council considers appropriate.
- (3) A Councillor Code of Conduct must not be inconsistent with any Act or regulation.
- (4) A Councillor Code of Conduct is inoperative to the extent that it is inconsistent with any Act or regulation.
- (5) A copy of the current Councillor Code of Conduct must be—
 - (a) given to each Councillor;
 - (b) available for inspection by the public at the Council office and any district offices.

Misuse of position

- (1) A person who is, or has been, a Councillor or member of a special committee must not misuse his or her position—
 - (a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
 - (b) to cause, or attempt to cause, detriment to the Council or another person.

Penalty: 600 penalty units or imprisonment for 5 years or both.

- (2) For the purposes of this section, circumstances involving the misuse of a position by a person who is, or has been, a Councillor or member of a special committee include
 - (a) making improper use of information acquired as a result of the position he or she held or holds; or
 - (b) disclosing information that is Confidential Information within the meaning of section 77(2); or
 - (c) directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff in contravention of section 76E; or

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- (d) exercising or performing, or purporting to exercise or perform, a power, duty or function that he or she is not authorised to exercise or perform; or
 - (e) using public funds or resources in a manner that is improper or unauthorised; or
 - (f) failing to disclose a conflict of interest as required under this Division.
- (3) This section—
- (a) has effect in addition to, and not in derogation from, any Act or law relating to the criminal or civil liability of Councillors or members of special committees; and
 - (b) does not prevent the institution of any criminal or civil proceedings in respect of that liability.

Improper direction and improper influence

- (1) A Councillor must not improperly direct or improperly influence, or seek to improperly direct or improperly influence, a member of Council staff in the exercise of any power or in the performance of any duty or function by the member.
- (2) A Councillor must not direct, or seek to direct, a member of Council staff—
 - (a) in the exercise of a delegated power, or the performance of a delegated duty or function of the Council; or
 - (b) in the exercise of a power or the performance of a duty or function exercised or performed by the member as an authorised officer under this Act or any other Act; or
 - (c) in the exercise of a power or the performance of a duty or function the member exercises or performs in an office or position the member holds under another Act; or
 - (d) in relation to advice provided to the Council or a special committee, including advice in a report to the Council or special committee.
- (3) This section does not apply to a decision of the Council or a special committee that is made within the powers, duties or functions conferred under this or any other Act.

Conduct of Council during election period

- (1) Subject to this section, a Council, a special Committee or a person acting under a delegation given by the Council must not make a major policy decision during the election period for a general election.
- (2) If a Council considers that there are extraordinary circumstances which require the making of a major policy decision during the election period, the Council may apply In Writing to



the Minister for an exemption from the application of this section to the major policy decision specified in the application.

- (3) If the Minister is satisfied that there are extraordinary circumstances, the Minister may grant an exemption from the application of this section to the major policy decision specified in the application subject to any conditions or limitations that the Minister considers appropriate.
- (4) A major policy decision made in contravention of this section is invalid.
- (5) Any person who suffers any loss or damage as a result of acting in good faith on a major policy decision made in contravention of this section is entitled to compensation from the Council for that loss or damage.
- (6) In this section, a major policy decision means any decision—
 - (a) relating to the employment or remuneration of a Chief Executive Officer under section 94, other than a decision to appoint an acting Chief Executive Officer;
 - (b) to terminate the appointment of a Chief Executive Officer under section 94;
 - (c) to enter into a contract the total value of which exceeds whichever is the greater of—
 - (i) \$100 000 or such higher amount as may be fixed by Order in Council under section 186(1); or
 - (ii) 1% of the Council's revenue from rates and charges levied under section 158 in the preceding financial year;
 - (d) to exercise any power under section 193 if the sum assessed under section 193(5A) in respect of the proposal exceeds whichever is the greater of \$100 000 or 1% of the Council's revenue from rates and charges levied under section 158 in the preceding financial year.

Section 69 Council to adopt an election period policy

- (1) A Council must develop, adopt and keep in force Governance Rules for or with respect to the following—
 - (a) the conduct of Council Meetings;
 - (b) the conduct of Meetings of Delegated Committees;
 - (c) the form and availability of Meeting records;
 - (d) the election of the Mayor and the Deputy Mayor;
 - (e) an Election Period Policy in accordance with section 69;
 - (f) the procedures for the disclosure of a conflict of interest by a Councillor or a member of a Delegated Committee under section 130;
 - (g) the procedure for the disclosure of a conflict of interest by a Councillor under section 131;

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(h) the disclosure of a conflict of interest by a member of Council staff when providing information in respect of a matter within the meaning of section 126(1).

(2) The Governance Rules must provide for a Council to—

(a) consider and make decisions on any matter being considered by the Council fairly and on the merits; and

(b) institute decision making processes to ensure that any person whose rights will be directly affected by a decision of the Council is entitled to communicate their views and have their interests considered.

(3) A Council may amend its Governance Rules.

(4) Subject to subsection (5), a Council must ensure that a process of community engagement is followed in developing or amending its Governance Rules.

(5) Subsection (4) does not apply if the Council is developing and adopting or amending a Governance Rule that only adopts a good practice guideline issued by the Minister under section 87.

(6) A Council must comply with its Governance Rules.

(7) A Council must adopt the first Governance Rules under this section on or before 1 September 2020.

Conduct principles

(1) Council staff must in the course of their employment—

(a) act impartially;

(b) act with integrity including avoiding conflicts of interest;

(c) accept accountability for results;

(d) provide responsive service.

(2) Nothing in subsection (1)(c) affects the granting of an indemnity to a member of Council staff in respect of any liability or limits the effect of—

(a) any such indemnity, whether granted before or after the commencement of section 67 of the Local Government (Democratic Reform) Act 2003; or

(b) any immunity conferred on a member of Council staff by or under any Act, whether before or after that commencement.



ATTACHMENT 2

GUIDE TO PRINTING AND PUBLISHING MATERIAL DURING THE ELECTION PERIOD

Spokesperson for the Council	
Approved by:	CEO but may be delegated to Directors
Yes	The role of spokesperson for the Council in media statements during the election period will be the CEO, though this may be delegated to Directors.

Media releases, Media Services and Media enquiries	
Approved by:	Media releases – No change to existing approval process (except for CEO certification). Media enquiries – Enquiries will be directed to Marketing & Communications. Media Services – shall not be provided to individual Councillors for the purpose of electioneering. Media releases to be issued by the CEO.
Yes	Promotion of Council services or policies as per Council's media policy.
No	No quoting or promoting Councillors or candidates. No "Mayor's Message" or equivalent to be prepared during the Election Period. No preparation or assistance provided to Councillors for releases that contain electoral matter.

Bulk mail outs – Hard copy and via email	
Approved by:	CEO
Yes	Promotion of Council services or policies as per normal course of business.
No	No quoting or promoting Councillors or candidates.

Preparing text on behalf of/for the Mayor prior to the election period where the text may be published during the election period – specifically referring to instances where community organisations, schools etc ask for text from the Mayor on behalf of the City for publication in their regular newsletters. Text must not include electoral material under the Local Government Act 1989.	
Approved by:	No change to existing approval process.

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Existing Brochures	
Approved by:	No change to existing process (except for CEO certification)
Yes	Promotion of Council services or policies as per normal course of business. Previously published items still in use will be reviewed to ensure consistency with these guidelines and their continued availability during the election period subject to this Policy.
No	No quoting or promoting Councillors or candidates.

New Brochures	
Approved by:	No change to existing process (except for CEO certification)
Yes	Promotion of Council services or policies as per normal course of business.
No	No quoting or promoting Councillors or candidates.

New or modified Whittlesea internet (not intranet) and Social Media	
Approved by:	No change to existing process
Yes	Promotion of Council services or policies as per normal course of business. Councillor photographs and official contact details remain. Any new material published that may be considered an advertisement, handbill, pamphlet or notice must be approved by the CEO.
No	No quoting or promoting Councillors or candidates.

Previously published material on the City of Whittlesea Website, Social Media, on displays at the reception desk and other Council facilities	
Approved by:	No change to existing process (except for CEO certification)
Yes	All material that may constitute electoral material to be removed for the duration of the election period. Most content stays the same. CEO to certify any relevant material. Promotion of Council services or policies as per normal course of business. Councillor photographs and official contact details remain.
No	Material relating to the election or candidates, except Council or VEC produced election material relating solely to the electoral process.

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New material to be published on the City of Whittlesea Website, Social Media, on displays at the customer service desk and other Council facilities

Approved by:	No change to existing process
Yes	<p>Promotion of Council services or policies as per normal course of business.</p> <p>Councillor photographs and official contact details remain.</p> <p>Homepage content reviewed for consistency to Guidelines, other content remains.</p> <p>Any new material published that may be considered an advertisement, handbill, pamphlet or notices must be approved by the CEO.</p>
No	Material relating to the election or candidates except Council or VEC produced election material relating to the electoral process.

New or modified non-City of Whittlesea internet (not intranet) and social media

Approved by:	<p>Any new material published that may be considered an advertisement, handbill, pamphlet or notices must be approved by the CEO:</p> <p>Growling Frog Golf Course – Director Community Services</p> <p>Plenty Ranges Arts and Convention Centre – Director Community Services</p> <p>Whittlesea Business – Director Planning, Partnerships and Engagement</p> <p>Whittlesea Building – Director Planning, Partnerships and Engagement</p> <p>Whittlesea Tourism – Director Planning, Partnerships and Engagement</p>
Yes	Promotion of Council services or policies as per normal course of business.
No	No quoting or promoting Councillors or candidates.

Weekly newspaper column

Approved by:	No change to existing process (except for CEO certification)
Yes	Promotion of Council services or policies as per normal course of business.
No	No quoting or promoting Councillors or candidates.

Newspaper advertisements

Approved by:	No change to existing process (except for CEO certification)
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Yes	Promotion of Council services or policies as per normal course of business. All advertisements, including HR, Procurement, Public Notices must be certified and approved by the CEO.
No	No quoting or promoting Councillors or candidates.

Council run public events (including corporate, civic functions and Citizenship Ceremonies)

Approved by:	Public events will only be organised and run by the Council administration if they are part of the normal services or operation of the Council. The decision on whether an event is to be conducted will be made by the CEO.
Yes	If the event goes ahead then: Invitations will be issued by City of Whittlesea – that is, not by the Mayor. Invitations to attend the activity will be issued to the Mayor and Councillors, as usual Material printed or disseminated to publicise the event must be certified and approved by the CEO. Events will be MC'd by the CEO or Delegate. The Mayor will be invited to open/launch the event as per usual; if they decline, the CEO or Delegate will do it. Citizenship Ceremonies (if scheduled) will proceed as usual. Speeches for Councillors will be prepared and approved by the CEO.
No	The annual Mayoral Community Thank You Event will be held before the commencement of the election period. The invitation for the Mayoral Community Thank You Event will be issued under the name of the Mayor.

Public (non-Council conducted) events

Approved by:	Invitations for the Mayor and/or Councillors to participate in non-Council events conducted or co-ordinated by external organisations or groups – it is the responsibility of the Mayor and/or Councillor individually to determine whether or not they will attend.
Yes	If the Mayor is attending such an event on behalf of the City, a speech will be prepared. If a Councillor is attending the event on behalf of the Mayor (and on behalf of the City), a speech will be prepared. Councillors to attend event as representatives of the City. Speeches will be approved by the CEO.

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No	If a Councillor is attending an event in their own right (whether or not the Mayor attends) no speech will be prepared. Council resources or publicity assistance provided for functions or events with the purpose of electioneering.
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6.2 LIVEABLE NEIGHBOURHOODS**ITEM 6.2.1 FOR DECISION - MILL PARK BASKETBALL STADIUM REDEVELOPMENT**

Responsible Officer: Director Community Wellbeing

Author: Senior Leisure Planner

RECOMMENDATION SUMMARY

That Council:

- Proceed with the redevelopment of the Mill Park Basketball Stadium ('the Stadium') at an estimated cost of \$3,424,218.
- Commence negotiations with Sports Stadiums Victoria ('SSV') to vary the current management agreement for the Stadium; and
- Continue to engage all community stakeholders throughout the redevelopment project.

BRIEF OVERVIEW

In June 2020, the State Government announced the Community Sports Infrastructure Stimulus Program in response to the COVID-19 pandemic. Through this funding stream Council was successful in obtaining \$1,000,000 for a redevelopment of the Mill Park Basketball Stadium.

The report provides an overview of the recommended project scope and recommends a review in the existing management agreement in partnership with SSV.

RATIONALE FOR RECOMMENDATION

In 2020, Council entered into a funding agreement with the State Government. The proposed project scope ensures compliance with the terms of the agreement, improves general amenity and completes major maintenance items, including improving the structural integrity of the building and public safety issues.

It has been acknowledged by all stakeholders including SSV that the current management agreement for the Stadium is not congruent with such modern agreements. A review is required to identify potential business efficiencies and to clearly delineate roles and responsibilities.

IMPACTS OF RECOMMENDATION

Council's capital contribution to the Stadium redevelopment project is proposed to increase by approximately \$2,424,218 to enable full delivery of the recommended project scope. This financial adjustment (increase) has been flagged in the draft long-term financial plan and will be formalised subject to Council's adoption of the draft 2021/22 budget.

It is intended that the review of the agreement will result in an improved community outcome, including refined clauses to better inform contract management protocol. It is anticipated that ongoing maintenance and operating costs will remain the obligation of Sports Stadiums Victoria under the varied conditions of the agreement.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

A high-level risk assessment was undertaken during the project scoping and analysis for the business case which details physical and reputational risks to Council for each delivery option. The recommended project scope reflects the minimal perceived risk to Council.

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 basketball participation
- Increased participation in physical activity
- Increase in equitable use of the facility
- Increased participation by women and girls
- Improved accessibility to facilities
- A safer environment and improved design to reduce the incidence of antisocial activity
- Increase energy/water efficiency, lower energy use and Greenhouse Gas Emissions
- Stimulating the local economy through local job creation.

REPORT

BACKGROUND

The Redleap Recreation Reserve is an 8.3 hectare (ha) active reserve situated in Mill Park, directly fronting onto Redleap Avenue and Moorhead Drive with a link to Childs Road via the Stables Shopping Centre car park. The reserve neighbours several schools including Mill Park Secondary College and St Francis of Assisi Catholic Primary School.

The City of Whittlesea's Open Space Strategy 2016 identifies Redleap Recreation Reserve ('the Reserve') as a Municipal Level Open Space. The Reserve caters for recreational needs, providing both informal and formal facilities with historical and natural values.

The Reserve supports active and passive recreation at a municipal level and directly caters to the local community, primarily accommodating football, cricket, basketball and passive recreation use, centralised around Peter Hopper Lake. The Reserve attracts the highest visitor rate of a reserve in Mill Park; however, the forecourt area of the Stadium is presenting safety issues. **Table 1** identifies data provided by Victoria Police that shows increasing offences within the precinct over recent years.

Offence	Number of offences reported	
	April 2018 to March 2019	April 2019 to March 2020
Crimes Against the Person	13	20
Property and Deception	44	73

Table 1. Victoria Police crime statistics.

The Stadium was constructed on the western side of the Redleap Recreation Reserve in 1991 by Council. The Stadium was developed in partnership with the Department of Education and the Victorian Amateur Basketball Association Co-operative Community Advancement Society Ltd and is the largest stadium within the municipality. A four-court complex, the Stadium is home to the Whittlesea City Basketball Association ('the Association'). The Association:

- Is the predominant user group of the Stadium.
- Is the municipality's largest provider of basketball training, competition and facilitator of elite pathways.
- Services a current membership of 4500 (pre-COVID) and is expected to grow to approximately 7000 members by the end of the decade.

The Whittlesea Netball Basketball Plan 2019 ('WNBP') acknowledges the pivotal role that the Stadium plays in the provision of basketball within the municipality. It also notes that the non-compliant amenities at the facility are restrictive in allowing growth, especially for women and girls and diversity within the game. As an ageing facility, the Stadium fails to comply with:

- Updated building codes
- Basketball Victoria/Netball Victoria preferred facility standards; and
- The minimum requirements of an equitable and sustainable sporting facility.

Tenancy

In 1991, Council entered into a 50-year lease agreement with the Ministry of Education and Training (now known as the 'Department of Education'), for a parcel of land on the grounds of Mill Park Secondary College to construct a sports complex. The lease indemnifies the

Department of Education from all ownership responsibilities and liabilities. Ownership of the Stadium will pass back to the Department of Education on termination of the lease, however there is provision for a further lease period to be negotiated on conclusion of the initial 50-year term.

In 1991, Council entered into a 50-year agreement with the Victorian Amateur Basketball Association Co-operative Community Advancement Society Ltd (now known as 'Basketball Stadiums Victoria Co-Operative Ltd' and now trading as 'Sports Stadiums Victoria') for the construction and management of the Stadium. This agreement included a capital contribution by Victorian Amateur Basketball Association Co-operative Community Advancement Society Ltd towards the Stadium construction and passes all management responsibilities from Council to SSV.

In recent years all stakeholders including, Council officers, SSV, the Association and Basketball Victoria have increasingly identified that some conditions under the historical agreement and actual operational model are contrary to modern stadium operational practices.

Strategic planning and funding

The WNBPA found that decades of insufficient investment into netball and basketball infrastructure has resulted in a significant under provision of facilities within the municipality and is negatively impacting on sports participation rates. The WNBPA recognises the pivotal role that the Stadium plays in the provision of basketball within the municipality. Future developments at the Mernda Sports Hub and Epping North Recreation Reserve will address this demand.

The non-compliant supporting amenities at the Stadium pose a challenge for user groups. As an ageing facility, the Stadium is currently failing compliance with DDA, building code and inclusive design principles including female friendly and child safe regulations.

Council's long-term capital program originally included an indicative allocation of \$800,000 towards the redevelopment of the Stadium in the 2021/2022 financial year. It was initially planned that throughout 2020/21 Council officers would work closely with all relevant stakeholders in the development of a detailed project scope, business case, operational models and costings. However, in June 2020 the State Government announced the Community Sports Infrastructure Stimulus Program in response to the COVID-19 pandemic. In response to this unique funding opportunity Council officers pivoted, and Council was successful in securing a \$1,000,000 grant for female friendly and accessibility upgrades to the Stadium.

Redevelopment – Project Scope

Project planning is now well developed and on track to meet the State Government funding timelines for project delivery. However, throughout the project planning and detailed building assessments phase, additional project items have been identified; responding to major maintenance requirements, building structural repairs and general facility amenity and safety improvements. These additional items have expanded the project scope and cost. Additional costs are summarised in the financial section of this report.

A detailed business case has been developed providing an analysis of all project scope options. **Table 2** provides a high-level overview of the business case options.

Option	Scope	Cost
Option 1: Do nothing.	- Continue normal operations within the facility and return State Government grant.	\$0
Option 2: Essential works under funding	- Indoor redevelopment to address compliance and functionality issues	\$3,174,218

agreement and structural rectification works.	<ul style="list-style-type: none"> - Minor forecourt upgrades. - Structural rectification works 	
Option 3: Full scope, including improved ESD, public realm activation and safety.	<ul style="list-style-type: none"> - Full scope of Option 2. - Major forecourt upgrades to improve safety, accessibility and general amenity. - Improved ESD, water efficiency, lower energy use. 	\$3,424,218

Table 2. Redevelopment project scope options

Whilst highest in initial capital costs Option 3 includes allowance to improve ESD universal, equitable/greater accessibility and crime prevention initiatives through environmental design principles, as well as improvements to functionality of the Stadium and forecourt.

All scope options were subject to a benefit / outcomes assessment and the ability to meet the following outcomes:

- Increased basketball participation and in physical activity generally
- Increase in equitable use of the facility – particularly by women and girls
- Improved accessibility to facilities
- A safer environment and improved design to reduce the incidence of antisocial activity
- Increase energy/water efficiency, lower energy use and Greenhouse Gas Emissions
- Stimulating the local economy through local job creation.

A high-level risk assessment was also undertaken on each scope option to consider the following:

- Health, wellbeing and social outcomes for the community (regarding compliance and accessibility of facilities).
- Ongoing facility maintenance costs.
- Crime rates within the immediate vicinity.
- Council's reputational risk.

PROPOSAL

Upon analysis of the project scope options identified above, it is recommended the project proceeded with Option 3 (full scope plus public realm activation), with the following rationale:

- The redevelopment of existing facilities will ensure that the Stadium meets the current facility standards required to encourage growth and diversity in participation in sport.
- The forecourt is the most community facing and visible aspect of the Stadium with thousands of people viewing it weekly. Upgrades to the forecourt area will not only increase attractiveness and general amenity to the Stadium but improve perceptions of safety and reduce crime in the area.
- Functional improvements will enable efficient and effective daily operations and foot traffic during peak periods, including decreasing touchpoints where possible which has been prioritised given the COVID safe requirements now placed on sporting facilities.
- Issues with facility structure and major maintenance items will be addressed as part of the redevelopment.

- This option reflects the minimal perceived risk to Council and received the highest rating in the benefit / outcome's analysis.
- The combination of all direct, industrial and consumption effects would result in a total estimated increase of 13 jobs located within the municipality.

The proposed cost is outlined in **Table 3** below.

Management agreement and operational model

The WNBP recommends that a revised facility operational model is established to ensure that basketball pathway remains accessible and sustainable, a sentiment which is supported by SSV, Basketball Victoria and the Association.

In November 2020, a working party including representatives from Basketball Victoria and SSV was established to collaboratively identify opportunities to develop and grow basketball and review business structures in the northern suburbs (namely City of Whittlesea and Moreland City Council as the two LGA's with facilities managed by Sports Stadiums Victoria). The working group's recommendations will be presented to the Basketball Victoria and SSV Boards and Council officers mid-2021.

In addition, SSV have indicated to Council officers their willingness to explore options to vary the current management agreement.

CONSULTATION

Council officers have been working collaboratively with SSV, the Association and Basketball Victoria on an ongoing basis throughout the design phase, receiving feedback and providing advice.

Due to this project moving forward a financial year and to ensure ongoing and genuine consultation and engagement, a User Reference Group was established in October 2020; including representation from various basketball clubs that utilise the Stadium. The objective was to provide the opportunity for clubs, not just the peak bodies, and the Association to provide feedback during the design process, receiving ongoing project updates and discussion around impact during project delivery. Anecdotal feedback to date has been that the User Group structure is providing a genuine and respectful process for community feedback and inclusion.

CRITICAL DATES

Under the deadlines stipulated within the signed funding agreement with the State Government, the redevelopment must commence by 1 March 2021. Commencement of the project after this date may result in the State Government retracting their financial contribution to the project. As such, a preliminary package of works to include seating upgrades and minor upgrades commenced in mid-February.

Additionally, the construction schedule for the major package of works has been developed and following budgetary consideration of Council it is planned the project will undergo a public tendering process. It is also a State Government funding agreement requirement that the project is completed by December 2022.

FINANCIAL IMPLICATIONS

The project has the following financial implications.

There is currently an indicative budget allocated against this project of \$3,424,218, in Council's draft long term budget over the 2020/21, 2021/22 and 2022/23 years.

Allowing for the \$1,000,000 Sport and Recreation Victoria (SRV) grant, Council's capital contribution to the Stadium redevelopment project will be approximately \$2,424,218 to enable full delivery of the recommended project scope (Option 3 of the recommended business case).

Adopting Option 3 would also mean there is a net unfavourable variation from Council's current forecast long-term capital program; with an additional financial project commitment of \$1,624,218 required from Council.

Table 3 below describes the proposed capital budget allocation and funding sources for Option 3.

Financial Year	Proposed Budget Allocation			Total	Variation from original long term capital works program estimate
	Council (original long term capital works program estimate)	Council (revised estimate)	External (SRV Grant)		
2020/21	\$96,205	\$96,205	\$445,655	\$541,860	-\$445,655
2021/22	\$700,000	\$2,186,668	\$554,345	\$2,741,013	-\$2,041,013
2022/23	\$0	\$141,345	\$0	\$141,345	-\$141,345
Total	\$796,205	\$2,424,218		\$3,424,218	-\$2,628,013

Table 3. Proposed capital budget (option 3)

SSV contribution

SSV have informed Council officers that due to the immediate and ongoing impact of COVID on their core business and associated revenue, they are not in a financially viable position to make a cash contribution to the project. They have however indicated a strong desire to continue managing the Stadium in partnership with Council and welcome the foreshadowed contract negotiations.

It is anticipated that the ongoing maintenance and operating costs will remain the obligation of SSV under any varied conditions of the agreement. It is also noted that the additional energy/water efficiency works are designed to create lower energy use and therefore reduce operational cost. The additional commitment of Council to this project will form part of any negotiations around new management terms.

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.
- Whittlesea Netball Basketball Plan 2019 ('WNBK'): The Stadium will continue to play a pivotal role in the provision of indoor sports courts over the next decade, and beyond.
- Equal and Safe Strategy 2019: This strategy articulates, '*sports and leisure spaces are an important setting because these environments can have a powerful influence on gender relations through their modelling of attitudes, behaviours and social norms.*'

- Redleap Recreation Reserve Masterplan 2019. The Stadium is located adjacent to Redleap Recreational Reserve. The Council endorsed masterplan for this reserve developed in consultation with the community recommends upgrades to the reserve to create an inviting park experience, addressing informal and formal play and recreation, improved public access and connectivity.

The project also aligns with Active Victoria 2017-2021; the State Government's guiding framework for investment in sport and recreation opportunities across the state.

LINK TO STRATEGIC RISKS

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

Current operations at the Stadium are not reflective of the management agreement resulting in a blurred line of delineation, accountability and liability. This incongruity between the management agreement and management practice must be addressed.

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

The management agreement does not align with current Council policy, strategy and process.

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 healthy and safe communities through increasing participation in sport and physical activity.

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

Consultation and close ongoing engagement with the User Group, Basketball Victoria and SSV will be required to ensure the project is not delayed due to inadequate community engagement.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Connected community
Key Direction	A healthy and safe community

Whittlesea 2040 strives to achieve a connected community; a socially cohesive community, healthy and safe community and a participating community.

The Stadium plays a pivotal role in the delivery of basketball programs and participation in indoor sports within the municipality. The benefits of participation in physical activity are well documented, not only on the physical health and wellbeing of participants but also in improving social and community connectedness outcomes.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 2020*, officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

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

CONCLUSION

Fit for purpose indoor sports stadiums play a central role in creating improved community health outcomes. This project will increase sporting opportunities and enable sporting associations and clubs to create social capital, social connection, physical activity and community leadership.

As Council's largest and only indoor stadium, the redevelopment at Mill Park Basketball Stadium supports increased physical activity and social connectiveness for residents across Bundoora, Epping, Mill Park, Thomastown and Lalor.

Whilst highest in initial capital costs, Option 3 includes allowance to improve ESD, greater accessibility features and crime prevention initiatives through environmental design principles. It also allows for improvements to functionality of the Stadium and forecourt.

It is envisaged that once completed, the redeveloped stadium and renewed management agreement will collectively provide state-of-the-art operational, environmental and governance structures to further basketball participation, equity and volunteerism pathways across the municipality.

RECOMMENDATION

THAT Council resolve to:

1. **Proceed with the redevelopment of the Mill Park Basketball Stadium to deliver the full project scope (Option 3) at an estimated cost of \$3,424,218.**
2. **Authorise the Chief Executive Officer to conduct and execute negotiations within their delegation with Sports Stadiums Victoria to explore variations to the existing management agreement for the Mill Park Basketball Stadium.**
3. **Continue engagement with community and other relevant project stakeholders regarding project timeframes and impacts.**

COUNCIL RESOLUTION

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

THAT Council resolve to adopt the Recommendation.

CARRIED

**ITEM 6.2.2 FOR DECISION - PUBLIC SUBMISSIONS COMMITTEE
RECOMMENDATIONS REPORT - REQUEST FOR BOUNDARY CHANGE OF
A LOCALITY – 182 GREENHILLS ROAD, THOMASTOWN**

- Attachments:**
- 1** **Committee of Council Meeting Minutes from 22 March 2021 and Submissions Table** [↓](#)
 - 2** **Map of Southern Part of 172, 182 & 182W Greenhills Road** [↓](#)
 - 3** **Committee of Council Meeting Minutes from 15 December 2020 and submission table** [↓](#)

Responsible Officer: **Executive Manager Governance**

Author: **Team Leader Governance Administration**

RECOMMENDATION SUMMARY

That Council resolves to:

1. Accept the recommendations of the Committee of Council (the Committee) outlined in Attachment 1, following its consideration of public submissions on the proposal for the southern portion of 172 Greenhills Road in addition to 182 and 182W Greenhills Road Thomastown to be included in the locality of Bundoora (Attachment 2);
2. Endorse the proposal that the locality boundary be changed to include the southern portion of 172 Greenhills Road in addition to 182 and 182W Greenhills Road Thomastown in the locality of Bundoora;
3. Authorise the Chief Executive Officer to submit the proposal to the Office of Geographic Names Victoria (GNV) in accordance with the Naming Rules; and
4. Write to all submitters who provided their contact details informing them of Council's decision in relation to their submission as detailed in the attached table (Attachment 1) and informing them that the proposal has been endorsed by Council to be submitted to GNV.

BRIEF OVERVIEW

The proposal, as shown in the map (Attachment 2), was assessed against the State Government *Naming Rules for places in Victoria*, (Naming Rules) and complied with the following general principles:

- It will promote public safety by assisting emergency service authorities to respond and will assist transport, communication and mail services; and
- It will promote the public interest by recognising that access to 182 & 182W Greenhills Road is from Greenhills Road Bundoora via Messini Place and that there is no access from Thomastown.

At its meeting on 6 October 2020, Council resolved to endorse the proposal to include the properties located at 182 and 182W Greenhills Road Thomastown in the locality of Bundoora and to consult the public on the proposal.

An analysis of the submissions received in response to Council's survey of affected properties indicates that 94 per cent of owners and residents in the affected area surveyed were supportive of the proposal.

On 15 December 2020, the Committee of Council (the Committee) considered public submissions on the proposal and advice received from GNV that, for the proposed locality boundary realignment to be accepted, the proposal must be amended to include the southern section of property located at 172 Greenhills Road.

Council is required to assess the submissions received in accordance with the State Government Naming Rules and the GNV is responsible for deciding naming issues. Council was obliged to amend the proposal accordingly otherwise GNV advised that it would decline the proposal.

At its meeting on 2 February 2021, Council resolved to accept the recommendations of the Committee outlined in Attachment 3, and resolved to give public notice of the amended proposal including the southern section of 172 Greenhills Road in addition to 182 and 182W Greenhills Road, Thomastown to amend the locality boundary to include the properties in the locality of Bundoora (Attachment 2 map).

An analysis of the submissions received in response to Council's survey of affected properties indicates that 93 per cent of owners and residents in the affected area surveyed are supportive of the proposal.

RATIONALE FOR RECOMMENDATION

The State Government, through GNV is responsible for deciding naming issues. As 93 per cent of owners and residents in the affected area surveyed are supportive of the proposal and no objections have been received that can be considered valid in accordance with the Naming Rules, Council can proceed to endorse that the proposal be submitted to GNV for consideration.

IMPACTS OF RECOMMENDATION

If Council resolves to proceed to endorse the proposal and authorise submission of the proposal to GNV, in accordance with the Naming Rules, Council must write to objectors, informing them of the outcome of the naming proposal. The letter to objectors needs to indicate that an appeal to the GNV Registrar must be lodged within 30 days of the naming authority sending the letter to the objector.

There are no critical dates associated with this proposal. The applicant has been informed that the process for realigning locality boundaries is lengthy and may not be resolved until mid-2021.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

All submitters who provided their contact details will be informed of Council's decision in relation to the proposal and their submission as detailed in the attached table (Attachment 1).

REPORT**BACKGROUND**

A request was received from Urbis Pty Ltd on behalf of Wolf Development, the owners of the site at 182 Greenhills Road, Thomastown, to have the locality boundary between Thomastown and Bundoora changed to include the property located at 182 Greenhills Road, Thomastown in the locality of Bundoora.

The Site is located at 182 Greenhills Road, Thomastown, is approximately 2.4 hectares, situated on the outskirts of the Thomastown Industrial/Employment Area and directly north of the established Greenhills Road, Bundoora residential area.

The site is currently under development, following the approval of Planning Permit No. 716125, which allows the construction of 56 dwellings. Access to the site is from Greenhills Road, Bundoora through Messini Place (formerly 214 Greenhills Road, Bundoora).

At its meeting on 6 October 2020, Council resolved to endorse the proposal to include the properties located at 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora and to consult the public on the proposal.

An analysis of the submissions received in response to Council's survey of affected properties indicates that 94 per cent of owners and residents in the affected area surveyed were supportive of the proposal.

On 15 December 2020, the Committee of Council (the Committee) considered public submissions on the proposal and advice received from GNV that, for the proposed locality boundary realignment to be accepted, the proposal must be amended to include the southern section of property located at 172 Greenhills Road.

Council is required to assess the submissions received in accordance with the State Government Naming Rules and the GNV is responsible for deciding naming issues. Council was obliged to amend the proposal accordingly otherwise GNV advised that it would decline the proposal.

At its meeting on 2 February 2021, Council resolved to accept the recommendations of the Committee outlined in Attachment 3, and resolved to give public notice of the amended proposal that the southern portion of 172 Greenhills Road in addition to 182 and 182W Greenhills Road, Thomastown be included in the locality of Bundoora (Attachment 2 map).

PROPOSAL

That the southern portion of 172 Greenhills Road in addition to 182 and 182W Greenhills Road Thomastown to be included in the locality of Bundoora.

PUBLIC SUBMISSIONS

Council invited public submissions regarding the amended proposal to include the southern portion of 172 Greenhills Road in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora.

A public notice was placed on Council's website Council's website on Friday 5 February seeking public submissions to be received from 9 February to 5pm on 11 March 2021. A courtesy notice was also placed in the Northern Weekly on 23 February 2021. Statutory authorities, including emergency and postal services were consulted.

In addition, a postal survey of property owners and residents was conducted. There are 234 properties identified in the affected geographic area under the amended proposal. Of which

230 properties within the geographic area affected were previously consulted in relation to the former proposal. The area was determined in accordance with the Naming Rules which require consultation for a locality boundary change to be carried out with residents and ratepayers within 200 metres of the current and proposed boundary.

Submitters were invited to speak in support of their submission at a Committee of Council meeting and were informed that the Committee would hear and consider submissions and make recommendations to Council. Submissions from the first consultation process were included for consideration in relation to the amended proposal.

In total, 24 surveys were returned by the close of the submission period. No submitters requested to speak at the submissions meeting.

Committee of Council Meeting

The Committee met on 22 March 2021 and considered the public submissions and returned surveys.

The following is summary of returned surveys:

	Agree	Object	No Response	Total
Number of surveys submitted in 2020	29	16	253	298
Number of surveys submitted in 2021	17	7	278	302
Minus duplicate surveys submitted in 2021	6	1		7
Total 2021	40	22	233	295
Percentage of surveys	13%	7%	80%	100%

Consistent with the Naming Rules, a non-response to the survey must be taken as agreement to the proposal. A non-response was received from 80 per cent of properties surveyed. It is therefore considered that 93 per cent of the owners and occupiers surveyed are supportive of the proposal.

One submission was previously received from a resident outside the affected geographic area who objected to the proposal.

Attachment 1 provides a summary of the feedback received including officer comments and the Committee's recommendations.

Of the submissions received in agreement with the proposal no significant comments were provided by submitters. Consequently submissions 23 to 62 have been grouped as one entry in the submission table.

One previous submitter in agreement with the proposal, recorded as submitter 50 in the table attached, included a comment in a duplicate survey received. The officer comments and committee recommendation in relation to this submission is recorded at the end of the submission table.

Concerns raised by objectors

The main concern raised by objectors was the perception that the valuation of properties located within the geographic area of the proposal will be adversely affected by the proposal.

It should be noted that an objection based on property valuation is not a valid objection under the Naming Rules. In any event, Council obtained independent advice from a valuer confirming that the proposal was unlikely to affect property values in the subject area.

CRITICAL DATES

There are no critical dates associated with this proposal. The applicant has been informed that the process for realigning locality boundaries is lengthy and may not be resolved until mid 2021.

FINANCIAL IMPLICATIONS

Costs of the direct mail to submitters (approximately \$600) will be covered in the Governance Department's operational budget.

POLICY STRATEGY AND LEGISLATION

Naming processes are regulated by the Naming Rules which set out the process for naming and renaming localities, features and roads.

The State Government, through the Office of Geographic Names Victoria, is responsible for deciding naming issues. Council, however, is responsible for processing requests.

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*

Community and stakeholder engagement is important to ensure public safety, ease of delivery of postal and other service and public transparency.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Liveable neighbourhoods
Key Direction	Well-designed neighbourhoods and vibrant town centres

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

That Council accept the recommendations of the Committee outlined in Attachment 1.

RECOMMENDATION

THAT Council resolves to:

1. Accept the recommendations of the Committee of Council (the Committee) outlined in Attachment 1, following its consideration of public submissions on the proposal for the southern portion of 172 Greenhills Road in addition to 182 and 182W Greenhills Road Thomastown to be included in the locality of Bundoora (Attachment 2);
2. Endorse the proposal that the locality boundary be changed to include the southern portion of 172 Greenhills Road in addition to 182 and 182W Greenhills Road Thomastown in the locality of Bundoora;
3. Authorise the Chief Executive Officer to submit the proposal to the Office of Geographic Names Victoria (GNV) in accordance with the Naming Rules; and
4. Write to all submitters who provided their contact details informing them of Council's decision in relation to their submission as detailed in the attached table (Attachment 1) and informing them that the proposal has been endorsed by Council to be submitted to GNV.

COUNCIL RESOLUTION

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

THAT Council resolve to adopt the Recommendation.

CARRIED



**City of
Whittlesea**

**Committee of Council Meeting Minutes
to Consider Public Submissions and make
Recommendations - Request for Boundary
Change of a Locality –
182 Greenhills Road, Thomastown
Monday 22 March 2021, 10:30am**

Location: Redgum Room PRACC

Administrators:

Present

Apology

Lydia Wilson, Chair of Council

☒

☐

Peita Duncan

☒

☐

Officers:

Present

Apology

Craig Lloyd, Chief Executive Officer

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Frank Joyce, Executive Manager Governance

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Amy Montalti, Director Corporate Services & Performance

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Justin O'Meara, Director Planning & Development

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Debbie Wood, Director Infrastructure & Environment

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☐

Amanda Marijanovic, Team Leader Governance
Administration

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Arashdeep Singh, Acting Manager City Design & Transport

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Advisory Committee Minutes
Monday 22 March 2021



Meeting opened at 10:30am

Matters in Discussion

1. REPORTS

ITEM 1.1 PUBLIC SUBMISSIONS COMMITTEE MEETING REPORT - REQUEST FOR BOUNDARY CHANGE OF A LOCALITY – 182 GREENHILLS ROAD, THOMASTOWN

Responsible Officer: Frank Joyce, Executive Manager Governance
Also in attendance: Craig Lloyd, Chief Executive Officer
Amy Montalti, Director Corporate Services & Performance
Justin O'Meara, Director Planning & Development
Debbie Wood, Director Infrastructure & Environment
Amanda Marijanovic, Team Leader Governance Administration
Arashdeep Singh, Acting Manager City Design & Transport

Declaration of Interest: Yes ☐ No ☒

Matters Discussed:

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS STATEMENT

The Chair of Council opened the meeting by reading the following Acknowledgement of Traditional Owners 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.

DISCLOSURE OF CONFLICTS OF INTEREST

It was noted that Urbis who are the applicant on behalf of Wolf Development and are currently engaged for Council for the Investment Attraction Strategy, however it was not deemed to be a Conflict of Interest for any members of the committee.

MEETING CLOSED TO THE PUBLIC

As there are no submitters wishing to speak in support of their submission, the Committee of Council considered all written submissions and made recommendations to Council as per Attachment 1.

Advisory Committee Minutes
Monday 22 March 2021



**City of
Whittlesea**

COMMITTEE RECOMMENDATION

That Council resolve to:

1. Endorse the proposal that the locality boundary be changed to include the southern portion of 172 Greenhills Road in addition to 182 & 182W Greenhills Road Thomastown in the locality of Bundoora.
2. Authorise the Chief Executive Officer to submit the proposal to the Office of Geographic Names Victoria in accordance with the Naming Rules; and
3. Write to all submitters who provided their contact details as per the Committee's recommendations to Council as outlined in the attached table (Attachment 1).

Meeting Closed at 10:50am

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
1.	George Christidis [REDACTED] [REDACTED] [REDACTED]
Summary of Issues Disagree with locality.	
Officer Comments In accordance with the Naming Rules, objections or submission should include reasons for supporting or opposing the proposal including whether the proposal complies with the Naming Rules. Council does not need to consider objections that do not contain reasons. As a survey/voting poll of immediately affected properties was used to obtain feedback on the proposal, Council must consider the numbers in support and in opposition to the proposal regardless of whether reasons were provided.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	
Committee Recommendation: The Committee welcomes the submitters feedback. Council assesses submissions in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection. The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
2.	S Zafiriou [REDACTED] [REDACTED]
Summary of Issues I think it may devalue the property market in Bundoora.	
Officer Comments This proposal itself will not have any direct or indirect impact on property values within this immediate area.	
Officer Recommendation: <p>THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection.</p> <p>Council acknowledges the submitter's comment, however, Council considers that this proposal will not have any direct or indirect impact on property values within this immediate area.</p> <p>The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	
Committee Recommendation: <p>The Committee welcomes the submitters feedback. Council assesses submissions in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.</p> <p>Council acknowledges the submitter's comment, however, Council considers that this proposal will not have any direct or indirect impact on property values within this immediate area.</p> <p>The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
3.	Paul Trajcevski [REDACTED] [REDACTED]
Summary of Issues I don't want my rates to go up.	
Officer Comments This proposal itself will not have any direct or indirect impact of property values within this immediate area and therefore will not affect property rates which those valuations are based.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. Council acknowledges the submitter's comment however Council considers that this proposal in itself will not have any direct or indirect impact on property values within this immediate area and therefore will not affect property rates which those valuations are based. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	
Committee Recommendation: The Committee welcomes the submitters feedback. Council assesses submissions in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection. Council acknowledges the submitter's comment however Council considers that this proposal itself will not have any direct or indirect impact on property values within this immediate area and therefore will not affect property rates which those valuations are based. The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
4.	<p>Paul Trajcevski</p> <p>[REDACTED]</p> <p>[REDACTED] (The submitter owns two properties in the geographically surveyed area.)</p>
Summary of Issues I don't want my rates to go up.	
Officer Comments This proposal itself will not have any direct or indirect impact of property values within this immediate area and therefore will not affect property rates which those valuations are based.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. Council acknowledges the submitter's comment however Council considers that this proposal in itself will not have any direct or indirect impact on property values within this immediate area and therefore will not affect property rates which those valuations are based. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	
Committee Recommendation: The Committee welcomes the submitters feedback. Council assesses the submissions in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection. Council acknowledges the submitter's comment however Council considers that this proposal itself will not have any direct or indirect impact on property values within this immediate area and therefore will not affect property rates which those valuations are based. The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
5.	<p>John Borg – NEW SUBMISSION</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
<p>Summary of Issues</p> <p>I believe the true reason is the developers will receive more money for their property as Bundoora house prices are dearer. This survey should have been circulated earlier. I am sure someone will be compensated well. Not fair Bundoora residents paid more.</p> <p>NEW COMMENT: The proposal about public safety is unsubstantial, we all have GPS in cars or mobile phones to face any emergencies. The developers should have organised the boundary changes before any work commencement. I do not hold much faith with the council survey</p>	
<p>Previous Officer Comments</p> <p>While it is true that, on average, values of residential properties are higher in Bundoora than Thomastown, Council has received expert advice from a valuer that the value of properties in this estate will not alter whether the locality address is Thomastown or Bundoora.</p>	
<p>Previous Officer Recommendation:</p> <p>THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection.</p> <p>While it is true that, on average, values of residential properties are higher in Bundoora than Thomastown, Council has received expert advice from a valuer that confirms that the value of properties in this estate will not alter whether the locality address is Thomastown or Bundoora.</p> <p>The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	
<p>Previous Committee Recommendation:</p> <p>The Committee welcomes the submitters feedback. Council assesses the submission in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.</p> <p>While it is true that, on average, values of residential properties are higher in Bundoora than Thomastown, Council has received independent advice from a valuer that confirms the value of properties in this estate will not alter whether the locality address is Thomastown or Bundoora.</p> <p>The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

Officer Comments:

Council is obliged to ensure that geographic boundaries must not risk public and operational safety for emergency response; or, cause confusion for transport, communication and mail services. Many emergency services and other public services (such as mail) are determined by locality boundaries and proposals must ensure that operations will not be adversely affected.

For example, the boundary of a locality must be applied in a way that makes sense, not only for the local community but also for visitors irrespective of local community or visitor access to GPS services.

Officer Recommendation:

THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the *Naming rules for places in Victoria* and, therefore, cannot be considered a valid objection.

Council is obliged to ensure that geographic boundaries must not risk public and operational safety for emergency response; or, cause confusion for transport, communication and mail services. Many emergency services and other public services (such as mail) are determined by locality boundaries and proposals must ensure that operations will not be adversely affected.

For example, the boundary of a locality must be applied in a way that makes sense, not only for the local community but also for visitors irrespective of local community or visitor access to GPS services.

The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.

Committee Recommendation:

The Committee welcomes the submitters feedback. Council assesses the submissions in accordance with the principles in the *Naming rules for places in Victoria* (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.

Council is obliged to ensure that geographic boundaries must not risk public and operational safety for emergency response; or, cause confusion for transport, communication and mail services. Many emergency services and other public services (such as mail) are determined by locality boundaries and proposals must ensure that operations will not be adversely affected.

For example, the boundary of a locality must be applied in a way that makes sense, not only for the local community but also for visitors irrespective of local community or visitor access to GPS services.

The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
6.	Iris Mc Laren [REDACTED] [REDACTED]
Summary of Issues As in all suburbs, one side of a road/street can be one suburb and the other side is next suburb border. Just because you enter off Greenhills Rd, Bundoora, the boundary is clearly Thomastown and should be as such. I feel the only reason change is required is monetary, as Bundoora would increase property values. Therefore, as a resident I object.	
Officer Comments While it is true that, on average, values of residential properties are higher in Bundoora than Thomastown, Council has received expert advice from a valuer that confirms that the value of properties in this estate will not alter whether the locality address is Thomastown or Bundoora.	
Officer Recommendation: <p>THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection.</p> <p>While it is true that, on average, values of residential properties are higher in Bundoora than Thomastown, Council has received expert advice from a valuer that confirms that the value of properties in this estate will not alter whether the locality address is Thomastown or Bundoora.</p> <p>The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	
Committee Recommendation: <p>The Committee welcomes the submitters feedback. Council assesses submissions in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.</p> <p>While it is true that, on average, values of residential properties are higher in Bundoora than Thomastown, Council has received independent advice from a valuer that confirms that the value of properties in this estate will not alter whether the locality address is Thomastown or Bundoora.</p> <p>The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
7.	I & V Vrdoljak [REDACTED] [REDACTED]
Summary of Issues Original access to the site was from Longview Court, Thomastown but “someone” sold away lot proposed playgrounds and diverted all traffic to Greenhills Road along Norris Bank Primary School. Box Hill housing style does not fit in Bundoora. Leave it in Thomastown. There is still enough access from Longview Court, Thomastown.	
Officer Comments The former Council reserve in Greenhills Road was transferred at full market value following community consultation by Council in 2016. This former Council site enabled access onto Greenhills Road and the proposed development was obliged to meet full open space requirements by creating a reserve within their development. This process met all statutory and community requirements.	
Officer Recommendation: <p>THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection.</p> <p>The former Council reserve in Greenhills Road was transferred at full market value following community consultation by Council in 2016. This former Council site enabled access onto Greenhills Road and the proposed development was obliged to meet full open space requirements by creating a reserve within their development. This process met all statutory and community requirements.</p> <p>The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	
Committee Recommendation: <p>The Committee welcomes the submitters feedback. Council assesses submissions in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.</p> <p>The former Council owned reserve in Greenhills Road was transferred at full market value following community consultation in 2016. This site enabled access onto Greenhills Road and the proposed development was required to meet full open space requirements by creating a reserve within their development. This process met all statutory and community requirements.</p> <p>The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
8.	Eddy Zinni [REDACTED] [REDACTED]
Summary of Issues In the survey/voting poll submitted to Council the submitter indicated they objected to the proposal however no comment was provided in support of the objection.	
Officer Comments In accordance with the Naming Rules, objections or submission should include reasons for supporting or opposing the proposal including whether the proposal complies with the Naming Rules. Council does not need to consider objections that do not contain reasons. As a survey/voting poll of immediately affected properties was used to obtain feedback on the proposal, Council must consider the numbers in support and in opposition to the proposal regardless of whether reasons were provided.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	
Committee Recommendation: The Committee welcomes the submitters feedback. Council is obliged to assess the submission in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection. The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
9.	Beradino Zinni [REDACTED] [REDACTED]
Summary of Issues In the survey/voting poll submitted to Council the submitter indicated they objected to the proposal however no comment was provided in support of the objection.	
Officer Comments In accordance with the Naming Rules, objections or submission should include reasons for supporting or opposing the proposal including whether the proposal complies with the Naming Rules. Council does not need to consider objections that do not contain reasons. As a survey/voting poll of immediately affected properties was used to obtain feedback on the proposal, Council must consider the numbers in support and in opposition to the proposal regardless of whether reasons were provided.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	
Committee Recommendation: The Committee welcomes the submitters feedback. Council is obliged to assess the submission in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection. The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
10.	John & Maria Merlo [REDACTED] [REDACTED]
Summary of Issues Too many houses congested together which will introduce several more motor vehicles on Greenhills Road. I believe these houses will devalue the Norris Bank Estate.	
Officer Comments This proposal itself will not have any direct or indirect impact on property values within this immediate area. The matter of more houses introducing several more motor vehicles on Greenhills Road is not relevant to the proposed suburb name change. Notwithstanding, an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. This proposal itself will not have any direct or indirect impact on property values within this immediate area. The matter of more houses introducing several more motor vehicles on Greenhills Road is not relevant to the proposed suburb name change. Notwithstanding, an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

Committee Recommendation:

The Committee welcomes the submitters feedback. Council assesses the submission in accordance with the principles in the *Naming rules for places in Victoria* (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.

This proposal itself will not have any direct or indirect impact on property values within this immediate area. The matter of more houses introducing several more motor vehicles on Greenhills Road is not relevant to the proposed suburb name change. Notwithstanding, an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site.

Council Traffic and Transport Engineers reviewed the Traffic Impact Assessment and agree with this conclusion. This is because the extra traffic generated by the development is not likely to exceed approximately 500 vehicles per day or have any tangible impact on the safety and operation of the local road network. Notwithstanding this assessment and conclusion, Council will monitor road safety and traffic conditions in the local road network to identify the development has any negative impact and be in a position to take any necessary remedial action.

The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
11.	Maria Hakim [REDACTED] [REDACTED]
Summary of Issues Devalue suburb of Bundoora. Street will be so much more congested and won't be as appealing anymore.	
Officer Comments This proposal itself will not have any direct or indirect impact on property values within this immediate area. The matter of more houses introducing several more motor vehicles on Greenhills Road is not relevant to the proposed suburb name change. Notwithstanding, an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. This proposal itself will not have any direct or indirect impact on property values within this immediate area. The matter of more houses introducing several more motor vehicles on Greenhills Road is not relevant to the proposed suburb name change. Notwithstanding, an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

Committee Recommendation:

The Committee welcomes the submitters feedback. Council is obliged to assess the submission in accordance with the principles in the *Naming rules for places in Victoria* (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.

This proposal itself will not have any direct or indirect impact on property values within this immediate area. The matter of more houses introducing several more motor vehicles on Greenhills Road is not relevant to the proposed suburb name change. Notwithstanding, an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site.

Council Traffic and Transport Engineers reviewed the Traffic Impact Assessment and agree with this conclusion. This is because the extra traffic generated by the development is not likely to exceed approximately 500 vehicles per day or have any tangible impact on the safety and operation of the local road network. Notwithstanding this assessment and conclusion, Council will monitor road safety and traffic conditions in the local road network to identify the development has any negative impact and be in a position to take any necessary remedial action.

The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
12.	<p>The Occupier (Laura Anne Portella)</p> <p>██████████</p> <p>██████████ ██████████</p>
Summary of Issues Don't want any more industrial in Bundoora. Want it to remain residential. Will devalue the area. Principle B.	
Officer Comments This proposal itself will not have any direct or indirect impact of property values within this immediate area.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address Principle B (Recognising the Public Interest) specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. Council acknowledges the submitter's comment and advises that this proposal itself will not have any direct or indirect impact on property values within this immediate area. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	
Committee Recommendation: The Committee welcomes the submitters feedback. Council assesses submissions in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address Principle B (Recognising the Public Interest) in the Naming Rules, Council therefore cannot consider the submission to be a valid objection. Council acknowledges the submitter's comment and advises that this proposal itself will not have any direct or indirect impact on property values within this immediate area. Council also confirms that in 2012, the Minister for Planning approved Amendment C111 to the Whittlesea Planning Scheme to rezone part of the land from Industrial 1 to Residential 1 (now known as General Residential). The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
13.	The Occupier [REDACTED] [REDACTED] [REDACTED]
Summary of Issues The other properties including those on Longview Court are in Thomastown. Locality is about geography not access.	
Officer Comments In accordance with the Naming Rules, objections or submission should include reasons for supporting or opposing the proposal including whether the proposal complies with the Naming Rules. Council does not need to consider objections that do not contain reasons. As a survey/voting poll of immediately affected properties was used to obtain feedback on the proposal, Council must consider the numbers in support and in opposition to the proposal regardless of whether reasons were provided.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	
Committee Recommendation: The Committee welcomes the submitters feedback. Council assesses submissions in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection. The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
14.	<p>Gary Papadopoulos</p> <p>██████████</p> <p>██████████ - Outside of the affected geographical surveyed area</p>
<p>Summary of Issues</p> <p>I oppose this request from Wolf Development on the grounds their contractual agreement was to buy this land knowing it was within the boundary of Thomastown. The developer is only interested in financial gain. Properties in Bundoora in general are more valuable than Thomastown. This new development and name change will increase the net annual value and site value at this location and will be detrimental to the surrounding properties as this will increase the average site and annual value but not the capital improvement of our properties resulting in higher council rates for us.</p>	
<p>Officer Comments</p> <p>Whilst it is factual that on average values of residential properties are higher in Bundoora than Thomastown. Council has received expert advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is "Thomastown" or "Bundoora". This proposal in itself will not have any direct or indirect impact of property values within this immediate area and therefore will not affect property rates which those valuations are based.</p>	
<p>Officer Recommendation:</p> <p>THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection.</p> <p>Whilst it is factual that on average values of residential properties are higher in Bundoora than Thomastown. Council has received expert advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is "Thomastown" or "Bundoora". This proposal in itself will not have any direct or indirect impact of property values within this immediate area and therefore will not affect property rates which those valuations are based.</p> <p>The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

Committee Recommendation:

The Committee welcomes the submitters feedback. Council assesses the submissions in accordance with the principles in the *Naming rules for places in Victoria* (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.

While it is true that, on average, values of residential properties are higher in Bundoora than Thomastown, Council has received independent advice from a valuer that the sale prices of dwellings within this estate will not alter whether the address is Thomastown or Bundoora. This proposal itself will not have any direct or indirect impact on property values within this immediate area and therefore will not affect property rates which those valuations are based.

The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
15.	Leigh Curtis [REDACTED] [REDACTED] [REDACTED]
Summary of Issues As a resident here for over 15 years, building them houses there on cheap swamp land is an absolute eye sore. You have devalued the properties facing your cheap development. You bought the property listed as Thomastown and should remain that way. By wanting to change the postcode you want to be able to get more money for the houses	
Officer Comments This proposal in itself will not have any direct or indirect impact of property values within this immediate area and therefore will not affect property rates which those valuations are based. It is factual that on average values of residential properties are higher in Bundoora than Thomastown. Council has received expert advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is "Thomastown" or "Bundoora".	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. This proposal in itself will not have any direct or indirect impact of property values within this immediate area and therefore will not affect property rates which those valuations are based. It is factual that on average values of residential properties are higher in Bundoora than Thomastown. Council has received expert advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is "Thomastown" or "Bundoora". The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

Committee Recommendation:

The Committee welcomes the submitters feedback. Council is obliged to assess the submission in accordance with the principles in the *Naming rules for places in Victoria* (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.

This proposal itself will not have any direct or indirect impact of property values within this immediate area and therefore will not affect property rates which those valuations are based. While it is true that, on average, values of residential properties are higher in Bundoora than Thomastown, Council has received independent advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is Thomastown or Bundoora.

The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
16.	Chi Lam [REDACTED] [REDACTED]
Summary of Issues <p>This proposal does not serve the public interest. The change of the boundary is to benefit the developer financially by having these properties in Bundoora location where property prices will be higher. The developer knew they bought the property in Thomastown to develop and therefore should remain part of the suburb of Thomastown. I strongly disagree with this proposal to change the boundary locality.</p>	
Officer Comments <p>Whilst it is factual that on average values of residential properties are higher in Bundoora than Thomastown. Council has received expert advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is "Thomastown" or "Bundoora".</p>	
Officer Recommendation: <p>THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection.</p> <p>Whilst it is factual that on average values of residential properties are higher in Bundoora than Thomastown. Council has received expert advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is "Thomastown" or "Bundoora".</p> <p>The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	
Committee Recommendation: <p>The Committee welcomes the submitters feedback. Council is obliged to assess the submission in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.</p> <p>While it is true that, on average, values of residential properties are higher in Bundoora than Thomastown, Council has received independent advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is Thomastown or Bundoora.</p> <p>The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
17.	J Caldas [REDACTED] [REDACTED] [REDACTED]
Summary of Issues Roads are not adequately set up for the increase of traffic ie traffic light/light poles. Request raised several times. Public safety at risk.	
Officer Comments The matter of roads are not adequately set up for the increase of traffic is not relevant to the proposed suburb name change. Notwithstanding, an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. The matter of roads are not adequately set up for the increase of traffic on Greenhills Road is not relevant to the proposed suburb name change. Notwithstanding, an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site. The requests raised by the resident are being investigated by officers. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

Committee Recommendation:

The Committee welcomes the submitters feedback. Council assesses the submission in accordance with the principles in the *Naming rules for places in Victoria* (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.

You raised a concern of roads not being adequate for the increase of traffic on Greenhills Road. An independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site.

Council Traffic and Transport Engineers reviewed the Traffic Impact Assessment and agree with this conclusion. This is because the extra traffic generated by the development is not likely to exceed approximately 500 vehicles per day or have any tangible impact on the safety and operation of the local road network. Notwithstanding this assessment and conclusion, Council will monitor road safety and traffic conditions in the local road network to identify the development has any negative impact and be in a position to take any necessary remedial action. The requests raised by the resident are being investigated by officers.

The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
18.	Violet Smith [REDACTED] [REDACTED]
Summary of Issues I object to this proposal as I believe it will create confusion because the name of the street is the same although they are in different suburbs.	
Officer Comments The majority of Greenhills Road currently lies within the suburb of Bundoora. Only three (3) properties identify as being in Greenhills Road, Thomastown and they are the subject of this proposed locality change. A Planning Permit was issued on 27 February 2017 allowing construction of 56 dwelling at 182 Greenhills Road, Thomastown. Construction has commenced at this site and application has been made for subdivision of the development, in stages. When subdivision is completed, the parcel known as 182 Greenhills Road will no longer exist in its current form and all 56 dwellings will be addressed to newly created street names.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that the proposed change addresses their concerns and will ensure that there is no confusion as all properties will be within the same suburb and that their submission does not address the principles specified in the Naming rules for places in Victoria and, therefore, cannot be considered a valid objection. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	
Committee Recommendation: The Committee welcomes the submitters feedback. Council assesses the submission in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection. The proposed change of locality addresses your concerns and will ensure that there is no confusion as all properties will be within the same suburb. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
19.	<p>Stephen Ninis</p> <p>[REDACTED]</p> <p>[REDACTED] [REDACTED]</p>
<p>Summary of Issues</p> <p>The developer was fully aware they had purchased land in Thomastown which holds a much lesser value to Bundoora. I believe that they now want the land to fall under Bundoora as to capitalise on the sale of the property. I don't wholly disagree with moving the boundary but not until after the sale of the property by the developers. It seems very clear that this is the case.</p>	
<p>Officer Comments:</p> <p>This proposal itself will not have any direct or indirect impact on property values within this immediate area.</p>	
<p>Officer Recommendation:</p> <p>THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection.</p> <p>Council acknowledges the submitter's comment; however, Council considers that this proposal will not have any direct or indirect impact on property values within this immediate area.</p> <p>The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	
<p>Committee Recommendation:</p> <p>The Committee welcomes the submitters feedback. Council assesses the submission in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.</p> <p>Council acknowledges the submitter's comment; however, Council considers that this proposal will not have any direct or indirect impact on property values within this immediate area.</p> <p>The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
20	Vincenzina Lombardo [REDACTED] [REDACTED] [REDACTED]
Summary of Issues Due to the freeway behind the ugly units being built. The infrastructure can change overtime which would devalue the price of my home. Given council the authority to extend further works in the future. Instead of being a zone of family community and safe.	
Officer Comments The proposal in itself will not have any direct or indirect impact on property values within this immediate area or more specifically decrease the value of your property. Council will ensure that the infrastructure is maintained to a high standard at all times.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. The proposal in itself will not have any direct or indirect impact on property values within this immediate area or more specifically decrease the value of your property. Council will ensure that the infrastructure is maintained to a high standard at all times. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

Committee Recommendation:

The Committee welcomes the submitters feedback. Council assesses the submission in accordance with the principles in the *Naming rules for places in Victoria* (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.

Council acknowledges the submitter's comment; however, Council considers that this proposal in itself will not have any direct or indirect impact on property values within this immediate area or more specifically decrease the value of your property.

In regard to the use and development of land, planning permit applications are considered against relevant provisions of the City of Whittlesea Planning Scheme and is a separate matter not related to this proposed change in suburb name.

The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
21.	Anonymous – No comment
Summary of Issues In the survey/voting poll submitted to Council the submitter indicated they objected to the proposal however no comment was provided in support of the objection.	
Officer Comments In accordance with the Naming Rules, objections or submission should include reasons for supporting or opposing the proposal including whether the proposal complies with the Naming Rules. Council does not need to consider objections that do not contain reasons. As a survey/voting poll of immediately affected properties was used to obtain feedback on the proposal, Council must consider the numbers in support and in opposition to the proposal regardless of whether reasons were provided.	
Officer Recommendation: THAT the Committee resolve to write to note that the submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	
Committee Recommendation: The Committee welcomes the submitters feedback. Council assesses the submission in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection. The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
22.	Anonymous
Summary of Issues Increasing the traffic and emissions 2. Increasing the noise 3. Increasing risk of safety and security for Bundoora residents.	
Officer Comments In relation to the matter of an increase in traffic an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site. Council Traffic and Transport Engineers reviewed the Traffic Impact Assessment and agree with this conclusion. This is because the extra traffic generated by the development is not likely to exceed approximately 500 vehicles per day or have any tangible impact on the safety and operation of the local road network. The new development being a residential development, the traffic generated will prominently be light vehicle (cars etc) traffic and is deemed not to have any tangible impact on the noise levels within the area. Notwithstanding this assessment and conclusion, Council will monitor road safety and traffic conditions, including noise in the local road network to identify if the development has any negative impact and be in a position to take any necessary remedial action.	
Officer Recommendation: THAT the Committee resolve to note that this submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. An independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site. Council Traffic and Transport Engineers reviewed the Traffic Impact Assessment and agree with this conclusion. This is because the extra traffic generated by the development is not likely to exceed approximately 500 vehicles per day or have any tangible impact on the safety and operation of the local road network. The new development being a residential development, the traffic generated will prominently be light vehicle (cars etc) traffic and is deemed not to have any tangible impact on the noise levels within the area. Notwithstanding this assessment and conclusion, Council will monitor road safety and traffic conditions including noise in the local road network to identify if the development has any negative impact and be in a position to take any necessary remedial action. The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

Committee Recommendation:

The Committee welcomes the submitters feedback. Council assesses the submission in accordance with the principles in the *Naming rules for places in Victoria* (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.

An independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site.

Council Traffic and Transport Engineers reviewed the Traffic Impact Assessment and agree with this conclusion. This is because the extra traffic generated by the development is not likely to exceed approximately 500 vehicles per day or have any tangible impact on the safety and operation of the local road network. The new development being a residential development, the traffic generated will prominently be light vehicle (cars etc) traffic and is deemed not to have any tangible impact on the noise levels within the area.

Notwithstanding this assessment and conclusion, Council will monitor road safety and traffic conditions including noise in the local road network to identify if the development has any negative impact and be in a position to take any necessary remedial action.

The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
	<p>The following submissions numbered 23-62 have been grouped as one entry in the submission table.</p> <p>Additional submissions received (shaded in the table) are numbered 52 to 62</p> <p>Additional submissions received from previous respondents have been marked in the table.</p> <p>In the survey/voting poll submitted to Council each of the submitters below indicated they agreed with the proposal however no comment was provided in support of the submission with the exception of submitter 50 who provided an additional comment.</p> <p>The officer comment and recommendation in relation to submission 50 is recorded at the end of the table.</p>
23.	<p>Fanny Cohen</p> <p>[REDACTED]</p> <p>[REDACTED] [REDACTED]</p>
24.	<p>Randle Prasad</p> <p>[REDACTED]</p> <p>[REDACTED] [REDACTED]</p>
25.	<p>C Kavellaris</p> <p>[REDACTED]</p> <p>[REDACTED] [REDACTED]</p>
26.	<p>Hui Chen</p> <p>[REDACTED]</p> <p>[REDACTED] [REDACTED]</p>
27.	<p>Ann Poore</p> <p>[REDACTED]</p> <p>[REDACTED] [REDACTED]</p>

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

28.	Nicholas & Belinda Falland [REDACTED] [REDACTED]
29.	Andrew Kingdom [REDACTED] [REDACTED]
30.	Dime & Zlatana Mitreski [REDACTED] [REDACTED]
31.	D & R.L. Smith [REDACTED] [REDACTED]
32.	Souyma Yelburg [REDACTED] [REDACTED]
33.	James Temple [REDACTED] [REDACTED]
34.	Pat Wilby - NEW SUBMISSION – (no comment) [REDACTED] [REDACTED]

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

35.	Ian Bushby [REDACTED] [REDACTED]
36.	G Scotia [REDACTED] [REDACTED]
37.	M Mariotti [REDACTED] [REDACTED]
38.	Guiseppe Bovezza [REDACTED] [REDACTED]
39.	Ralph Cananizi [REDACTED] [REDACTED]
40.	Justin Roguska [REDACTED] [REDACTED]
41.	Maria Samsonetti [REDACTED] [REDACTED]

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

42.	Duro Belaj - NEW SUBMISSION – (no comment) [REDACTED] [REDACTED]
43.	B Surina [REDACTED] [REDACTED]
44.	John Caven [REDACTED] [REDACTED]
45.	G.A. Krstev [REDACTED] [REDACTED]
46.	Sue Woess - NEW SUBMISSION – (no comment) [REDACTED] [REDACTED]
47.	Lorraine Broomfield [REDACTED] [REDACTED]
48.	Mr & Mrs T Zelic – NEW SUBMISSION – T. ZELIC (no comment) [REDACTED] [REDACTED]

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

49.	Debra Nelsson [REDACTED] [REDACTED]
50.	Norman Mandarano – 2 NEW SUBMISSIONS – (comment on one recent submission) [REDACTED] [REDACTED] COMMENT ON ONE RECENT SUBMISSION: To increase land mass for Bundoora and to increase the value of property development by changing the name to Bundoora* Please see officer comment and Committee recommendation at the end of this table.
51.	Carmela & Guiseppe Chindamo [REDACTED] [REDACTED]
52.	Gloria Soufya [REDACTED] [REDACTED]
53.	Dyer Family [REDACTED] [REDACTED]
54.	Vgash Prasad [REDACTED] [REDACTED]

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

55.	Marie Rizio [REDACTED] [REDACTED] [REDACTED]
56.	C Strezos [REDACTED] [REDACTED] [REDACTED]
57.	N Talevski [REDACTED] [REDACTED] [REDACTED]
58.	Frank [REDACTED] [REDACTED] [REDACTED]
59.	Dimitri Dimech [REDACTED] [REDACTED] [REDACTED]
60.	Shane Laurie [REDACTED] [REDACTED] [REDACTED]
61.	Lois [REDACTED] [REDACTED] [REDACTED]

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

62.	<p>V.M. & S.D. Brittan</p> <p>[REDACTED]</p> <p>[REDACTED] [REDACTED]</p>
<p>Summary of Issues</p> <p>In the survey/voting poll submitted to Council the submitter indicated they agreed with the proposal however no comment was provided in support of the submission.</p>	
<p>Officer Comments</p> <p>In accordance with the Naming Rules, objections or submission should include reasons for supporting or opposing the proposal including whether the proposal complies with the Naming Rules. Council does not need to consider submissions that do not contain reasons.</p> <p>As a survey/voting poll of immediately affected properties was used to obtain feedback on the proposal, Council must consider the numbers in support and in opposition to the proposal regardless of whether reasons were provided.</p>	
<p>Officer Recommendation:</p> <p>THAT the Committee resolve to write to the submitters to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid submission.</p> <p>The submission has, however, been counted as agreeing with the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	
<p>Committee Recommendation:</p> <p>The Committee welcomes the submitters feedback. Council assesses the submission in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid submission.</p> <p>The submission has been counted as agreeing with the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	

Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

50.	<p>Norman Mandarano – 2 NEW SUBMISSIONS – (comment on one recent submission)</p> <p>[REDACTED]</p> <p>[REDACTED] [REDACTED]</p>
<p>Summary of Issues</p> <p>In the survey/voting poll submitted to Council the submitter indicated they agreed with the proposal to increase land mass for Bundoora and to increase the value of property development by changing the name to Bundoora.</p>	
<p>Officer Comments</p> <p>The proposal in itself will not have any direct or indirect impact of property values within this immediate area and therefore will not affect property rates which those valuations are based. It is factual that on average values of residential properties are higher in Bundoora than Thomastown. Council has received independent advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is "Thomastown" or "Bundoora".</p> <p>As a survey/voting poll of immediately affected properties was used to obtain feedback on the proposal, Council must consider the numbers in support and in opposition to the proposal regardless of whether reasons were provided.</p>	
<p>Officer Recommendation:</p> <p>THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered valid.</p> <p>The proposal in itself will not have any direct or indirect impact of property values within this immediate area and therefore will not affect property rates which those valuations are based. It is factual that on average values of residential properties are higher in Bundoora than Thomastown. Council has received independent advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is "Thomastown" or "Bundoora".</p> <p>The submission has, however, been counted as agreeing with the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	

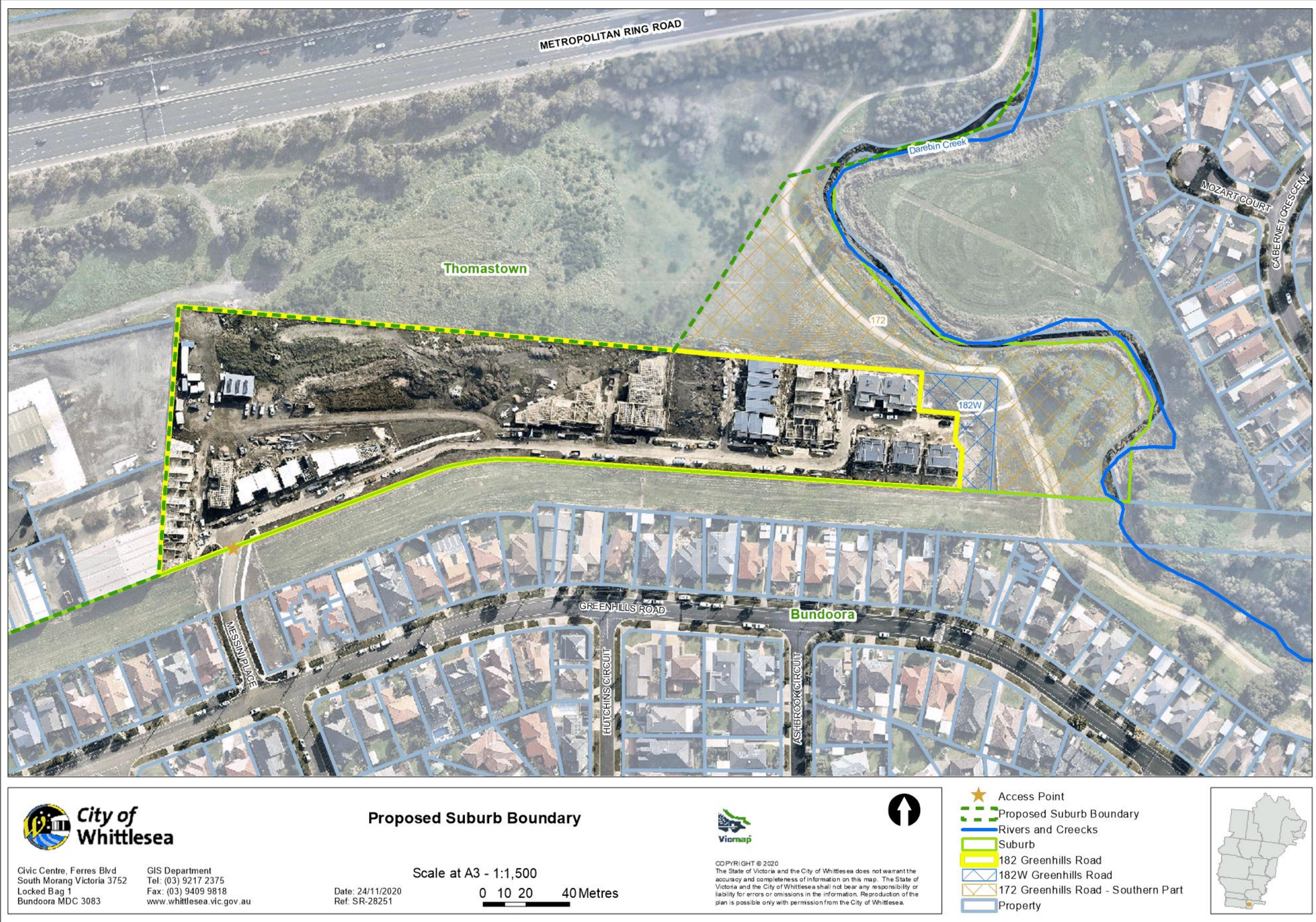
Proposal: To include the southern section of 172 Greenhills Road, in addition to 182 and 182W Greenhills Road, Thomastown in the locality of Bundoora in accordance with the *Naming Rules*

Committee Recommendation:

The Committee welcomes the submitters feedback. Council assesses the submission in accordance with the principles in the *Naming rules for places in Victoria* (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid submission.

Council acknowledges the submitter's comment, however, Council considers the proposal in itself will not have any direct or indirect impact on property values within this immediate area and therefore will not affect property rates which those valuations are based. It is factual that on average values of residential properties are higher in Bundoora than Thomastown. Council has received independent advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is "Thomastown" or "Bundoora".

The submission has been counted as agreeing with the proposal based on the survey/voting poll carried out by Council of immediately affected properties.





**City of
Whittlesea**

**Committee of Council Meeting Minutes
to Consider Public Submissions and
make Recommendations - Request for
Boundary Change of a Locality – 182
Greenhills Road, Thomastown
Tuesday, 15 December 2020, 10:30am**

Assembly Location: Council Chamber, 25 Ferres Boulevard, South Morang and MS Teams

Administrators:	Present	Apology
Lydia Wilson, Chair of Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The Hon. Bruce Billson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Peita Duncan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers:	Present	Apology
Craig Lloyd, Chief Executive Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frank Joyce, Acting Executive Manager Governance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amy Montalti, Director Corporate Services & Performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Justin O'Meara, Director Planning & Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Debbie Wood, Director Infrastructure & Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Angelo Mamatis, Principal Governance Advisor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Amanda Marijanovic, Team Leader Governance Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michael Lamers, Team Leader Transport Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Greg Phippen, Senior Property Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Advisory Committee Minutes
Tuesday 15 December 2020



Matters in Discussion

MEETING OPENED AT 10:38AM

ITEM 1 PUBLIC SUBMISSIONS COMMITTEE OF COUNCIL MEETING - REQUEST FOR BOUNDARY CHANGE OF A LOCALITY – 182 GREENHILLS ROAD, THOMASTOWN

Responsible Officer: Craig Lloyd, Chief Executive Officer

Also in attendance: Frank Joyce, Acting Executive Manager Governance
Amy Montalti, Director Corporate Services & Performance
Debbie Wood, Director Infrastructure & Environment
Angelo Mamatis, Principal Governance Advisor
Justin O'Meara, Director Planning & Development
Amanda Marijanovic, Team Leader Governance Administration
Michael Lamers, Team Leader Transport Engineering
Greg Phippen, Senior Property Officer

INTRODUCTION

The Administrator, Lydia Wilson welcomed Administrators and Officers and explained the process for considering submissions.

DECLARATIONS OF INTEREST

NIL

MEETING CLOSED TO THE PUBLIC

As there are no submitters wishing to speak in support of their submission, the Committee of Council considered all written submissions and made recommendations to Council as per Attachment 1.

DISCUSSION

The Committee considered submissions and made recommendations to Council as outlined in the attached table (Attachment 1).

The Committee considered the advice from the Office of Geographic Names Victoria to include the southern portion of 172 Greenhills Road in the proposal.

The Committee recognised as the majority of owners and occupiers surveyed agreed with the proposal that the Council should proceed with the request and in doing so will need to readvertise the proposal to the broader catchment as required by the Office of Geographic Names Victoria.

COMMITTEE RECOMMENDATION

That Council resolve to:

1. Proceed with processing the request;
2. Incorporate the advice received from the Office of Geographic Names Victoria

Advisory Committee Minutes
Tuesday 15 December 2020



**City of
Whittlesea**

- and include the southern portion of 172 Greenhills Road in proposal.
3. Readvertise the proposal to the broader catchment as required by the Office of Geographic Names Victoria and give public notice;
 4. Consider the Committee's recommendations at the scheduled Council Meeting to be held on Tuesday 2 February 2021; and
 5. Write to all submitters as per the Committee's recommendations to Council as outlined in the attached table (Attachment 1.).

MEETING CLOSED AT 10:59AM

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
1.	George Christidis [REDACTED] [REDACTED]
Summary of Issues Disagree with locality.	
Officer Comments In accordance with the Naming Rules, objections or submission should include reasons for supporting or opposing the proposal including whether the proposal complies with the Naming Rules. Council does not need to consider objections that do not contain reasons. As a survey/voting poll of immediately affected properties was used to obtain feedback on the proposal, Council must consider the numbers in support and in opposition to the proposal regardless of whether reasons were provided.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	
Committee Recommendation: The Committee welcomes the submitters feedback. Council assesses submissions in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection. The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
2.	S Zafiriou [REDACTED] [REDACTED]
Summary of Issues I think it may devalue the property market in Bundoora	
Officer Comments This proposal itself will not have any direct or indirect impact on property values within this immediate area.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. Council acknowledges the submitter's comment; however, Council considers that this proposal will not have any direct or indirect impact on property values within this immediate area. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	
Committee Recommendation: The Committee welcomes the submitters feedback. Council assesses submissions in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection. Council acknowledges the submitter's comment; however, Council considers that this proposal will not have any direct or indirect impact on property values within this immediate area. The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
3.	Paul Trajcevski [REDACTED] [REDACTED]
Summary of Issues I don't want my rates to go up.	
Officer Comments This proposal itself will not have any direct or indirect impact of property values within this immediate area and therefore will not affect property rates which those valuations are based.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. Council acknowledges the submitter's comment however Council considers that this proposal in itself will not have any direct or indirect impact on property values within this immediate area and therefore will not affect property rates which those valuations are based. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	
Committee Recommendation: The Committee welcomes the submitters feedback. Council assesses submissions in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection. Council acknowledges the submitter's comment however Council considers that this proposal itself will not have any direct or indirect impact on property values within this immediate area and therefore will not affect property rates which those valuations are based. The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
4.	<p>Paul Trajcevski</p> <p>[REDACTED]</p> <p>[REDACTED] (Paul owns two properties in the same street hence why he is listed on two occasions in this submissions table)</p>
Summary of Issues <p>I don't want my rates to go up</p>	
Officer Comments <p>This proposal itself will not have any direct or indirect impact of property values within this immediate area and therefore will not affect property rates which those valuations are based.</p>	
Officer Recommendation: <p>THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection.</p> <p>Council acknowledges the submitter's comment however Council considers that this proposal in itself will not have any direct or indirect impact on property values within this immediate area and therefore will not affect property rates which those valuations are based.</p> <p>The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	
Committee Recommendation: <p>The Committee welcomes the submitters feedback. Council assesses the submissions in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.</p> <p>Council acknowledges the submitter's comment however Council considers that this proposal itself will not have any direct or indirect impact on property values within this immediate area and therefore will not affect property rates which those valuations are based.</p> <p>The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
5.	John Borg [REDACTED] [REDACTED]
Summary of Issues I believe the true reason is the developers will receive more money for their property as Bundoora house prices are dearer. This survey should have been circulated earlier. I am sure someone will be compensated well. Not fair Bundoora residents paid more.	
Officer Comments While it is true that, on average, values of residential properties are higher in Bundoora than Thomastown, Council has received expert advice from a valuer that the value of properties in this estate will not alter whether the locality address is Thomastown or Bundoora.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. While it is true that, on average, values of residential properties are higher in Bundoora than Thomastown, Council has received expert advice from a valuer that confirms that the value of properties in this estate will not alter whether the locality address is Thomastown or Bundoora. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	
Committee Recommendation: The Committee welcomes the submitters feedback. Council assesses the submission in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection. While it is true that, on average, values of residential properties are higher in Bundoora than Thomastown, Council has received independent advice from a valuer that confirms the value of properties in this estate will not alter whether the locality address is Thomastown or Bundoora. The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
6.	Iris Mc Laren [REDACTED] [REDACTED]
Summary of Issues As in all suburbs, one side of a road/street can be one suburb and the other side is next suburb border. Just because you enter off Greenhills Rd, Bundoora, the boundary is clearly Thomastown and should be as such. I feel the only reason change is required is monetary, as Bundoora would increase property values. Therefore, as a resident I object.	
Officer Comments While it is true that, on average, values of residential properties are higher in Bundoora than Thomastown, Council has received expert advice from a valuer that confirms that the value of properties in this estate will not alter whether the locality address is Thomastown or Bundoora.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. While it is true that, on average, values of residential properties are higher in Bundoora than Thomastown, Council has received expert advice from a valuer that confirms that the value of properties in this estate will not alter whether the locality address is Thomastown or Bundoora. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	
Committee Recommendation: The Committee welcomes the submitters feedback. Council assesses submissions in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection. While it is true that, on average, values of residential properties are higher in Bundoora than Thomastown, Council has received independent advice from a valuer that confirms that the value of properties in this estate will not alter whether the locality address is Thomastown or Bundoora. The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
7.	I & V Vrdoljak [REDACTED] [REDACTED]
Summary of Issues <p>Original access to the site was from Longview Court, Thomastown but “someone” sold away lot proposed playgrounds and diverted all traffic to Greenhills Road along Norris Bank Primary School. Box Hill housing style does not fit in Bundoora. Leave it in Thomastown. There is still enough access from Longview Court, Thomastown.</p>	
Officer Comments <p>The former Council reserve in Greenhills Road was transferred at full market value following community consultation by Council in 2016. This former Council site enabled access onto Greenhills Road and the proposed development was obliged to meet full open space requirements by creating a reserve within their development. This process met all statutory and community requirements.</p>	
Officer Recommendation: <p>THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection.</p> <p>The former Council reserve in Greenhills Road was transferred at full market value following community consultation by Council in 2016. This former Council site enabled access onto Greenhills Road and the proposed development was obliged to meet full open space requirements by creating a reserve within their development. This process met all statutory and community requirements.</p> <p>The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

Committee Recommendation:

The Committee welcomes the submitters feedback. Council assesses submissions in accordance with the principles in the *Naming rules for places in Victoria* (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.

The former Council owned reserve in Greenhills Road was transferred at full market value following community consultation in 2016. This site enabled access onto Greenhills Road and the proposed development was required to meet full open space requirements by creating a reserve within their development. This process met all statutory and community requirements.

The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
8.	Eddy Zinni [REDACTED] [REDACTED]
Summary of Issues In the survey/voting poll submitted to Council the submitter indicated they objected to the proposal however no comment was provided in support of the objection.	
Officer Comments In accordance with the Naming Rules, objections or submission should include reasons for supporting or opposing the proposal including whether the proposal complies with the Naming Rules. Council does not need to consider objections that do not contain reasons. As a survey/voting poll of immediately affected properties was used to obtain feedback on the proposal, Council must consider the numbers in support and in opposition to the proposal regardless of whether reasons were provided.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	
Committee Recommendation: The Committee welcomes the submitters feedback. Council is obliged to assess the submission in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection. The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
9.	Beradino Zinni [REDACTED] [REDACTED]
Summary of Issues In the survey/voting poll submitted to Council the submitter indicated they objected to the proposal however no comment was provided in support of the objection.	
Officer Comments In accordance with the Naming Rules, objections or submission should include reasons for supporting or opposing the proposal including whether the proposal complies with the Naming Rules. Council does not need to consider objections that do not contain reasons. As a survey/voting poll of immediately affected properties was used to obtain feedback on the proposal, Council must consider the numbers in support and in opposition to the proposal regardless of whether reasons were provided.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	
Committee Recommendation: The Committee welcomes the submitters feedback. Council is obliged to assess the submission in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection. The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
10.	John & Maria Merlo [REDACTED] [REDACTED]
Summary of Issues Too many houses congested together which will introduce several more motor vehicles on Greenhills Road. I believe these houses will devalue the Norris Bank Estate.	
Officer Comments This proposal itself will not have any direct or indirect impact on property values within this immediate area. The matter of more houses introducing several more motor vehicles on Greenhills Road is not relevant to the proposed suburb name change. Notwithstanding, an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. This proposal itself will not have any direct or indirect impact on property values within this immediate area. The matter of more houses introducing several more motor vehicles on Greenhills Road is not relevant to the proposed suburb name change. Notwithstanding, an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

Committee Recommendation:

The Committee welcomes the submitters feedback. Council assesses the submission in accordance with the principles in the *Naming rules for places in Victoria* (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.

This proposal itself will not have any direct or indirect impact on property values within this immediate area. The matter of more houses introducing several more motor vehicles on Greenhills Road is not relevant to the proposed suburb name change. Notwithstanding, an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site.

Council Traffic and Transport Engineers reviewed the Traffic Impact Assessment and agree with this conclusion. This is because the extra traffic generated by the development is not likely to exceed approximately 500 vehicles per day or have any tangible impact on the safety and operation of the local road network. Notwithstanding this assessment and conclusion, Council will monitor road safety and traffic conditions in the local road network to identify the development has any negative impact and be in a position to take any necessary remedial action.

The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
11.	Maria Hakim [REDACTED] [REDACTED]
Summary of Issues Devalue suburb of Bundoora. Street will be so much more congested and won't be as appealing anymore.	
Officer Comments This proposal itself will not have any direct or indirect impact on property values within this immediate area. The matter of more houses introducing several more motor vehicles on Greenhills Road is not relevant to the proposed suburb name change. Notwithstanding, an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. This proposal itself will not have any direct or indirect impact on property values within this immediate area. The matter of more houses introducing several more motor vehicles on Greenhills Road is not relevant to the proposed suburb name change. Notwithstanding, an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

Committee Recommendation:

The Committee welcomes the submitters feedback. Council is obliged to assess the submission in accordance with the principles in the *Naming rules for places in Victoria* (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.

This proposal itself will not have any direct or indirect impact on property values within this immediate area. The matter of more houses introducing several more motor vehicles on Greenhills Road is not relevant to the proposed suburb name change. Notwithstanding, an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site.

Council Traffic and Transport Engineers reviewed the Traffic Impact Assessment and agree with this conclusion. This is because the extra traffic generated by the development is not likely to exceed approximately 500 vehicles per day or have any tangible impact on the safety and operation of the local road network. Notwithstanding this assessment and conclusion, Council will monitor road safety and traffic conditions in the local road network to identify the development has any negative impact and be in a position to take any necessary remedial action.

The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
12.	<p>The Occupier (Laura Anne Portella)</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
<p>Summary of Issues</p> <p>Don't want any more industrial in Bundoora. Want it to remain residential. Will devalue the area. Principle B</p>	
<p>Officer Comments</p> <p>This proposal itself will not have any direct or indirect impact of property values within this immediate area.</p>	
<p>Officer Recommendation:</p> <p>THAT the Committee resolve to write to the submitter to inform them that their submission does not address Principle B (Recognising the Public Interest) specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection.</p> <p>Council acknowledges the submitter's comment and advises that this proposal itself will not have any direct or indirect impact on property values within this immediate area.</p> <p>The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	
<p>Committee Recommendation:</p> <p>The Committee welcomes the submitters feedback. Council assesses submissions in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address Principle B (Recognising the Public Interest) in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.</p> <p>Council acknowledges the submitter's comment and advises that this proposal itself will not have any direct or indirect impact on property values within this immediate area. Council also confirms that in 2012, the Minister for Planning approved Amendment C111 to the Whittlesea Planning Scheme to rezone part of the land from Industrial 1 to Residential 1 (now known as General Residential).</p> <p>The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
13.	The Occupier [REDACTED] [REDACTED]
Summary of Issues The other properties including those on Longview Court are in Thomastown. Locality is about geography not access.	
Officer Comments In accordance with the Naming Rules, objections or submission should include reasons for supporting or opposing the proposal including whether the proposal complies with the Naming Rules. Council does not need to consider objections that do not contain reasons. As a survey/voting poll of immediately affected properties was used to obtain feedback on the proposal, Council must consider the numbers in support and in opposition to the proposal regardless of whether reasons were provided.	
Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	
Committee Recommendation: The Committee welcomes the submitters feedback. Council assesses submissions in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection. The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
14.	<p>Gary Papadopoulos</p> <p>[REDACTED]</p> <p>[REDACTED] - Outside of the affected geographical mail drop area</p>
<p>Summary of Issues</p> <p>I oppose this request from Wolf Development on the grounds their contractual agreement was to buy this land knowing it was within the boundary of Thomastown. The developer is only interested in financial gain. Properties in Bundoora in general are more valuable than Thomastown. This new development and name change will increase the net annual value and site value at this location and will be detrimental to the surrounding properties as this will increase the average site and annual value but not the capital improvement of our properties resulting in higher council rates for us.</p>	
<p>Officer Comments</p> <p>Whilst it is factual that on average values of residential properties are higher in Bundoora than Thomastown. Council has received expert advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is "Thomastown" or "Bundoora". This proposal in itself will not have any direct or indirect impact of property values within this immediate area and therefore will not affect property rates which those valuations are based.</p>	
<p>Officer Recommendation:</p> <p>THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection.</p> <p>Whilst it is factual that on average values of residential properties are higher in Bundoora than Thomastown. Council has received expert advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is "Thomastown" or "Bundoora". This proposal in itself will not have any direct or indirect impact of property values within this immediate area and therefore will not affect property rates which those valuations are based.</p> <p>The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

Committee Recommendation:

The Committee welcomes the submitters feedback. Council assesses the submissions in accordance with the principles in the *Naming rules for places in Victoria* (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.

While it is true that, on average, values of residential properties are higher in Bundoora than Thomastown, Council has received independent advice from a valuer that the sale prices of dwellings within this estate will not alter whether the address is Thomastown or Bundoora. This proposal itself will not have any direct or indirect impact on property values within this immediate area and therefore will not affect property rates which those valuations are based.

The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
15.	Leigh Curtis [REDACTED] [REDACTED]
Summary of Issues <p>As a resident here for over 15 years, building them houses there on cheap swamp land is an absolute eye sore. You have devalued the properties facing your cheap development. You bought the property listed as Thomastown and should remain that way. By wanting to change the postcode you want to be able to get more money for the houses</p>	
Officer Comments <p>This proposal in itself will not have any direct or indirect impact of property values within this immediate area and therefore will not affect property rates which those valuations are based. It is factual that on average values of residential properties are higher in Bundoora than Thomastown. Council has received expert advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is "Thomastown" or "Bundoora".</p>	
Officer Recommendation: <p>THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection.</p> <p>This proposal in itself will not have any direct or indirect impact of property values within this immediate area and therefore will not affect property rates which those valuations are based. It is factual that on average values of residential properties are higher in Bundoora than Thomastown. Council has received expert advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is "Thomastown" or "Bundoora".</p> <p>The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

Committee Recommendation:

The Committee welcomes the submitters feedback. Council is obliged to assess the submission in accordance with the principles in the *Naming rules for places in Victoria* (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.

This proposal itself will not have any direct or indirect impact of property values within this immediate area and therefore will not affect property rates which those valuations are based. While it is true that, on average, values of residential properties are higher in Bundoora than Thomastown, Council has received independent advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is Thomastown or Bundoora.

The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
16.	Chi Lam [REDACTED] [REDACTED]
Summary of Issues <p>This proposal does not serve the public interest. The change of the boundary is to benefit the developer financially by having these properties in Bundoora location where property prices will be higher. The developer knew they bought the property in Thomastown to develop and therefore should remain part of the suburb of Thomastown. I strongly disagree with this proposal to change the boundary locality.</p>	
Officer Comments <p>Whilst it is factual that on average values of residential properties are higher in Bundoora than Thomastown. Council has received expert advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is "Thomastown" or "Bundoora".</p>	
Officer Recommendation: <p>THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection.</p> <p>Whilst it is factual that on average values of residential properties are higher in Bundoora than Thomastown. Council has received expert advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is "Thomastown" or "Bundoora".</p> <p>The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	
Committee Recommendation: <p>The Committee welcomes the submitters feedback. Council is obliged to assess the submission in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.</p> <p>While it is true that, on average, values of residential properties are higher in Bundoora than Thomastown, Council has received independent advice from a valuer that the sale prices of the dwellings within this estate will not alter whether the address is Thomastown or Bundoora.</p> <p>The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
17.	<p>J Caldas</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
<p>Summary of Issues</p> <p>Roads are not adequately set up for the increase of traffic ie traffic light/light poles. Request raised several times. Public safety at risk.</p>	
<p>Officer Comments</p> <p>The matter of roads are not adequately set up for the increase of traffic is not relevant to the proposed suburb name change. Notwithstanding, an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site.</p>	
<p>Officer Recommendation:</p> <p>THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection.</p> <p>The matter of roads are not adequately set up for the increase of traffic on Greenhills Road is not relevant to the proposed suburb name change. Notwithstanding, an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site.</p> <p>The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	
<p>Committee Recommendation:</p> <p>The Committee welcomes the submitters feedback. Council assesses the submission in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection.</p> <p>You raised a concern of roads not being adequate for the increase of traffic on Greenhills Road. An independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site.</p> <p>Council Traffic and Transport Engineers reviewed the Traffic Impact Assessment and agree with this conclusion. This is because the extra traffic generated by the development is not likely to exceed approximately 500 vehicles per day or have any tangible impact on the safety and operation</p>	

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

of the local road network. Notwithstanding this assessment and conclusion, Council will monitor road safety and traffic conditions in the local road network to identify the development has any negative impact and be in a position to take any necessary remedial action.

The submission has been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

No	Submitter Details
	<p>The following submissions numbered 18 to 46 have been grouped as one entry in the submission table.</p> <p>In the survey/voting poll submitted to Council each of the submitters below indicated they agreed with the proposal however no comment was provided in support of the submission.</p>
18.	<p>Fanny Cohen</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
19.	<p>Randle Prasad</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
20.	<p>C Kavellaris</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
21.	<p>Hui Chen</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
22.	<p>Ann Poore</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
23.	<p>Nicholas & Belinda Falland</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

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Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

24.	Andrew Kingdom [REDACTED] [REDACTED]
25.	Dime & Zlatana Mitreski [REDACTED] [REDACTED]
26.	D & R.L. Smith [REDACTED] [REDACTED]
27.	Souyma Yelburg [REDACTED] [REDACTED]
28.	James Temple [REDACTED] [REDACTED]
29.	Pat Wilby [REDACTED] [REDACTED]
30.	Ian Bushby [REDACTED] [REDACTED]

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

31.	G Scotia [REDACTED] [REDACTED]
32.	M Mariotti [REDACTED] [REDACTED]
33.	Guiseppe Bovezza [REDACTED] [REDACTED]
34.	Ralph Cananizi [REDACTED] [REDACTED]
35.	Justin Roguska [REDACTED] [REDACTED]
36.	Maria Samsonetti [REDACTED] [REDACTED]
37.	Duro Belaj [REDACTED] [REDACTED]

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

38.	B Surina [REDACTED] [REDACTED]
39.	John Caven [REDACTED] [REDACTED]
40.	G.A. Krstev [REDACTED] [REDACTED]
41.	Sue Woess [REDACTED] [REDACTED]
42.	Lorraine Broomfield [REDACTED] [REDACTED]
43.	Mr & Mrs T Zelic [REDACTED] [REDACTED]
44.	Debra Nelsson [REDACTED] [REDACTED]

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

45.	Norman Mandarano [REDACTED] [REDACTED]
46.	Carmela & Guiseppe Chindamo [REDACTED] [REDACTED]
Summary of Issues In the survey/voting poll submitted to Council the submitter indicated they agreed with the proposal however no comment was provided in support of the submission.	
Officer Comments In accordance with the Naming Rules, objections or submission should include reasons for supporting or opposing the proposal including whether the proposal complies with the Naming Rules. Council does not need to consider submissions that do not contain reasons. As a survey/voting poll of immediately affected properties was used to obtain feedback on the proposal, Council must consider the numbers in support and in opposition to the proposal regardless of whether reasons were provided.	
Officer Recommendation: THAT the Committee resolve to write to the submitters to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid submission. The submission has, however, been counted as agreeing with the proposal based on the survey/voting poll carried out by Council of immediately affected properties.	

Proposal: That the properties 182 and 182W Greenhills Road Thomastown be included in the locality of Bundoora in accordance with the *Naming Rules*

Committee Recommendation:

The Committee welcomes the submitters feedback. Council assesses the submission in accordance with the principles in the *Naming rules for places in Victoria* (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid submission.

The submission has been counted as agreeing with the proposal based on the survey/voting poll carried out by Council of immediately affected properties.

6.3 STRONG LOCAL ECONOMY

NIL REPORTS

6.4 SUSTAINABLE ENVIRONMENT

ITEM 6.4.1 FOR DECISION - GREENING WHITTLESEA CITY FOREST STRATEGY

Attachments:	1	Greening Whittlesea Strategy ↓
	2	Stage 1 Consultation Report - Greening Whittlesea Strategy ↓
	3	Stage 2 Consultation Report - Greening Whittlesea Strategy ↓
	4	GWS Implementation Plan ↓

Responsible Officer: Director Infrastructure & Environment

Author: Manager Parks & Urban Design

RECOMMENDATION SUMMARY

That Council resolve to:

1. Adopt the Greening Whittlesea City Forest Strategy and endorse the document for public release; and
2. Refer the Greening Whittlesea City Forest Strategy and implementation Plan, inclusive of Capital Works, to the 2021/22 budget approval process for consideration; and
3. Write to all participating stakeholders and community members thanking them for their contribution and efforts in achieving this strategic outcome.

BRIEF OVERVIEW

The *Greening Whittlesea City Forest Strategy* (GWS) is Council's first city wide strategy for the protection, growth and management of our city's trees. The GWS contributes to several Whittlesea 2040 goals, most notably Sustainable Environment, and was developed with input from community, industry, academic, and business stakeholders.

Our city forest is threatened by continued urban expansion, densification of established urban areas, and changing climate conditions. Green cover is a key contributor to liveability in our city. Through the GWS, Council can establish the high-level vision and commitment needed to realise this important natural resource's potential to provide positive outcomes for our community and environment. A long-term legacy can be achieved by addressing imbalance and alleviating the impact of urban heat islands particularly in areas of high social and economic vulnerability.

IMPACTS OF RECOMMENDATION

The GWS represents a new approach for our city forest, reflecting a need to secure our green cover and opportunities for naturally greening our city. It will deliver a healthy, vibrant, and sustainable city forest contributing to a greener, cooler city. It will guide us toward leading practice in protecting, planning, and managing our green cover. It will support our efforts in advocating and partnering with community, public authorities and private enterprise to cool the city through greening initiatives.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

The GWS facilitates a framework to manage green cover in a manner that reduces the public health, safety, and environmental risks associated with an unhealthy and inadequate city forest. It offsets social and public health risks related to heat impacts, physical movement and social isolation. An implementation plan has been established to realise the strategic outcomes, with capital works, operational budget programs, and associated management plans to be developed. Officers will monitor the Strategy outcomes and report to Council on a two year cycle. Key actions will be reported annually through service plan and corporate reporting processes.

REPORT**INTRODUCTION**

The Greening Whittlesea City Forest Strategy (GWS) is Council's first city wide strategy dedicated to the protection, growth and management of our city's green cover assets, and is applicable to Council and non-council land. It plays an important role in delivering on Council's Whittlesea 2040 Vision through its goal, targets, and outcomes, but most directly impacts Goal 4, Sustainable Environment (Key direction 4.2.1 Climate ready – Tree Canopy *"Proportion of tree canopy coverage within residential properties, Council reserves, public land and road reservations within the urban and rural areas of the municipality"*).

The GWS facilitates a best practice framework to manage our green cover assets. It was developed with input from a range of community, industry, academic, and business stakeholders, and aligns with other strategic work being undertaken by Council to reduce risk, increase Council's resilience and deliver sustainable asset management.

The GWS outcomes will deliver a healthy, vibrant and sustainable city forest, contributing to a greener, cooler, more liveable city, and increasing our tree canopy cover which is a key indicator of our Whittlesea 2040 vision.

BACKGROUND

The draft Greening Whittlesea Strategy was endorsed by Council for public consultation 28 April 2020. Due to COVID-19 the consultation process was modified and extended, and the Strategy is now presented to Council for formal adoption.

Our City Forest Context

Our city forest is a key enabler for a healthy, liveable city. It delivers a range of benefits for our residents, our fauna, and our wider environment by providing shade, cooling and cleaning the air, cleaning and slowing stormwater flows, positively impacting the physical and mental health of our residents, and providing habitat and food for our local fauna. The importance of a vigorous and extensive city forest only increases in the face of ongoing urban growth and a changing climate, both of which offer significant challenges for the retention of existing green cover and the establishment of new green cover.

The GWS prioritises the strengthening of formal protections for existing green cover, the understanding of the broader community's attitudes to the protection and expansion of green cover, and the considered, integrated planning of greening programs. Relationships and partnerships with external stakeholders are key to achieving our strategic outcomes, with the Strategy providing direction to strengthen our capability in this area. The success of our city forest is underpinned by the effective use of asset tools that support the management of our green cover assets throughout their entire useful life.

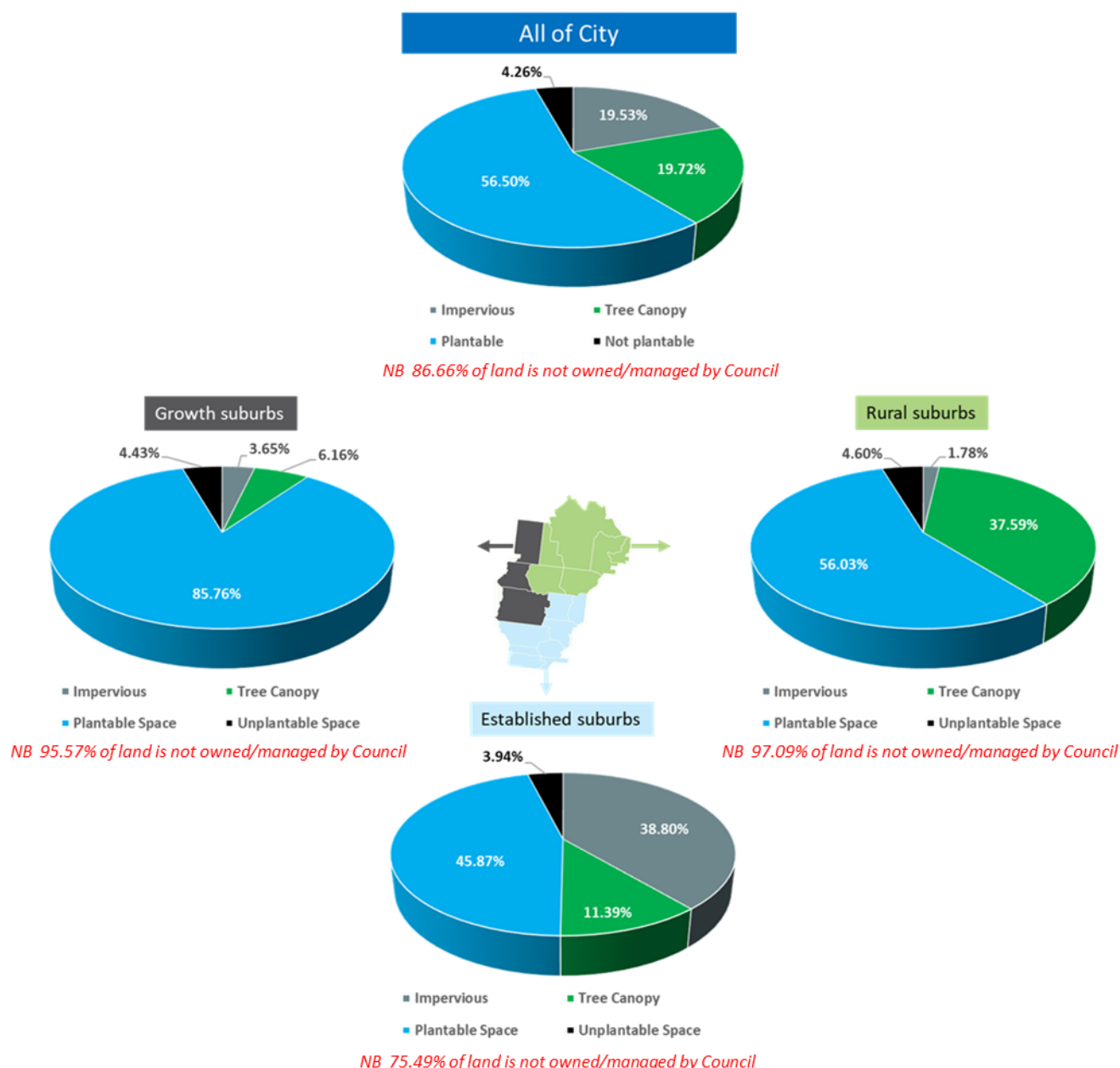
Our Existing City Forest

Today's city forest is largely a product of past development activity, in the form of urban expansion and densification of established urban areas. Development, especially residential estates, does actually deliver green cover within the public realm in the form of street trees, open space trees, and garden bed embellishments, however the related loss of mature trees generally results in an immediate loss of amenity which is not fully reinstated even when the developer provided trees reach maturity. Council's Street Tree Renewal and In-Fill programs seek to maintain the health and quantum of trees within the road reserve, while capital works projects relating to the delivery of open space, community facilities, and civil assets, as well

as conservation planting programs, have all contributed to the portion of our city forest that falls on Council owned or managed land. Influence over the city forest that falls on non-council land (e.g. private, government, agency, etc.) is limited by existing Planning and Building controls, and supplemented by Sustainability programs which provide trees for rural re-vegetation and incentives which seek to encourage tree plantings on private rural properties.

An assessment of our existing land cover was undertaken during the investigative phase of strategy development, with the results presented in Figure 1 below.

Figure 1. City of Whittlesea Land Cover.



At a high level, the land cover allocations shown above indicate the approximate size of our city forest ('Tree Canopy'), and the potential for its expansion ('Plantable Space'). Having said this, the land cover assessment did not differentiate all elements of our city forest, instead focusing on tree canopy. This means that green cover other than tree canopy is included in plantable space and therefore the total extent of our city forest would be slightly

understated. This reporting gap will be addressed through the GWS Implementation Plan. 'Impervious surfaces' reflects the land area containing mainly roads and pathways, and 'Unplantable Space' reflects those areas covered by buildings and water bodies.

While both of these land cover types would generally be considered unsuitable for planting, there is limited opportunity to add green cover through the application of various innovative greening initiatives such as roof gardens, pop-up parks, and other retrofitting activities.

As shown above in the previous Figure 1, our city forest currently provides tree canopy cover to approximately 19.72% of the city's total land area. This figure is strongly influenced by the heavily treed areas in the far north and centre east boundaries of our city (Kingslake National Park and Yan Yean Reservoir surrounds), with the city result falling below 9% without these areas.

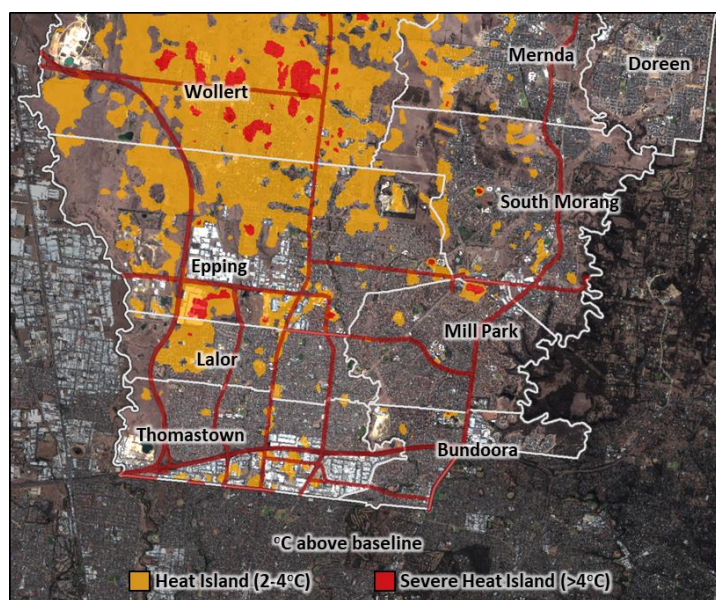
Greener Spaces Better Places, originally the 2020 Vision program, is a national initiative that brings together academia, business, government, community groups and the green industry to share knowledge and find new ways to work together. Their 2020 'Where Will All the Trees Be?' report places Whittlesea 17th out of 32 Victorian LGAs for tree canopy cover.

Urban Heat

Urban densification and changing climate conditions are contributing to a hotter urban environment. Figure 2 below provides a snapshot of those areas within our established urban suburbs that are hotter than their surrounding areas. Urban heat data will be a key input for the prioritisation of increased green cover.

It should be noted that the heat islands shown in the north of Epping and Wollert reflect the large expanses of open pasture in these areas. Perversely, urban development is likely to improve the heat profile of these sparsely treed areas (Epping's total canopy cover is under 7% and Wollert's is just over 4%) through the delivery of passive and active open space, and other land covers that have a lower heat profile than the existing open pastures.

Figure 2. Heat Profile of Established Urban Suburbs.



Green Spaces Better Places provides an assessment of heat vulnerability which considers:

- Heat: On the hottest days, how hot does the area get?
- Health: Are people in the area healthy and able to cope with prolonged, increased heat?
- Trends: Is the area currently losing, gaining or retaining its green space?

The assessment returns a rating from zero to five, with zero being the *most vulnerable*. Whittlesea's rating is 2.0 which is slightly lower than the state-wide rating of 2.55, and places us in the 15 most vulnerable Victorian LGAs assessed.

PROPOSAL

Purpose of the Greening Whittlesea City Forest Strategy

The GWS represents a new approach for our city forest, reflecting a need to secure and expand our green cover to the benefit of current and future generations. It will result in a city forest that thrives in the face of ongoing urban development and a changing climate which will bring hotter drier conditions and more frequent storm events, while contributing to a greener, cooler, resilient, and climate ready city. It will guide us toward leading practice in protecting, planning, and managing our green cover.

The strategy's first priority is to provide benefit at the local level, with a focus on areas of high urban heat coupled with social and economic disadvantage. It will prioritise making people's lives better, improving liveability within connected communities across our city. A key step in achieving this will be to undertake an Equity Focussed Health Impact Assessment (EfHIA) of the GWS implementation plan in order to support decision making.

Opportunities to provide benefit at the suburb level and regional levels will also be pursued through broader/higher density planting activities.

Developing the Strategy

The GWS was developed using a detailed process that included:

- A comprehensive review of relevant internal and external literature including Whittlesea 2040 findings and environmental/greening related strategies, metrics and academic studies.
- An assessment of existing landcover and heat mapping at a whole of city level.
- A comprehensive Communications and Engagement Plan delivered over two-stages, one informing the initial vision and priorities, and a second confirming the vision, outcomes, priority actions and indicators.
- Preparation of an initial 'consultation draft' strategy.
- Preparation of the 'final draft' strategy and accompanying Implementation Plan.

Council staff were well supported by:

- Seed Consulting who provided expert input to the technical review, first round of consultation, and preparation of the consultation draft of the strategy document; and
- ChatterBox Projects who facilitated stage 2 consultation activities.

GWS Goal and Outcomes, Indicators and Measures of Success

Figure 3 lists the Strategy's Goal, Outcomes, Indicators and Measures. The Goal and Outcomes were developed across two stages of consultation in 2019 and 2020.

Figure 3: GWS Goal, Outcomes, and Measures

<p>Our Goal [the Strategic Vision]:</p> <p>'Our residents and our environment benefit from a diverse, colourful, and healthy city forest that connects people to people, people to nature, and people to place.'</p>		
Outcome	Indicator	Measure of success
Protected <i>Our city forest is protected from building and subdivision activity.</i>	<ul style="list-style-type: none"> Improved retention of trees and green cover. 	<ul style="list-style-type: none"> By 2030 at least 80% of trees and green cover on building and subdivision sites will be retained. At least 80% of River Red Gums on building and subdivision sites will be retained.
Managed <i>Our city forest is planned and managed using up to date data and industry best practice.</i>	<ul style="list-style-type: none"> Improved useful life of Council trees and green cover. 	<ul style="list-style-type: none"> By 2025 at least 90% of Council trees and green cover will be rated as 'healthy'. By 2040 at least 90% of Council trees and green cover will achieve their useful life.
Enhanced <i>Our city forest grows and thrives year on year.</i>	<ul style="list-style-type: none"> Increased canopy cover. Increased green cover. 	<ul style="list-style-type: none"> By 2040 tree canopy cover will increase by a minimum of 20% across the city. By 2040 total green cover will increase by a minimum of 20% across the city.
Engaged <i>Our community and partners value trees and green cover, and work together to improve our city forest.</i>	<ul style="list-style-type: none"> Increased community stewardship of trees and green cover. 	<ul style="list-style-type: none"> Effective participation in existing and emerging greening groups, with new community groups established by 2030.

The GWS will contribute to the success of all 4 Whittlesea 2040 Goals as shown in Figure 4 below.

Figure 4: Delivering on Whittlesea 2040 Goals

Whittlesea 2040	GWS Contribution
Goal 1: Connected Community Key directions: <ul style="list-style-type: none"> A healthy and safe community A participating community 	Protected, Managed, Enhanced, Engaged <i>A diverse, colourful, and healthy city forest will encourage community use of open spaces, providing opportunities for socialisation, and improved physical and mental health and wellbeing. An engaged and educated community will develop a sense of pride and ownership in our city forest and by extension our city.</i>
Goal 2: Liveable Neighbourhoods Key directions: <ul style="list-style-type: none"> Well-designed neighbourhoods and vibrant town centres 	Protected, Managed, Enhanced <i>Carefully planned and maintained green cover is a critical element of the urban landscape, softening the impact of constructed infrastructure and providing much needed visual and recreational amenity.</i>

Whittlesea 2040	GWS Contribution
<p>Goal 3: Strong Local economy</p> <p>Key directions:</p> <ul style="list-style-type: none"> Increased local employment Education opportunities for all Successful, innovative local businesses 	<p>Protected, Managed, Enhanced, Engaged</p> <p><i>Trees, gardens, and well treed streets can improve the value of property, with buyers willing to pay a premium for these attributes.</i></p> <p><i>High visual and recreational amenity can help attract new or re-locating businesses.</i></p>
<p>Goal 4: Sustainable Environment</p> <p>Key directions:</p> <ul style="list-style-type: none"> Valued natural landscapes and biodiversity Climate ready Leaders in clean, sustainable living 	<p>Protected, Managed, Enhanced, Engaged</p> <p><i>Green cover, especially trees, provide a range of environmental benefits including cooling through shade and transpiration*; cleaning the air by trapping pollutants and absorbing carbon dioxide; slowing and filtering stormwater run-off; providing food and habitat for our local fauna; and contributing to a diversity of local flora.</i></p>

* 'Transpiration' - the process of releasing water into the atmosphere through a tree's leaves.

Action Planning

The actions listed in the GWS were developed through two stages of community and external stakeholder consultation.

The actions were reviewed and refined by staff from across the organisation with support from external consultants Loci Environment and Place. They were mapped against the Strategy Outcomes and then categorised to help manage the delivery across the organisation. These actions form the GWS Implementation Plan which allocates ownership, identifies support functions and resource requirements, and sets a priority-based timeframe for delivery. Related capital works will be delivered under the relevant capital works investment program and identified funding needs will be incorporated into Council's financial planning routines.

The action categories are: Legislation, Design & Assessment; Program Planning & Delivery; Asset Management; and Community & Partnership. A fifth category, Enable & Support, describes actions that ensure our organisation has the resources, knowledge, and networks required to deliver the GWS outcomes.

A summary of key actions is provided below.

1. Enable & Support

- Appoint a Greening Whittlesea Lead to manage delivery of the Greening Whittlesea City Forest Strategy and related implementation plan.
- Establish a Greening Whittlesea Practitioners Group to share knowledge, improve communications and processes, and support implementation of the strategy.

2. Legislation, Design & Assessment

- Seek legislative changes that improve protections for existing green cover, and increase opportunities for additional greening.
- Establish best practice guidelines that protect existing green cover, facilitate healthy growth of new green cover, enhance biodiversity outcomes including habitat connectivity, and consider sustainable water use options.

-
- Assess internal and external development and infrastructure works against best practice guidelines and standards, working with developers and project managers to achieve the best possible outcomes.
 - Review local laws and their enforcement to identify where green cover protection measures can be strengthened at all development stages. Revise existing and/or introduce new local laws where appropriate.
3. Program Planning & Delivery
- Investigate if income from vegetation related bonds, fines, and fees (including tree removal fees) can be allocated solely to greening programs. Develop processes for the transparent collection, tracking, and transfer of income as relevant.
 - Develop a City Landscape Masterplan.
 - Create a streetscape and public space planting approach guided by the City Landscape Masterplan and utilising an integrated planning and delivery approach aligning with capital works projects and incorporating plantable opportunities analysis; increased park plantings; habitat connectivity; urban heat amelioration; better use of transmission easements; and greater planting around and within sporting facilities, wetlands, waterways, and reserves.
 - Develop a comprehensive Ten-Year Street Tree Planting Program which increases annual tree planting through, high-profile spaces, main road and residential street programs, prioritising urban heat amelioration and aligning with the Road Rehabilitation program (road renewals) where appropriate.
 - Deliver planting programs in-line with established budgets and project plans.
4. Asset Management
- Record all existing and future trees in Council's asset management system (Assetic) using timely input from tree audits, Council's capital works program, subdivision developments, and all other processes resulting in the vestment of green cover assets. At a minimum each individual tree record should include planting date; end of useful life (planned replacement date); species; location; health, maintenance schedule and history; physical asset value; and environmental benefit value.
 - Apply asset management principles to green cover throughout the full useful life, incorporating maintenance workflows in Assetic.
 - Develop an interactive mapping platform that integrates relevant environmental data to support integrated evaluation and decision making, communications, and education. The platform should provide both internal-facing and public-facing interfaces. Data presented should include Council trees and their assessment status; mapped conservation areas; tree canopy and green cover progress; urban heat profiles; biodiversity and water sensitive urban design assets; flood mapping; and other relevant data.
 - Review and update Council tree planting lists to increase species diversity and fire resistance, and to incorporate native wildlife requirements and climate change resilience and adaptability.
5. Community & Partnership
- Develop a communications plan aimed at increasing awareness and support for trees and greening, and to explain the benefit of greening to community well-being, environmental resilience, and economic health.

- Develop an Advocacy Prospectus inclusive of a targeted Partnership Engagement Plan to guide focused advocacy, grant and partnership opportunities, with Government, business and philanthropic organisations.
- Assess community behaviours, perceptions, and barriers regarding tree and green cover retention, protection and planting on private land, and review the effectiveness of previous incentive schemes given the findings. Reinstate or develop new incentives where appropriate, including incentives for exceeding legislated requirements.
- Engage with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation and the broader indigenous community to explore opportunities for the adoption of traditional land management practices; participate in planning and delivery of greening actions; communicate a connection to Country; and to increase pathways and opportunities for indigenous employment.
- Continue to actively expand opportunities for community engagement with green cover as part of Council's new works projects, existing community programs and events, citizen science projects and public art programs, inviting and encouraging culturally diverse community and business involvement in planning and implementation of planting programs.
- Work with major non-Council landowners (private and public) to develop a portfolio of greening projects; identify and target current and emerging offset programs to support mass planting opportunities within the city; and participate in local and regional greening initiatives.

Asset Investment

GWS capital works will predominantly relate to the provision of the trees and complementary greenery required to satisfy our various planting programs and subsequently meet our strategic green cover targets. There may also be circumstances that require the provision of supporting infrastructure that ensures the protection and health of new and existing green cover. These activities will be incorporated into Council's New Works Program.

Council currently owns and manages over 103,000 trees in road reserves and open space areas (this number is understated as asset audits are yet to be completed); 540 hectares of conservation land *and* over 1000 hectares of public open space (combined, that's more space than the suburb of Thomastown); and over 1700 garden beds. Based on recent activity, development, street tree planting, and capital works result in approximately 6500 to 7000 additional public realm trees per year. On top of this, incentives and revegetation programs see an additional 500 trees and 4350 plants provided on private rural properties per year.

While there are many factors which would influence the final number, simply applying an average amount of cover per tree (14.5 M²) the GWS could see an additional 1,118,000 trees planted within our city, of which approximately 47% would be on Council land and the remaining 53% on non-council land (e.g. private, Government, agency). This estimate aligns with other Local Government Initiatives, for example the City of Brimbank million trees program.

Asset Maintenance and Renewal

Applying best practice management processes to green cover within an asset management context will be critical to achieving and preserving a diverse, healthy, resilient, and sustainable city forest.

Trees as a public realm asset must be managed in a manner that recognises and mitigates risks to both public health and safety, and surrounding infrastructure. Management throughout the asset's useful life expectancy and renewal at the end of this period, or where an asset's condition (health) demands, is a key mechanism for identifying and addressing

risk, and requires a strong commitment to an effective and ongoing inspection and maintenance regime.

The GWS implementation plan calls for the strengthening of related processes, and greater utilisation of available systems in order to plan and execute the required routines and allows central tracking and reporting of progress and outcomes.

CONSULTATION

Consultation on the Strategy occurred over two stages.

Stage 1 was conducted from September to November 2019, and sought community and stakeholder input that formed the basis of the first draft version of the Strategy. Consultation activities included interviews, workshops, on-line surveys, and a presence at the Welcome Expo. Around 147 stakeholders were invited to participate [85 internal + at least 62 externals], and 153 community members submitted survey responses by the initial cut-off date of 20 November 2019. The results were very positive with 87% of option responses and 96% of verbatim comments being supportive¹ of the concept of greening.

Stage 2 was conducted from July to September 2020 and is the basis for this report. This engagement work sought to gauge community and stakeholder reaction to the draft strategy and was centred around the following points:

- Clarity: Is the language and messaging clear and easy to understand?
- Contribution: Will the targets, outcomes, and priority actions contribute to the vision (goal)?
- Completeness: Have we missed anything? Is there more that we need to do?

Due to COVID19 restrictions, the Stage 2 consultation approach was changed from a planned series of face to face workshops and community events, to a wholly online activity. This revised approach saw the establishment of an online platform which provided the opportunity to present the draft strategy, engage in dialogue with the community, and receive structured feedback via a survey.

Through the use of this platform, the presentation of a webinar, delivery of community forums, and promotional posts on Council's social media platforms, Stage 2 consultation was effective in eliciting over 2,140 responses from across the community. There were 297 comments and replies, and 932 reactions on social media, as well as 919 individual visitors to Council's 'Greening Whittlesea' Project page, resulting in 86 survey responses and additional feedback and comments from 33 people via the webinar, workshops and the website Q&A function.

Overall the results were positive with:

- 85.4% of survey respondents finding the vision and outcomes to be clear.
- 82.1% of survey respondents agreeing with the vision and outcomes.
- 92.7% of survey and social media verbatim comments generally being supportive.

The key findings across both consultation stages indicated that:

The Greening Whittlesea City Forest Strategy should prioritise:

1. Education around the value and benefit of greening and green assets.
2. Environmental outcomes including climate change response, ongoing resilience, biodiversity, and habitat.
3. Community/Government/Business/Council partnerships.

¹ Positive verbatim comments may include negative aspects [e.g. "no gum trees" or "no trees next to roads"] but are considered positive as they comment on implementation of greening.

The Greening Whittlesea City Forest Strategy action plan should include actions that will:

4. Provide access to a broad range of informational and instructional resources to build a better understanding of greening and green assets, and support the public's efforts to increase greening on private property.
5. Protect existing green assets in both the public and private realm.
6. Increase the amount of green assets in both the public and private realm.
7. Improve liveability by providing shade, reducing heat, and increasing visual and functional amenity.
8. Mitigate as far as possible the impact of barriers to protecting existing green assets and increasing green assets in both the public and private realm.
9. Explore economic opportunities such as productive plantings (e.g. orchards)

Verbatim comments also expressed the following community sentiment:

- Council should employ a diverse range of species, think broader than trees, and plantings need to be appropriate for the local environment.
- Plantings must be maintained.
- The target should be bolder than the stated 20% canopy increase.

Structured feedback received via the online survey and workshops, together with the community sentiment expressed through social media, provides a sound basis for moving forward with finalisation of the Greening Whittlesea City Forest Strategy.

Separate Participation and Engagement Findings reports have been created for each stage and are attached for information.

FINANCIAL IMPLICATIONS

All costs will be incorporated into Council's formal financial planning processes.

As noted above GWS capital works will predominantly relate to the provision of trees and complementary greenery. It should be noted that the capital expenditure value assumes planting will be the only method of increasing our green cover. Trees already planted will contribute to increased green cover as they grow towards maturity. Council's existing tree planting programs are currently budgeted at \$700,000 per annum with 2020/21 budgeted at \$651,500.

Capital Expenditure

The table below shows the cumulative estimated cost of planting 525,000 trees across the life of the strategy. This cost is offset against the value of existing planting programs to show the cumulative value of additional funds required.

	FY 2021-22	FY 2025-26	FY 2030-31	FY 2035-36	FY 2040-41
Cumulative GWS Trees	12,492	120,389	255,259	390,130	525,000
Cumulative City Tree Total	202,492	310,389	445,259	580,130	715,000
Cumulative GWS Planting Cost	\$ 1,200,000	\$ 11,564,526	\$ 24,520,184	\$ 37,475,842	\$ 50,431,500
@ \$96.06 per tree [mix of \$240 or \$6.30 per tree depending on setting].					
Cumulative Existing Programs	\$ 1,200,000	\$ 6,000,000	\$ 12,000,000	\$ 18,000,000	\$ 24,000,000
Cumulative Balance [additional funds]	\$ -	\$ 5,564,526	\$ 12,520,184	\$ 19,475,842	\$ 26,431,500

The table below provides a 4 year annual capital expenditure plan offset against existing planting programs to show additional funds to be sought.

Tree Planting Programs	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
GWS Projected Annual Planting Program	\$ 1,200,000	\$ 2,591,132	\$ 2,591,132	\$ 2,591,132	\$ 2,591,132
Existing Annual Programs	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
Balance [additional funds]	\$ -	\$ 1,391,132	\$ 1,391,132	\$ 1,391,132	\$ 1,391,132

Operational Expenditure

The table below shows the estimated impact that 525,000 additional trees will have on current operational costs and includes the establishment of a new 'Greening Whittlesea Lead' permanent full-time position to manage delivery of the strategy. The values shown reflect the changing annual cost at 5 year intervals, they are not cumulative.

	FY 2021-22	FY 2025-26	FY 2030-31	FY 2035-36	FY 2040-41
GWS Lead	\$ 112,781	\$ 112,781	\$ 112,781	\$ 112,781	\$ 112,781
Internal Arborist Services	\$ 456,291	\$ 745,408	\$ 1,069,304	\$ 1,393,199	\$ 1,717,095
Annual Tree Maintenance	\$ 3,407,918	\$ 5,083,438	\$ 7,502,531	\$ 9,921,623	\$ 12,340,715
Total Operational Expenditure	\$ 3,976,990	\$ 5,941,627	\$ 8,684,615	\$ 11,427,603	\$ 14,170,591

The actions of owners and managers of non-council land is key to achieving our GWS green cover growth targets. The GWS Implementation Plan includes actions to incentivise the retention, protection, and planting of green cover on non-council land. The full implications of these actions are yet to be determined, but for comparison, similar Land Management & Biodiversity schemes include an Environmental Works Grant with an annual budget of \$22,000 and a Sustainable Land Management Rebate Scheme with an annual budget of \$107,000 which includes a revegetation component.

Engagement with, and the involvement of, our community have also been identified as important to the successful realisation of the GWS vision. Council currently budgets \$25,000 per annum for community programs, and it is likely that this will increase as we seek to foster a greater level of connection around greening our city.

Several actions from the GWS Implementation Plan are likely to require external support, which may exceed the normal budget for this activity.

The CROWE Tree Management audit and review by management was undertaken in 2019 and the implementation plan is in place. Relevant actions from the GWS and proposed portfolio growth will be incorporated into the implementation plan and any budget implications will be referred to the Council budget and Long-term Financial Plan.

Income

The table below shows income received per financial year.

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21 YTD
Local Laws infringements	\$ -	\$ 584	\$ -	\$ 554	\$ -
Compensation/contribution [Reserve Funds]	\$ 314,684	\$ 188,683	\$ 870,308	\$ 26,840	\$ 39,404
Compensation/contribution [General Funds]	\$ 98,844	\$ 75,804	\$ 378,646	\$ 97,673	\$ 171,080
Total Income	\$ 413,528	\$ 265,072	\$ 1,248,954	\$ 125,067	\$ 210,484

Greening related income varies with building and construction activity, and generally relates to the loss of trees. The table above shows an average annual income of \$452,621, however if the extremely high 2017-18 value is removed this drops to \$253,538 per annum. Where trees are lost to accommodate building and construction activities, Council calculates each tree's value and makes a charge accordingly. These charges can relate to large scale vegetation off-set agreements for subdivision activities, or smaller scale arrangements for single lot residential and commercial development activities. Funds are received into either a defined reserve account with an accruing balance and proscribed uses [such as Developer contribution schemes], or general accounts where they are used to off-set related works and excess funds are transferred to general revenue. The GWS Implementation plan includes actions to investigate the establishment of a 'greening' reserve fund that would accumulate non-proscribed income for use in a broad range of greening initiative.

Income is also received from fines relating to interference with Council trees. However, despite ongoing tree loss due to obvious vandalism, this income is currently negligible. The GWS Implementation Plan includes a review of local laws with a view to strengthening protections which through subsequent enforcement activity could see an increase in related income.

As noted, this income is generally triggered by an actual or expected/planned loss of vegetation and as such it only funds our attempts at maintaining the status quo of our green cover. Recovering from the loss of vegetation, particularly in the case of tree canopy, can take many years.

Advocacy, building of strong partnerships to secure funding and resourcing, and grants, form a key part of achieving the GWS Goals.

POLICY STRATEGY AND LEGISLATION

The Greening Whittlesea City Forest Strategy will be incorporated into the higher level Integrated Strategic Framework strategies which will be developed over the 2021/22 year.

The following Council strategies and corporate actions relate to the GWS:

- Whittlesea 2040 - The GWS contributes to Council's vision W2040 *a place for all* through all four related Goals and multiple Key Directions with a particular emphasis on Sustainable Environment.
- 2019/2020 Council Plan Action - Draft Greening Whittlesea City Forest Strategy available for community consultation.
- The GWS shares common goals with the following:
 - Open Space Strategy August 2018
 - Biodiversity Strategy 2019 - 2029
 - Health and Wellbeing Partnership Plan 2017 - 2021 [and future Public Health Plan]
 - *Greening Our Streets* Street Tree Management Plan 2019
- Actions from the GWS will inform Council's Parks & Open Space Service Plan.

The following State level strategies and legislation are relevant to the GWS.

- Plan Melbourne 2017-2050.
- Living Melbourne; our metropolitan urban forest.

LINK TO STRATEGIC RISKS

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

Green cover, especially trees, can play a significant role in mitigating the effects of a changing climate. Our city forest will provide cooling in the face of increasing heat; contribute to healthier waterways and control erosion by slowing and filtering storm water run-off; and provide security for local fauna in the form of habitat and food supply.

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

The integrated planning and implementation of our city forest will ensure that green cover assets are provided where they are needed - in areas of high urban heat coupled with social and economic vulnerability; and to encourage and support the use of public open space by,

for example, providing respite from heat through the shading of walking tracks and passive recreation areas.

Strategic Risk *Life Cycle Asset Management - Failure to effectively plan for the construction, on-going maintenance and renewal of Council's assets*

The GWS advocates for the application of best practice management processes to green cover within an asset management context. This will be critical to achieving and preserving the diverse, healthy, resilient, and sustainable city forest needed to respond to our changing climate conditions. It will allow effective planning throughout the green cover asset's useful life (ULE), guiding maintenance and inspection routines, replacement programs, and repurposing the asset post ULE.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Sustainable environment
Key Direction	Climate ready

The Greening Whittlesea City Forest Strategy provides focus on our city forest, reflecting a need to secure and expand our green cover to create liveable neighbourhoods benefiting current and future generations. Delivery of the strategy and implementation plan will result in a city forest that thrives in the face of ongoing urban development and a changing climate which will bring hotter drier conditions and more frequent storm events, while contributing to a greener, cooler, resilient, and climate ready city.

Our city forest, as expressed through the strategic goal (vision), delivers outcomes that strongly align with community feedback received during Whittlesea 2040 consultation, most relevant of which is: *'We highly value our natural spaces; our trees, landscapes, waterways and the wildlife around us';* and *'The City of Whittlesea's superb landscapes and natural environment are an enduring source of pride'*

The strategy provides a reference point for Council to make informed decisions regarding investments that support delivery of the strategic outcomes.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 2020*, officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

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

CONCLUSION

The Greening Whittlesea City Forest Strategy, together with its implementation plan, drives the development of the strong protections, best practice management process, integrated planning, and partnerships necessary to grow and sustain a city forest capable of providing noticeable, long term benefit to our city and its diverse communities.

GWS will be a long-term legacy project, throughout its 20 year life, the strategy will address the imbalance from suburb to suburb within our current city forest, planning for consistent levels of amenity, and alleviating the impact of urban heat islands particularly in areas of high social and economic vulnerability.

RECOMMENDATION

THAT Council resolve to:

1. Adopt the Greening Whittlesea City Forest Strategy and endorse the document for public release; and
2. Refer the Greening Whittlesea City Forest Strategy and implementation Plan, inclusive of Capital Works, to the 2021/22 budget approval process for consideration; and
3. Write to all participating stakeholders and community members thanking them for their contribution and efforts in achieving this strategic outcome.

COUNCIL RESOLUTION

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

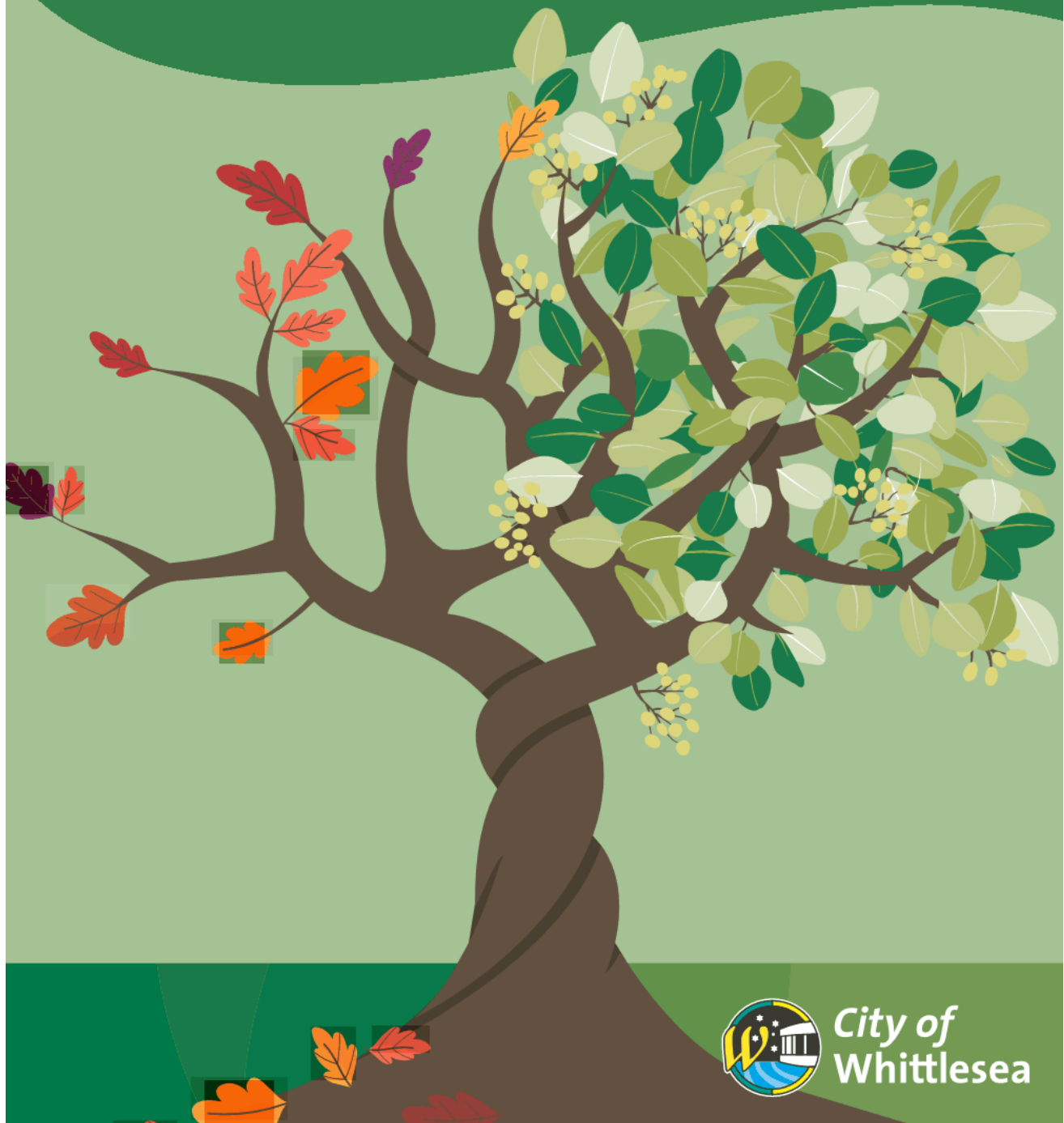
THAT Council resolve to:

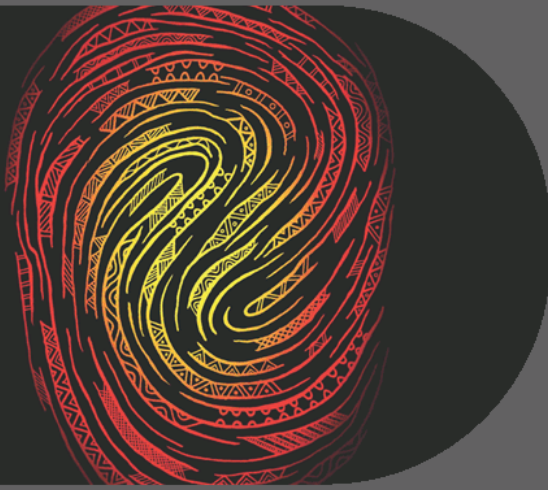
1. **Adopt the Greening Whittlesea City Forest Strategy and endorse the document for public release;**
2. **Refer the Greening Whittlesea City Forest Strategy and implementation Plan, inclusive of Capital Works, to the 2021/22 budget approval process for consideration;**
3. **Write to all participating stakeholders and community members thanking them for their contribution and efforts in achieving this strategic outcome;**
4. **Provide a copy of the Greening Whittlesea City Forest Strategy to the Minister for Energy, Environment and Climate Change, the Hon. Lily D'Ambrosio and to all local Members of Parliament; and**
5. **Provide a copy of the Greening Whittlesea City Forest Strategy to all abutting municipalities, namely Hume, Mitchell, Murrindindi, Nillumbik, Banyule, Darebin, and Moreland.**

CARRIED

Greening Whittlesea

City Forest Strategy 2020-2040





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.

Artwork by Mandy Nicholson, Wurundjeri artist, contains traditional Wurundjeri motifs and represents how we are connected to the Earth, just like our fingerprints.

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Our city forest

Whittlesea's city forest is all around us.

It's the trees on our farms, that line our streets, fill our parks, shade our yards, and make up our National Parks.

It's the shrubs and garden beds that brighten up our public spaces and make us proud of our homes.

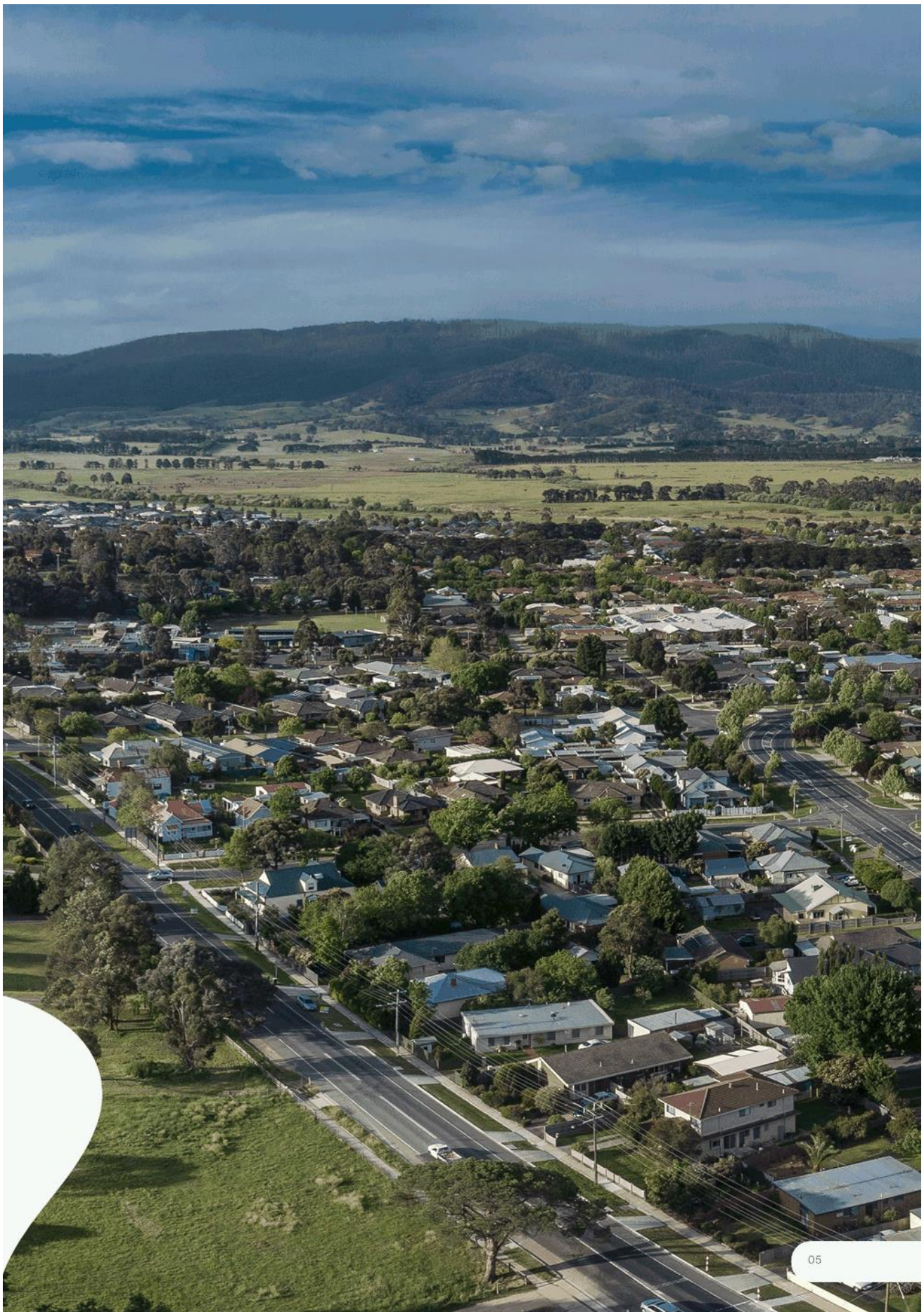
It's the soils that support a green city.

It's the water that falls on our land and flows in our creeks and rivers.

It's the green elements we incorporate into our homes and commercial & public buildings.

It's all these things working together to improve our environment, increase liveability, and help make Whittlesea a *place for all*.





Why greening our city matters

Council currently manages tree assets with an amenity value in excess of \$600m. The social, health, environmental and economic benefits of street trees make them a naturally valuable asset requiring far less investment than other elements of civic infrastructure.

All green cover provides benefit, but trees provide the greatest scope for a lasting impact. Trees are valued by the community for their beauty, shade, and character.

They provide a range of benefits including improved mental and physical health and wellbeing, increased property values, and reduced heating and cooling costs. They also reduce air pollution, store carbon, slow and filter storm water run-off, and provide habitat for wildlife. Trees help the community adapt to a changing climate by cooling the air on hot summer days. Trees have a role to play both in connecting communities within liveable neighbourhoods, and in our response to changing climate conditions.

FIGURE 1. **BENEFIT OF TREES**



A changing global climate affects local conditions across Australia by increasing average temperatures, altering rainfall patterns, and generating more frequent and intense natural disasters. Climate Ready Whittlesea outlines the local impacts, opportunities, and challenges of a changing global climate on the city, and the actions to be taken to protect services and assets and increase resilience. It recognises the importance of our trees and city forest.

Within Whittlesea, the changing climate is creating warmer and drier conditions. By 2050, it is projected that: annual average temperatures will increase by 2-3 degrees; the number of extreme heat days and number and duration of heatwaves will increase; droughts will be longer and harsher; the fire season

will last longer and bushfires will be more frequent and intense; winter, spring and autumn seasons will be drier and summers wetter; and flooding and storm events will be more severe.

Urban development and population growth cause additional stress, impacting existing green cover and reducing opportunities to grow our city forest.

Greening matters everywhere. The United Nations Decade on Ecosystem Restoration, the Greener Spaces Better Places national initiative, the Living Melbourne: our metropolitan urban forest strategy, and the strategic initiatives within local government across Australia all speak to the benefit trees and green cover provide and advocate for action to protect, reinstate, and expand our city forests.



View our climate change adaption plan at: whittlesea.vic.gov.au/about-us/news-publications/plans-strategies-and-policies/climate-ready-whittlesea-our-climate-change-adaption-plan/

07

Why greening our city matters

Urban heat

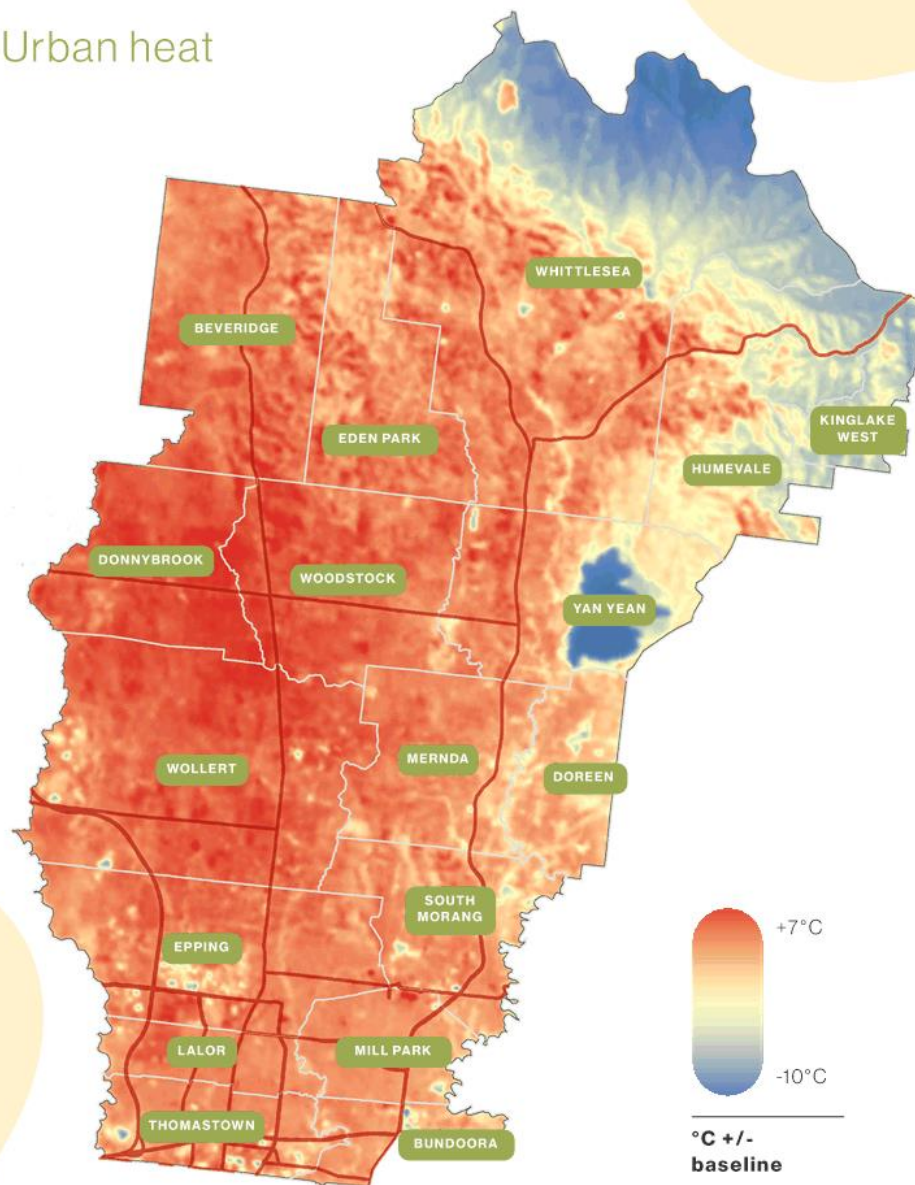


FIGURE 2. WHITTLESEA HEAT PROFILE

Much of our city is hotter than average due to the large areas of unirrigated dry grass in rural and growth areas, and the impervious surfaces in established urban areas. The coolest locations in our city are the heavily forested Kinglake National Park (which covers portions of Whittlesea, Kinglake West, and Humevale) and Van Yean Reservoir.



For more information on the effects of extreme heat, who is at risk, and how you can prepare yourself and others visit www.betterhealth.vic.gov.au/heat

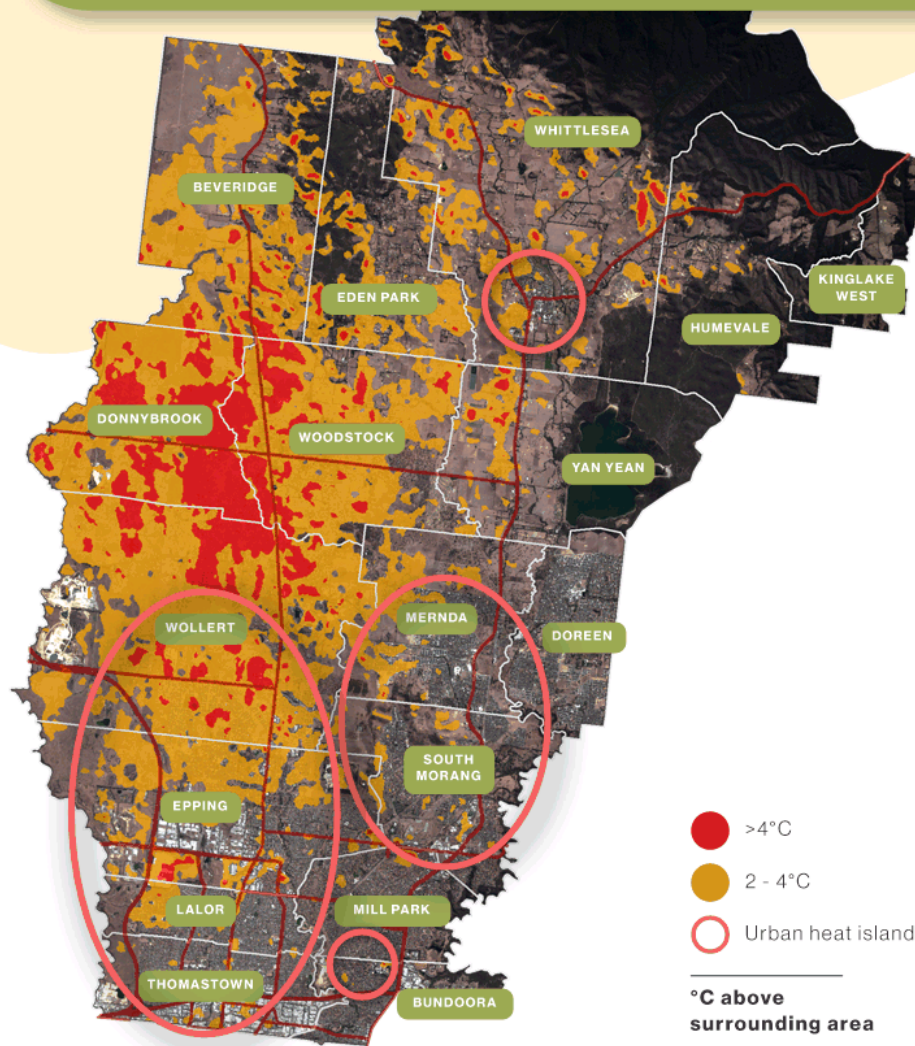


FIGURE 3. HEAT ISLANDS

Within our heat profile there are areas that are significantly hotter than those surrounding it. These represent heat islands which can have significant detrimental impacts on individual and community health and wellbeing, economic productivity (e.g. people working outdoors), and the health and wellbeing of plants and animals. While heat islands occur across the whole city, the importance of achieving tangible liveability improvements for our residents means we need to focus on heat within our more densely populated urban areas as shown on the heat island map.

Why greening our city matters

Urban growth

Considerable growth over the last decade has seen the City of Whittlesea's population increase by just over 80,000 - a change of around 50%. This growth is forecast to continue with the population expected to increase to around 388,000 by 2041 - a change of just over 60% from 2021 to 2041 (Figure 12).

Growth will take two general forms, urban expansion and infill.

Urban expansion will occur mainly through the north west corridor of the urban growth boundary, with the areas of Donnybrook, Wollert, and Epping North accounting for around 72% of the city's projected population growth to 2041 (+105,215 residents). While the suburb of Beveridge is not expected to experience high levels of population growth, significant investment in transport infrastructure and related industry is expected to drive development within the urban growth boundary.



Urban infill impacts existing urban areas generally taking the form of dual occupancy, multi-unit, and commercial/industrial developments, as well as special purpose developments like retirement villages. The image below highlights both the loss of existing green cover and the opportunity to increase green cover.



Both urban expansion and infill growth are driving an increase in the housing/population density of our city. Melbourne's housing lots continue to shrink, with their median size decreasing by approximately 11% between 2015 and 2019, and 26% between 2009 and 2019- the 'quarter acre block' is well and truly a thing of the past.

This growth and increased density places increasing stress on our existing green cover and impacts the availability of plantable areas, but it also provides an opportunity to work with developers to maximise greening outcomes in areas of urban expansion.



You can explore the City of Whittlesea's population information at: www.forecast.id.com.au/whittlesea



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Overview

A key driver for this Strategy is our City's long-term vision 'Whittlesea 2040: a place for all', which calls for us:

"...to be ready for the challenges and opportunities that the future will bring, ensuring that the City of Whittlesea is a great place to live now and in the future."

Through development of the City vision, our community shared their aspirations for our City. These aspirations are reflected in the four goals below that guide Council's work and partnerships with the community and others.



The high value our community places on natural landscapes including attractive, leafy, treed, and green neighbourhoods, and the support displayed during development of this strategy, provide the community mandate to protect and grow our city forest. A changing climate, urban expansion (including population growth), and urban heating are the challenges we face together, and provide the imperative to act. The Greening Whittlesea City Forest Strategy contributes to all four Whittlesea 2040 goals but most directly impacts Goal 4 'Sustainable Environment', and Goal 1 'Connected Community'.

Our Goal

Our residents and our environment benefit from a diverse, colourful, and healthy City Forest that connects people to people, people to nature, and people to place.

Our outcomes for success



Protected

Our city forest is protected from building and subdivision activity.



Managed

Our city forest is planned and managed using up to date data and industry best practice.



Enhanced

Our city forest grows and thrives year on year.



Engaged

Our community and partners value trees and green cover, and work together to improve our city forest.

The GWS has a 20-year lifespan with progress reviews every five years. A detailed implementation plan has been developed, outlining the actions required to achieve our strategic Outcomes and Goal, and contribute to realising our City vision. A Project Steering Group will be established to oversee the Strategy's implementation.

Working in partnership

The GWS recognises that greening plays a significant role in addressing current and emerging environmental issues, including a changing climate, and that achieving necessary change will require the involvement of various state agencies and the broader indigenous, local, and business communities. Each of these groups have a key role to play in the successful delivery of this strategy.

STATE GOVERNMENT AND AGENCIES	LOCAL GOVERNMENT AREAS (LGA)
Set state-wide policies and strategies.	Manage green cover within LGA.
Manage green cover on government land.	Participate in regional interest groups.
Joint greening and education projects.	Joint greening and education projects.

WURUNDJERI	LOCAL COMMUNITY AND BUSINESSES
Represent the traditional owners.	Manage green cover on private land.
Management and extension of our city forest.	Participate in public greening events.
Joint greening and education projects.	Joint greening and education projects.

CITY OF WHITTLESEA	
Develop local policy and strategy for the city forest, urban design, waterways, and biodiversity.	Increase green cover on Council land.
Manage green cover on Council land.	Advocate for increased greening on non-council land.
Joint greening and education projects.	Advocate for, and enforce, the protection of our city forest.
	Monitor the health and size of our city forest.

How was this strategy developed?

This strategy was developed following consultation with a broad range of stakeholders representing our community, the Wurundjeri Narrap Team, state government and agencies, special interest and environmental groups, local business including developers, academics, industry specialists, and Council officers.

Consultation was conducted under the overarching theme of 'protecting the existing city forest while finding ways to extend our forest cover'. Through their feedback, our community and external stakeholders have helped us clarify the the benefits and challenges related to greening, and establish the target, goals, and outcomes needed to realise our strategic vision.

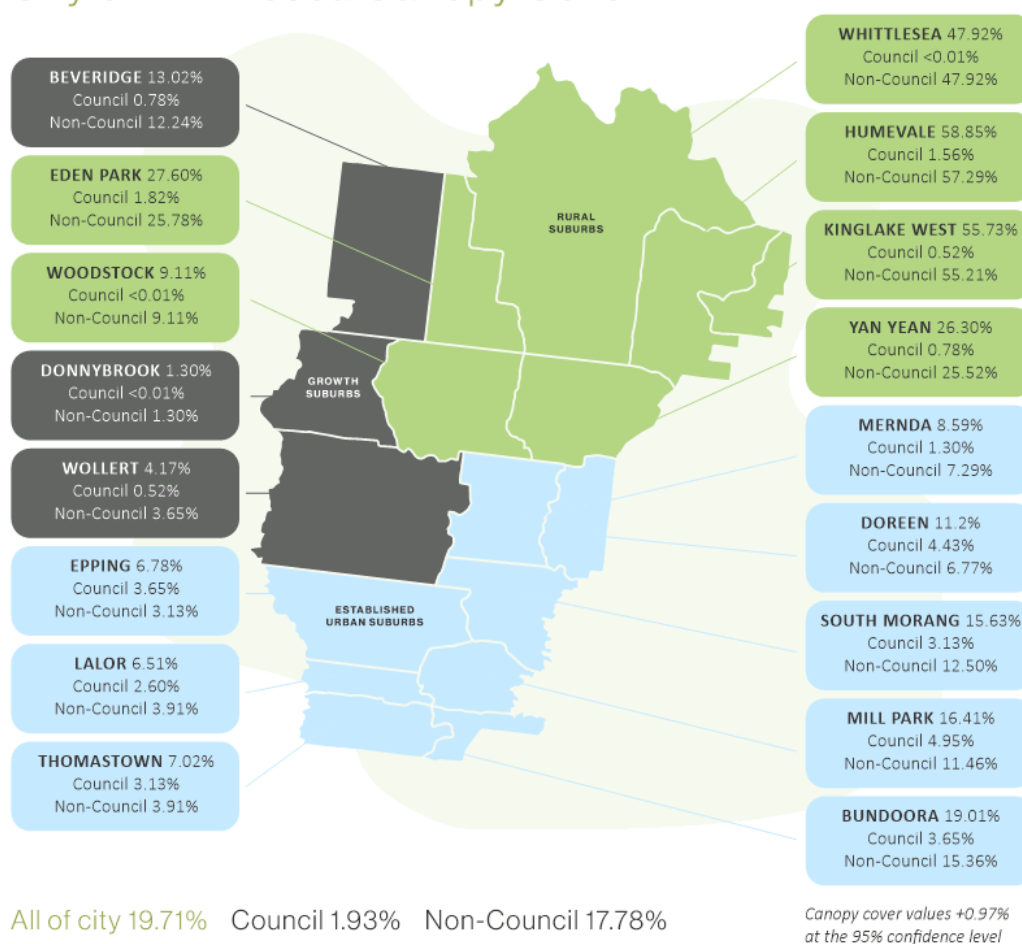
Consultation on this strategy reinforced our community's strong connection to, and love of, the City's natural environment, which was communicated through the Whittlesea 2040 consultation process.



Green cover in the City of Whittlesea

Today our City Forest provides around 27% green cover, with tree canopy representing 19.72% (116.5 km²) of our total green cover. 17.78% (110.2 km²) of the City's canopy falls on non-council land (private, other Government Agencies, and Crown Land).

City of Whittlesea Canopy Cover



Our total canopy cover of 19.72% is largely influenced by heavily forested areas in the north and north east of the city - without these areas our canopy cover would be closer to 9% (44 km²).

Established urban suburbs

Total canopy cover for these suburbs is 11.39%. Epping, Lalor and Thomastown have the lowest green cover with canopy of 7% or less, and Bundoora has the highest at 19%. The overall inadequacy of canopy cover and the lack of equity across suburbs is evident and impacts the majority of our community.

Growth suburbs

Total canopy cover for these suburbs consisting largely of pastoral land and open grasslands is 6.16%. Over the coming years these areas will be extensively developed providing improvement in green cover.

Rural suburbs

Total canopy cover for these suburbs is 37.58% and is largely influenced by the heavily treed Kinglake National Park and Yan Yean Reservoir catchment.



Green cover in the City of Whittlesea

How we got here

Our current City Forest is largely a product of our development history and vegetation protection efforts. Urban development guided by legislation of the day has resulted in both the removal and planting of green cover within new street scapes and open space areas, while approximately 35% of the original extent of native vegetation remains within Whittlesea.

Council contributes to the scale and health of our City Forest through the maintenance and renewal of our green cover while also carrying out its own planting programs and working with landowners to facilitate the revegetation of private property.

Development and Building

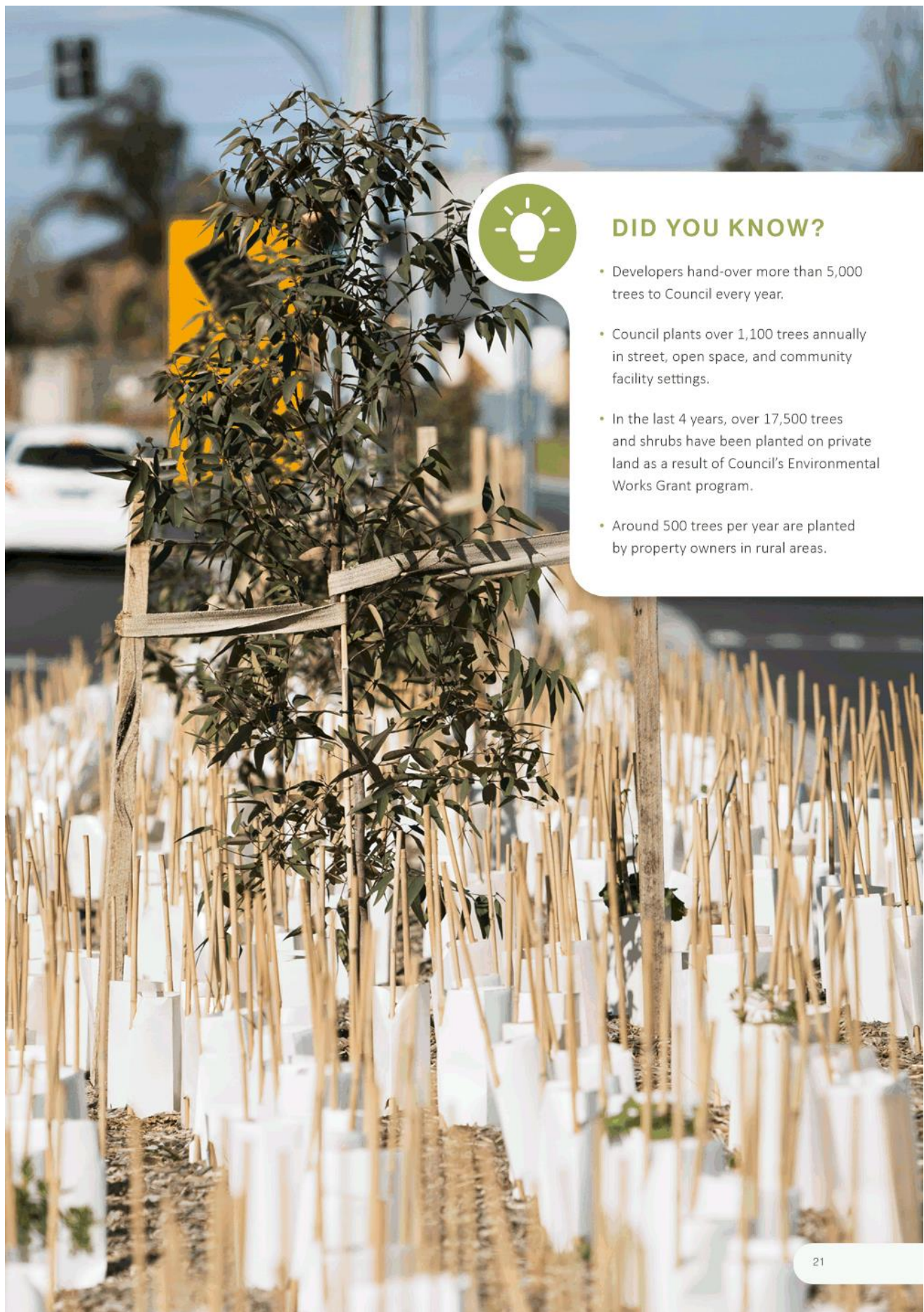
Building and subdivision activities are subject to controls that seek to protect native vegetation by applying a three-step approach to **avoid** removal, **minimise** the impact of removal, and **offset** removal.

The provision of public and private open space, and trees is also a key requirement, with many developers delivering high quality street scapes and open space to provide a point of difference for their estates. In areas consisting mainly of open paddocks, development can have a transformative impact with positive outcomes for our city forest.

Whittlesea's Planning Scheme was recently updated to include a requirement for at least one canopy tree in both the front and rear setbacks of new residential developments. In addition to this, one canopy tree is required for every two dwellings on development sites of 1,000 square metres or more.

Council

Council delivers thousands of trees annually through its Street Tree Replacement and Infill programs. Complementing these programs are plantings that occur in conjunction with the delivery of new community facilities, street scape upgrades, road and pathway projects, revegetation projects, and community planting events.



DID YOU KNOW?

- Developers hand-over more than 5,000 trees to Council every year.
- Council plants over 1,100 trees annually in street, open space, and community facility settings.
- In the last 4 years, over 17,500 trees and shrubs have been planted on private land as a result of Council's Environmental Works Grant program.
- Around 500 trees per year are planted by property owners in rural areas.

Green cover in the City of Whittlesea



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Mature River Red Gums in an open plains grassland setting are generally recognised as the most important visual and environmental feature of this city.

Many of the River Red Gums within the urban areas have been estimated to be between 200-800 years of age.

Areas such as Mill Park, South Morang, Mernda, and Doreen contain significant River Red Gum habitat. Council recognised that very few of the original River Red Gums would survive the encroachment of urban development unless careful site assessment and planning occurred. In response, the Whittlesea

Planning Scheme was amended in 1998 to provide protection for existing River Red Gums by ensuring they are properly assessed and treated as an integral part of development design. It is Council policy to recognise the intrinsic value of River Red Gums in establishing character and identity in urban and rural areas.

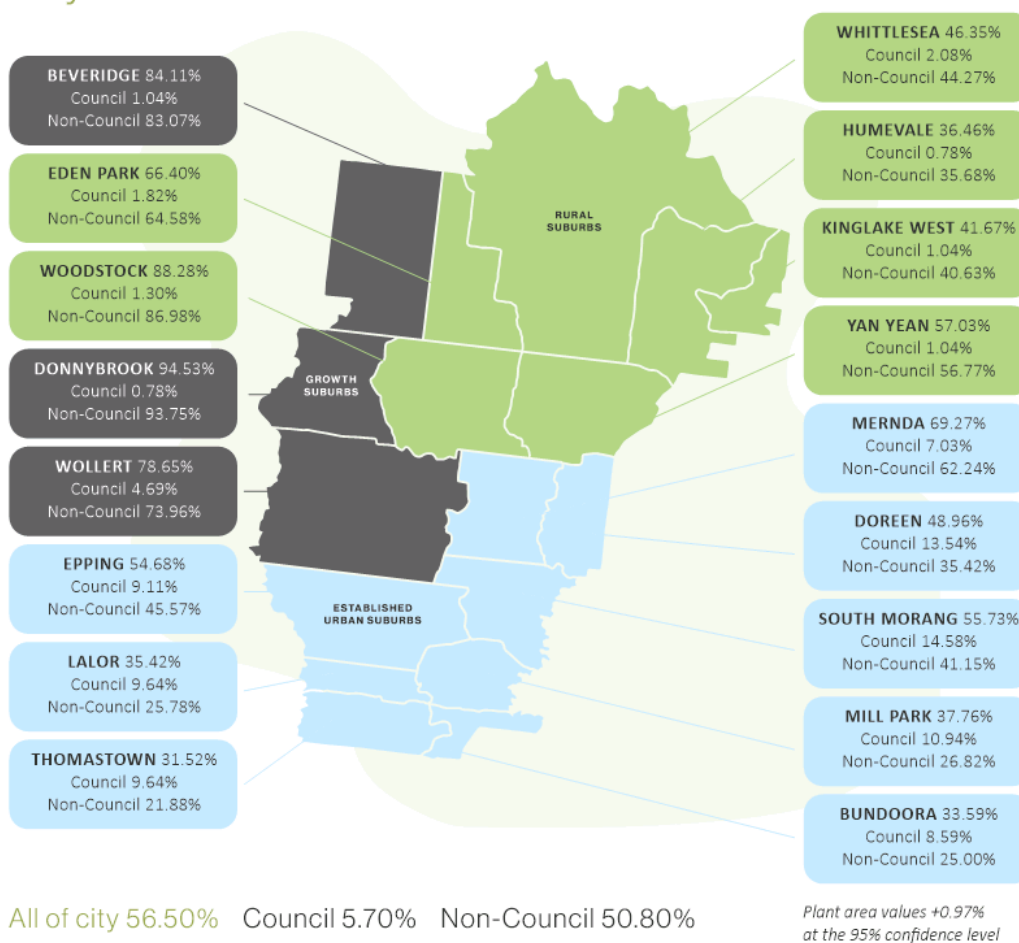
Today River Red Gums are incorporated into design activities, providing them with the spaces they need in order to thrive, and they are generally not removed unless they have been independently assessed and found to present a danger to people and property.

Green cover in the City of Whittlesea

Room to grow

Increasing the size of our city forest is dependent on the availability of land unencumbered by existing infrastructure such as buildings, roads, paths, playgrounds, sports fields and courts, and water bodies. We call this plantable area.

City of Whittlesea Plantable Area



While 56.50% of our total city area is categorised as plantable, there are other factors limiting our capacity to fully utilise this land. These include:

- Facilitating passive recreation.
- Providing suitable buffers between trees and existing infrastructure.
- Respecting formal easements.
- Land ownership/management responsibility.

Land containing existing infrastructure is classified as *impervious* (allowing little or no water penetration). It covers 19.53% of our city and like canopy cover occurs mainly on non-council land. Despite the existence of infrastructure, impervious areas can contribute to our City Forest through more novel approaches such as pop up parks in road reserves and the inclusion of plantings in building design (e.g. roof top and vertical gardens).



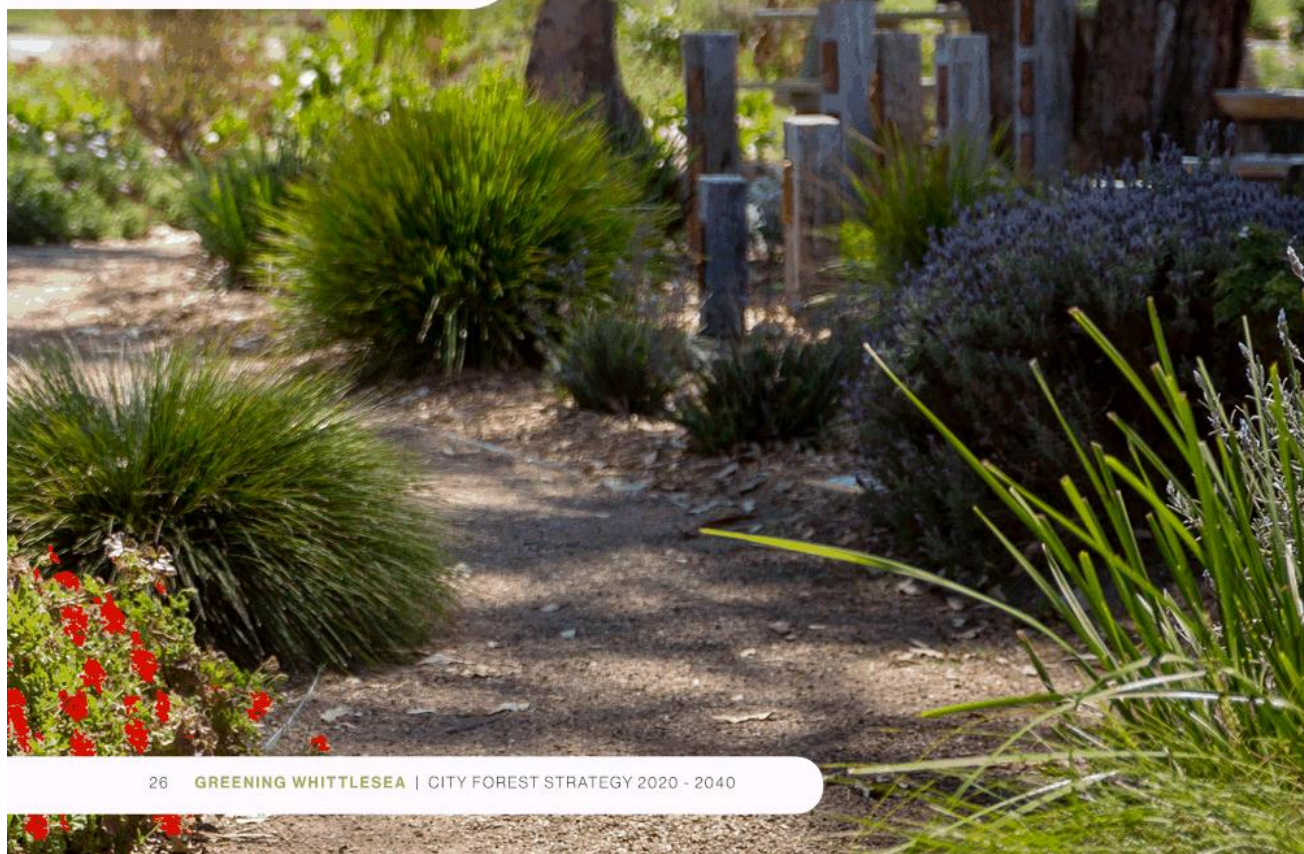
Green cover in the City of Whittlesea

DID YOU KNOW?

Aboriginal and Torres Strait Islander peoples have lived on the Australian continent for more than 60,000 years!

Before European settlement, the Aboriginal people of the Wurundjeri Willum clan lived on the land that now forms the City of Whittlesea and the northern suburbs of Melbourne. They lived on the offshoots of the Yarra River - along the Merri, Edgars and Darebin Creeks, and the Plenty and Maribyrnong Rivers.

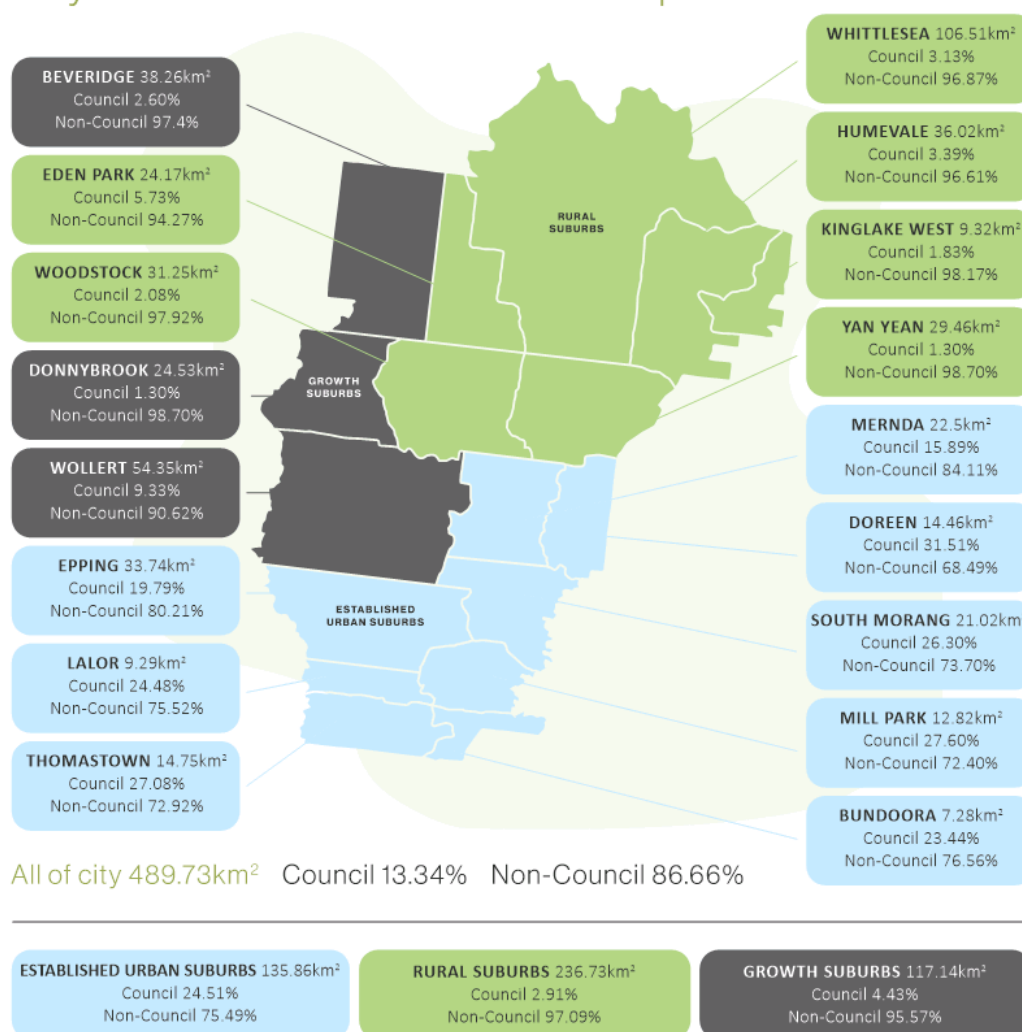
The Wurundjeri Willum clan speak the Woi wurrung language. Woi wurrung is one of the many language groups that make up the Kulin Nation, whose people shared the same religion and language, and lived in what is now metropolitan and greater Melbourne.



Land Ownership

The Greening Whittlesea City Forest Strategy is a city-wide strategy and in this context it is important to understand who owns and manages the land within our city.

City of Whittlesea Land Ownership



At 13.34% of our total city area, Council is a minority landowner – just under 10% of our total canopy cover, just over 10% of our total plantable area, and 26% of impervious areas fall on Council land.

Engagement and partnership with landowners will be critical if we are to realise our strategic goal.

Our vision for the future

Our goal

Our residents and our environment benefit from a diverse, colourful, and healthy City Forest that connects people to people, people to nature, and people to place.

OUTCOME	INDICATOR	MEASURE
Protected Our city forest is protected from building and subdivision activity.	Improved retention of trees and green cover.	By 2030 at least 80% of trees and green cover on building and subdivision sites will be retained. At least 80% of River Red Gums on building and subdivision sites will be retained.
Managed Our city forest is planned and managed using up to date data and industry best practice.	Improved health and lifespan of Council trees and green cover.	By 2025 at least 90% of Council trees and green cover will be rated as 'healthy'. By 2040 at least 90% of Council trees and green cover will achieve their useful life.
Enhanced Our city forest grows year on year.	Increased tree canopy cover. Increased green cover.	By 2040 tree canopy cover will increase by a minimum of 20% across the City*. By 2040 total green cover will increase by a minimum of 20% across the City.
Engaged Our community and partners value trees and green cover, and work together to improve our city forest.	Increased community stewardship of trees and green cover.	Effective participation in existing and emerging greening groups, with new community groups established by 2030.

* The following focal area increases will contribute to our total tree canopy target.

- Established urban suburbs: 57.45% increase in tree canopy cover (includes 37.5% on non-council land)
- Growth suburbs: 39.86% increase in tree canopy cover (includes 30% on non-council land)
- Rural: 3.09% increase in tree canopy cover (includes 1.5% on non-council land)



Our priorities for action across the City

Delivery of the Greening Whittlesea City Forest Strategy will be guided by a detailed implementation plan outlining the actions required to realise our strategic goals and targets over the life of the strategy.

Council will prioritise making people's lives better by improving liveability within connected communities across our city. The hierarchy of principles below will be applied.



Our first priority is to provide benefit at the **local level**.



Our second priority is to provide benefit at the **suburb level**.



Our third priority is to provide benefit at the **regional level**.



Multiple factors as shown below will influence the design, prioritisation, and delivery of our greening efforts.

FIGURE 4. SETTING PRIORITIES



Our priorities for action across the City



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Focal area priorities



Our priorities for action across the City

Protected

Our city forest is protected from building and subdivision activity.

Community and Partnership

- Understand community behaviours, perceptions, and barriers regarding green cover retention and protection on private land.
- Apply incentive programs to encourage the retention and protection of green cover on private land.

Legislation, Design, and Assessment

- Review existing planning controls to identify where tree and green cover protection measures can be strengthened at all development stages. Where appropriate, develop an evidence-base to seek changes to local policy or provisions as part of the preparation and review of strategic land use plans for development areas.
- Enhance supporting guidelines to ensure planning applicants understand the decision criteria that will be applied when considering Landscape Plan Approvals. Seek to establish a trigger or incentive for applying these guidelines to projects where planning approval is not needed.
- Develop organisational processes and systems that promote green cover retention.
- Develop and implement a mechanism to ensure road-widening proposals are subject to detailed analysis of tree protection opportunities to prevent removal and damage wherever possible.
- Identify and implement appropriate controls to protect existing vegetation in waterway corridors.
- Ensure local laws and enforcement are effectively used to provide green cover protection at all development stages.

Asset Management

- Incorporate decision-making criteria into work processes to ensure existing mature trees are not removed until all possible solutions to protect the trees are exhausted.
- Establish an easy to use tracking system for Planners to log tree removal and tree planting numbers contained in development applications.

Program Planning and Delivery

- Investigate if income from vegetation related bonds, fines, and fees (including tree removal fees) can be allocated solely to greening programs. Develop processes for the transparent collection, tracking, and transfer of income as relevant.





DID YOU KNOW?

There are over 2600 protected River Red Gums in the City of Whittlesea.

Our priorities for action across the City

DID YOU KNOW?

Council manages over 15.4 km² of conservation land and public open space - that's more land than Thomastown.



Learn how Council manages street trees at:
[whittlesea.vic.gov.au/waste-environment/trees-and-plants/
street-tree-management-plan/](https://whittlesea.vic.gov.au/waste-environment/trees-and-plants/street-tree-management-plan/)



Managed

Our city forest is planned and managed using up to date data and industry best practice.

Community and Partnership

- Engage with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation and relevant fire ecology experts to advise on landscape and fire management practices.
- Invite the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation to self-determine their involvement in Whittlesea's ongoing greening program. Explore opportunities for Traditional Owner advice on tree significance, ceremony and culture.
- Increase pathways and opportunities for indigenous employment.

Legislation, Design, and Assessment

- Develop best practice guidelines with supporting technical documents to protect existing vegetation, facilitate healthy vegetation growth, enhance biodiversity outcomes including habitat connectivity, and consider sustainable water use options in all built form and infrastructure works.

Asset Management

- Record data for all existing and future trees on Council land in Council's asset management system, including species, size, canopy spread, and health/condition.
- Establish workflows for tree maintenance through Council's asset management system in collaboration with Council's contractors.

- Develop routines and responsibilities for the tracking of tree canopy and green cover progress.
- Develop an interactive mapping platform with both internal and public-facing interfaces that incorporates relevant environmental data to support integrated evaluation and decision making, communications, and education.

Program Planning and Delivery

- Develop a City Landscape Masterplan to guide planting programs across the City.
- Develop an open space planting program guided by the City Landscape Masterplan and incorporating plantable opportunities analysis, increased park plantings, habitat connectivity, urban heat amelioration, better use of transmission easements, and greater planting around and within sporting facilities, wetlands, waterways, and reserves.
- Develop a comprehensive ten-year Street Tree Planting Program which increases annual tree planting through main road and residential street programs. The program should prioritise urban heat amelioration and be aligned with the Road Rehabilitation program (road renewals) where appropriate.
- Develop routines and responsibilities for the tracking of urban heat data and establish new processes to ensure hot spots and heat islands are prioritised for increased greening to improve social and health equity.
- Undertake an Equity-Focussed Health Impact Assessment on the Strategy to ensure benefits reach vulnerable groups / priority locations in the community.

Our priorities for action across the City

Enhanced

Our city forest grows and thrives year on year.

Community and Partnership

- Understand community behaviours, perceptions, and barriers regarding green cover planting on private land.
- Apply incentive programs to encourage the planting of green cover on private land.

Legislation, Design, and Assessment

- Work with developers to achieve better-than-legislated outcomes where practical through the provision of additional information and guidance as part of the assessment approval process that helps identify additional opportunities for tree and vegetation planting.
- Include increased greening (with emphasis on tree retention and planting) in all Urban Design Frameworks, Integrated Community Facilities Planning, Public Space Planning and New Works Public Space projects.
- Advocate for an evidence-based review of setback requirements of service providers that limit canopy and vegetation planting (for example, Ausnet Services).
- Review existing planning controls to identify opportunities for increased tree and green cover planting at all development stages. Where appropriate, develop an evidence-base to seek changes to strategic land use plans and policy via planning scheme amendments.
- Investigate opportunities for requiring/prioritising offset planting associated with vegetation removal to be met within the City of Whittlesea.
- Assess all development and capital works projects against the Sustainable Subdivision Framework.

Program Planning and Delivery

- Work with developers to achieve better-than-legislated outcomes where practical by developing showcase projects with progressive developers to maximise tree planting and biodiversity sensitive design solutions.
- Advocate for the adoption of green roofs, walls, and facades [natural greening incorporated into building design].
- Implement planting in line with the City Landscape Masterplan, and the Open Space and ten-year Street Tree Planting Programs.





Our priorities for action across the City

DID YOU KNOW?

Council works closely with groups like Whittlesea Landcare, the Merri and Darebin Creek Management Committees, rural landowners, and community gardens and farms, to re-vegetate our rural and conservation areas as well as our waterways.



i

INDIGENOUS VALUES AND OUR CITY FOREST

We will seek to work with the Traditional Custodians of our City (the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation) and other partners in order to embed indigenous values and traditional practices in the management of our City Forest, and to incorporate indigenous stories and artworks in the education of our community.

Engaged

Our community and partners value trees and green cover, and work together to improve our city forest.

Community and Partnership

- Develop a communications plan aimed at increasing awareness and support for trees and greening, and to explain the benefit of greening to community well-being, environmental resilience, and economic health.
- Consult with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation on opportunities to communicate connection to Country.
- Continue to actively expand opportunities for community engagement with trees and vegetation as part of Council's new works projects, existing community programs and events, citizen science projects and public art programs, inviting and encouraging culturally diverse community and business involvement in planning and implementation of planting programs.

- Develop an Advocacy Prospectus inclusive of a targeted Partnership Engagement Plan to guide focused advocacy, and the pursuit of grant and partnership opportunities with Government, business, and philanthropic organisations.

- Work with major non-Council landowners (private and public) to develop a portfolio of greening projects.
- Identify and target current and emerging offset programs to support mass planting opportunities within the City.
- Participate in local and regional initiatives to deliver greening outcomes.

Program Planning and Delivery

- Develop 'shovel-ready' concepts and supporting business cases to anticipate grant opportunities.



If you would like to get involved, visit our website at www.engage.whittlesea.vic.gov.au/greening_strategy

Governance and reporting

Governance

The Greening Whittlesea Lead is the custodian of this Strategy, however its successful delivery requires strong collaboration across the organisation which will be facilitated through the Greening Whittlesea Practitioner Group. This group is crucial to the effective governance of the Strategy, and its membership will be made up of departments whose work impacts current and future green cover. The Greening Whittlesea Practitioner Group's main purpose is to drive implementation of actions established to deliver the outcomes of this Strategy. The group's establishment and ongoing management will be undertaken by the Greening Whittlesea Lead.

Reporting

The Greening Whittlesea City Forest Strategy Implementation Plan will be incorporated into relevant Service Plans, and will be reported on through the Service delivery process. In addition, Council Officers will monitor the Strategy outcomes and report to Council on a 2 year cycle.

The Greening Whittlesea Lead will be responsible for implementation oversight and reporting.

The Strategy will be reviewed every 5 years (commencing 2025), with a final review at year 20 (2040).







Free telephone interpreter service
 131 450

Street address

Council Offices
25 Ferres Boulevard
South Morang VIC 3752

Call us

Phone: 9217 2170
National Relay Service:
133 677
(ask for 9217 2170)

Email us

info@whittlesea.vic.gov.au

Visit our website

whittlesea.vic.gov.au

Postal address

City of Whittlesea
Locked Bag 1
Bundoora MDC VIC 3083



Greening Whittlesea - City Forest Strategy

Participation and Engagement Stage 1 Findings Report
[UPDATED] Final
Prepared by Jack Jansen
January 2020

A place for all



Executive Summary

Whittlesea's city forest encompasses trees, shrubs, grasslands, and other vegetation in both public and private land across the entire municipality, as well as the soil and water required to support it - ongoing development is placing pressure on our city forest.

The Living Melbourne, 2019 report tells us that 'Changes in urban form, a growing population and climate change - including increasing urban heat - leave Melbourne's greenery vulnerable and could severely compromise the benefits derived from urban nature like cleaner air and water, reduced heat and habitat for wildlife.' The Living Melbourne technical report shows that the City of Whittlesea only has 3.9% tree canopy cover (the 29th lowest of the 32 metropolitan LGAs) with a total vegetation cover of 30.2% mainly comprising 0-3m understory planting (26.3%).

Council does not have a high-level vision, commitment, or policy for the City's forest. This presents a planning gap that the *Greening Whittlesea - City Forest Strategy* (the Strategy) seeks to close.

The forest impacts a range of outcomes including physical and mental health, amenity and liveability, environmental sustainability, and city presentation and image. The importance of these outcomes and an overall desire to protect the natural environment were raised by the community in the Whittlesea 2040 consultation.

To aid in the development of the Strategy we have consulted with the community and stakeholders to understand how the strategy might best contribute to these outcomes. Using the overarching goal of 'protecting the existing city forest while finding ways to extend our forest cover', we asked the community and stakeholders to tell us:

1. What likely benefits are most important to them/their organisation.
2. What the likely challenges are and how difficult they might be to overcome.
3. What could influence decisions to increase greening.
4. Where we could plant, or encourage the planting of, trees.
5. What greening initiatives they would like to see in the City.

The consultation took place across September to November 2019 through interviews, workshops, on-line surveys, and with a presence at the Welcome Expo [hardcopy survey]. Around 147 stakeholders were invited to participate [85 internal + at least 62 externals], and 153 community members submitted survey responses by the initial cut-off date of 20 November 2019.



The results were very positive with 87% of option responses and 96% of verbatim comments¹ being supportive of the concept of greening.

There are 9 key findings based on the results of the consultation.

That the Greening Whittlesea - City Forest Strategy should prioritise:

1. Education around the value and benefit of greening and green assets.
2. Environmental outcomes including climate change response, ongoing resilience, biodiversity, and habitat.
3. Community/Government/Business/Council partnerships.

That the Greening Whittlesea - City Forest Strategy action plan includes actions that will:

4. Provide access to a broad range of informational and instructional resources to build a better understanding of greening and green assets, and support the public's efforts to increase greening on private property.
5. Protect existing green assets in both the public and private realm.
6. Increase the amount of green assets in both the public and private realm.
7. Improve liveability by providing shade, reducing heat, and increasing visual and functional amenity.
8. Mitigates as far as possible the impact of barriers to protecting existing green assets and increasing green assets in both the public and private realm.
9. Explore economic opportunities such as productive plantings.

¹ Positive verbatim comments may include negative aspects [e.g. "no gum trees" or "no trees next to roads"] but are considered positive as they comment on implementation of greening.



1. Background

1.1 Project Overview

The Greening Whittlesea - City Forest Strategy and Action Plan will:

- Develop and commit to a vision of a healthy, resilient and diverse forest throughout the municipality (including established, growth and rural areas).
- Communicate, celebrate, and facilitate community ownership of Whittlesea's forest.
- Identify further work specific to different parts of the municipality to plan for climate change adaptation, building resilience through the mitigation of the urban heat island effect, reducing city temperatures and contributing to a Sustainable Environment and Liveable Neighbourhoods.

1.2 Purpose

The purpose of this stage of engagement was to provide stakeholders and the community with an opportunity to shape the draft Strategy and actions by:

- Ranking a set of future states.
- Prioritising likely outcomes.
- Identifying key influences and barriers to change.

1.3 Scope of Engagement

The scope of this consultation was to allow input into the setting of objectives and priority actions of the strategy. The overarching goal of the Strategy, *"protecting the existing city forest while finding ways to extend our forest cover"*, was considered non-negotiable.

The consultation was opened to the general public (residents and non-residents), as well as those stakeholders (agencies, community groups, etc.) who were specifically invited to participate in the process.



2. Methodology

Consultation for the Strategy will occur in two stages.

Stage 1 will focus on development of the draft strategy with:

- Internal and external stakeholders contributing via a series of workshops, interviews, and an online survey.
- Community contributing via online and hardcopy survey responses submitted up to 20 November 2019.
- Stage 2 will occur in May and June 2020 and will focus on the refinement and finalisation of the draft strategy with:
- Stakeholders contributing via online and hardcopy survey.
- Community contributing via online and hardcopy survey responses submitted post 20 November 2019.
- Community contributing via a series of general pop-up events, school visits, and youth focused workshops.

Stage 1 consultation activities were conducted between 18 September and 27 November 2019. Community consultation was delivered by the Parks & Urban Design Department using on-line and hardcopy surveys. Internal and external stakeholder consultation was carried out by SEED Consulting in conjunction with Ross Allen Consulting in a range of manners including workshop, interview, and online survey.

Welcome Expo	Staff were on hand at the Greening Whittlesea stall to explain the intent of the strategy and encourage/assist expo attendees to complete a survey in either hardcopy form or on-line.
Online (Have your say)	The online survey was posted to Council's have your say space to allow feedback from the general public.
Key Internal Stakeholder interviews	Select officers from key areas across Council were interviewed to identify common themes, opportunities, and barriers which will underpin the establishment of strategies and actions for the Strategy.
External Stakeholder engagement	External Stakeholders were categorised based on a combination of their level of 'power' and 'interest'. Those with high power and high interest participating in a workshop, those in the mid-range being interviewed, and those with low power being invited to complete an online survey. Engagement with identified external stakeholders focussed on vision, targets and objectives, benefits, and barriers.
Internal Stakeholder Workshop	A broader range of internal officers were presented with the outcome of the preceding engagement actions with a view to reviewing the Strategy's vision, targets, and actions.



The consultation and options for involvement were promoted via:

- A dedicated Have your say page.
- Social Media [promote Have your say].
- E-news [link to Have your say].
- Media release/In-brief [Local Scoop - high level strategy intent and benefits, promote Have your say].
- Direct contact [invitation to participate in engagement].
- Staff networks [link to Have your say].

No incentives were provided for this stage of consultation.

Survey responses were entered into an excel spreadsheet for analysis and, in conjunction with workshop outcomes, inform the Strategy's vision, targets, and priorities. Verbatim responses have been used to provide context around the general perception of greening.

In addition to the specific consultation and engagement activities noted above, development of the Strategy also considers the feedback received during development of Whittlesea 2040 and the results of recent Annual Household Surveys.



3. What the Community told us

Whittlesea 2040

The Whittlesea 2040 Community Engagement Report [July 2018] provides the following.

Theme Four “Natural and green environment”

What we love about Whittlesea now - A high² level of community feedback related to this theme. Overall, participants told us they love the variety of parks and open spaces; the beauty of natural assets, greenery and wildlife; the many opportunities to be active in our parklands and reserves; and the protected and maintained semi-rural environment.

Overall, people across the established, growth and rural areas identified many similar things regarding what they love about the natural and green environment. Those from the established areas identified parks (as being great, clean, beautiful, with gardens and ease of access) and trees (that are old or along the street) as things they love to a greater extent than people from the growth or rural areas. People from growth areas were more likely to mention the beautiful, green areas; the walking tracks and paths; the open spaces; and country feel as aspects they love. People from rural areas identified the rural/country atmosphere; natural surroundings; wildlife; and beautiful views.

Overall, people across different age groupings identified many similar things regarding what they love about the natural and green environment. Those aged under 18 years identified going to the park, flowers and grass as things they love to a greater extent than people from other age groupings. People aged 18 to 34 years were more likely to mention a nice and natural environment; green areas and country feel as aspects they love. People aged 35 to 59 years identified parks (that are great and improving) and green spaces; trees and old trees; country feeling/lifestyle; and the beautiful nature and natural environment as things they love. People aged 60+ years were more likely to mention beautiful trees, natives and river red gums; the country town feel and semi-rural atmosphere.

Our hopes for Whittlesea 2040 - A moderate-to-high² level of community feedback related to this theme. Overall, participants told us they hope for more parks and well-maintained parks; natural assets, greenery and wildlife that is cared for; to retain our semi-rural feel through appropriate new development; and cleaner, more sustainable living. Sustainability leadership, investment and initiatives also emerged in the workshops/forums feedback.

Suggestions for achieving our hopes for Whittlesea 2040 included:

- More trees (in private properties, tree canopy in streetscapes and shade for established areas) and established trees to be protected or replaced if removed.
- An urban forest (green roof spaces, greenery around walking paths, vertical gardens and reclaiming impervious surfaces) and edible/community gardens (in schools).

² Moderate-to-high = 500-999 responses and high = 1000+ responses



- Protection of our environment and natural resources (kangaroos, native fish, wildlife, biodiversity, cleaner air, river red gums and Gorge water ways).

The community offered the following suggestions on how these could be achieved:

- By Council leadership, support and resourcing (being a role model, planting more trees, assisting with the setting up of community gardens, supporting schools, protecting culturally and historic trees, using by-laws and the planning scheme to protect trees and manage land, promoting biodiversity values and programming).
- By educating the community around the benefits of protecting trees and tree choices.
- By requiring new developments and infrastructure to integrate natural assets into landscape design as well as water sensitive elements, retain existing trees, incorporate trees and space for new trees.
- By improving our conservation management practices and the ways that we manage land, weeds, pests and vegetation to retain existing biodiversity.
- By having wildlife roads that go under and over existing roads. This is important especially in the new green suburbs.
- By investing in scientific research and exploring ecotourism opportunities

Related statements provided by the community included:

- ☞ "Parks having more shaded areas"
- ☞ ".....our native flora and fauna stay protected, coexisting with the emerging technologies and increase in population and land development"
- ☞ "Parks and beautiful trees, calm and quiet"
- ☞ ".....I wish there were more native trees to provide shade along the path"
- ☞ "The Mt Disappointment State Forest is a great place to explore on foot. I feel it is an asset to the municipality....."
- ☞ ".....Lovely river red gums and undergrowth, rocky outcrops, many frogs in the right season. A great place to sit and ponder"
- ☞ "River red gum trees"
- ☞ ".....I hope our ancient river red gums, wildlife and ecosystems are maintained as they encourage people to be active and help our physical and mental health"
- ☞ "Off leash dog park in established areas of Epping with trees and seating"
- ☞ "Lots of parks and gardens with all ability playgrounds with leafy trees in the streets"
- ☞ "Reservation of important gum trees"
- ☞ "More areas that have to remain untouched or built on"
- ☞ "That there is plenty of green belts for the kids as the developments are stopping it"
- ☞ "Hopefully keep the rural feeling of the area with the animals and trees still there, while allowing for population growth"
- ☞ "Protection of farming/green wedge bushland areas farm appropriate development"
- ☞ "My hopes are to have a sustainable local area. I'm very worried about our future because of climate change and I believe if we try to make our area sustainable, not only will it benefit us in making our area look beautiful but also inspires other areas to follow"



Annual Household Survey

The Annual Household Survey indicates that from a *lifestyle* perspective, residents place a high importance on having *attractive neighbourhoods* and *leafy, treed, and green neighbourhoods*. With the highest importance rank being 10, these lifestyle elements scored an average of 8.23 and 8.16 respectively, while only 5% of respondents considered them to be unimportant.

The table below shows the average level of importance per precinct.

	Whittlesea				South		Epping		City of		Rural	
	Doreen	Township	Morang	Mill Park	North	Whittlesea	Bundoora	Thomastown	Mernda	Epping	North	Lalor
<i>Attractive neighbourhood</i>	8.55	8.52	8.41	8.40	8.38	8.23	8.21	8.21	8.13	8.01	7.87	7.56
	South				Rural		City of		Epping		Whittlesea	
	Doreen	Mill Park	Morang	North	Mernda	Whittlesea	North	Township	Bundoora	Thomastown	Epping	Lalor
<i>Leafy, treed, and green neighbourhood</i>	8.62	8.34	8.29	8.26	8.16	8.16	8.16	8.08	8.08	7.96	7.84	7.80

Statements provided relating to *leafy, treed, and green neighbourhoods*:

- ☞ "We need more green spaces and revegetation in public spaces"
- ☞ "Need more trees and upkeep"
- ☞ "All of the trees were removed, stop chopping down trees"
- ☞ "Not enough healthy trees"
- ☞ "Doesn't exist"
- ☞ "Needs great improvement"
- ☞ "No balls to make developers to design around trees"
- ☞ "Parks need more planting....."
- ☞ "More trees planted in parks, along the creeks and on nature stripes (sic)"

Residents also raised the choice of trees in urban areas, expressing their concern about the potential damage to property, falling branches, and tree litter.

Greening Whittlesea Engagement Activities Stage 1

Just over 300 individuals or organisations were involved, or invited to be involved, through on-line, telephone, and face to face engagement activities.

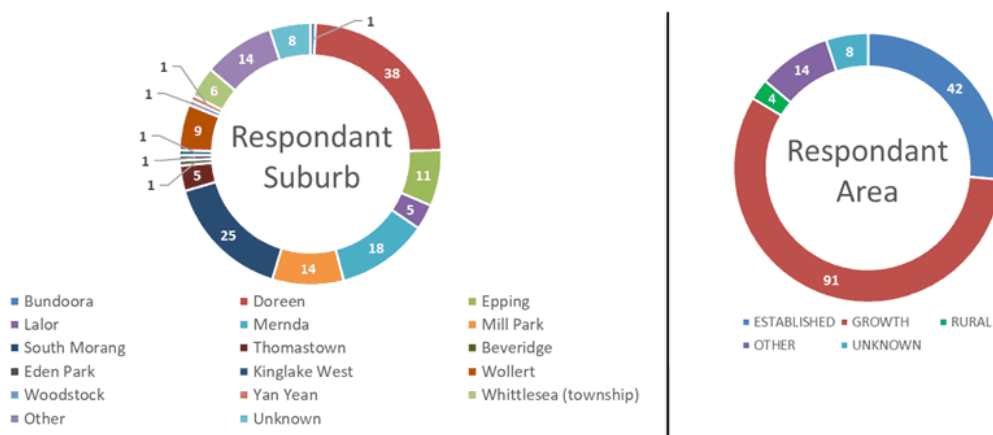
As at midnight 20 November 2019:

- 122 people completed the on-line survey, with 31 people providing feedback via a hard copy survey at the Welcome Expo.
- 46 external stakeholders were invited to complete an on-line survey, with 12 responses received.
- 14 external stakeholders were invited to participate in a phone interview, with 7 interviews completed.
- Wurundjeri Land Council, Whittlesea Reconciliation Action Group and selected members of the aboriginal community were invited to participate in a workshop, however this event is not expected to occur until mid-January 2020.

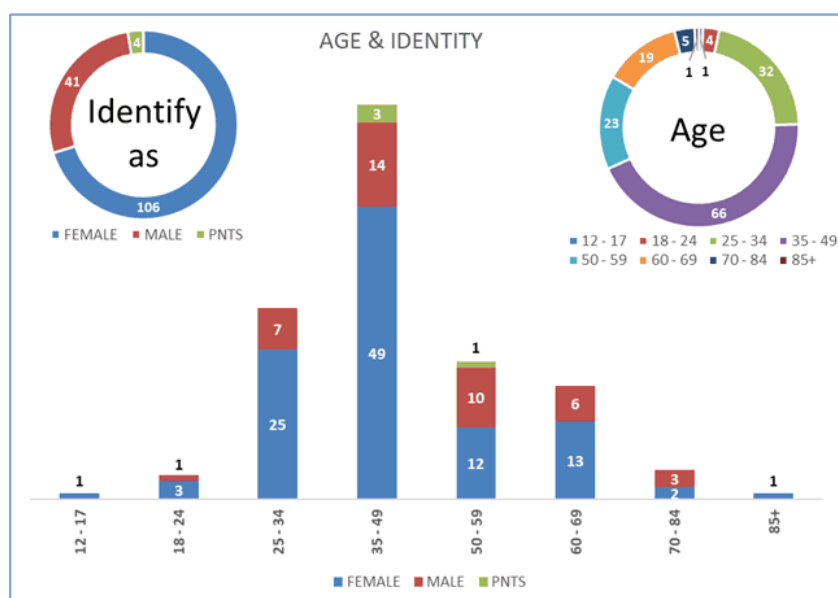
Activities not completed at the time of this report will continue to be pursued and the output will inform the public consultation draft of the Strategy.



- The Have Your Say page received 236 unique hits up to midnight 20 November 2019, with 51.7% taking the time to complete the survey.
- Community from across the City participated in the on-line survey with at least one response received from all suburbs except Donnybrook and Humevale. 57% of responses came from growth areas, 26% from established areas, and 3% came from rural areas. Responses were also received from people outside of the City.



70% of respondents identified as female, with 27% identifying as male. 97% of respondents were aged 25+, with the 35 - 49 age range representing 44% of respondents.





Community and External Stakeholder Survey

The on-line survey was made available from 1 November 2019 and will remain open until 31 December 2019. On-line responses received by the end of 20 November, hardcopy surveys completed during the Welcome Expo, and external stakeholder survey responses will be used to develop the draft strategy and form the basis of the following results.

Question 1 - Vision

Respondents were asked to prioritise the following 6 statements describing their ideal future City of Whittlesea 20 years from now:

- Leader in urban forest planning and management.
- Resilient to climate change impacts, including pests and diseases.
- Cool, shady, and green.
- Thriving local economy and increased property values.
- Values and actively protects plants and animals.
- Healthy, livable, and desirable place to live and work.

The table below shows the top 3 responses for each respondent group

Vision	Public Survey	Stakeholder survey
Is a healthy, liveable and desirable place to live and work	1	3
Values and actively protects native plants and animals	2	1
Is cool, shady and green	3	
Is resilient to climate change impacts, including pests and diseases		2

Responses indicate that liveability and environment [protection and adaption] are priorities for our community.



Question 2 - Benefits

Respondents were provided with 15 benefit statements and asked to indicate how important each statement was [not; somewhat; important; very important].

The table below shows the top 3 responses for each respondent group.

<i>Benefits</i>		Public Survey	Stakeholder survey
Absorbs carbon → mitigate climate change	2	1	
Improves health and wellbeing		2	
Provides us with oxygen	1		
Cleans the air of pollutants	3		
Helps clean and manage stormwater		3	

Responses indicate that carbon absorption is seen as the main benefit. Residents placed more importance on air quality than health and wellbeing [ranked 10]. External stakeholders valued the cleaning and management of stormwater as did residents who ranked this benefit 4th.



Question 3 - Challenges

Respondents were provided with 14 statements and asked to consider if they represented a challenge, and if so, how much effort might be required to overcome the challenge [Minor - easily; Moderate - significant work; Major - unlikely].

The table below shows the top 3 responses for each respondent group.

Challenges	Public Survey	Stakeholder survey
Urban development	1	1
Not in my backyard	2	
Limited water	3	3
Trees not valued as an urban asset		2

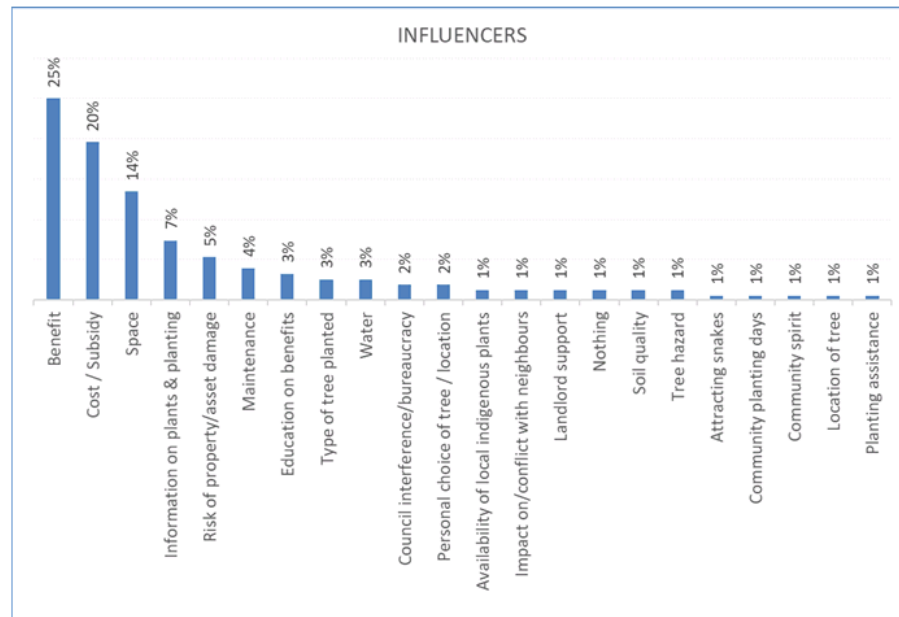
Responses indicate that development is seen as the main challenge to greening followed by the availability of water, with 97% of residents believing Council needs to increase its use of recycled water. Residents also feel that greening should happen on public not private property, while external stakeholders expressed concern about the perceived lack of value placed on trees which may influence the position regarding greening on private property.



Question 4 - Personal influence

Respondents were asked to consider what might influence their decision to increase greening on their own property.

The free text responses have been categorised in the table below.



25% of respondents were driven solely by the perceived benefits that increased greening would bring, including shade/cooling, biodiversity/habitat, appearance/amenity, health & wellbeing, and climate change/sustainability. The cost of increased greening was also an issue, with respondents suggesting some form of subsidy for plants and equipment might be explored. 14% of respondents said that they would like to increase greening, but did not have the space required on their property.

Question 5 - Favourite tree

Respondents were asked to nominate their favourite tree or green space and to provide a reason for their nomination. This question was intended to foster a sense of connection to our existing greenery by having respondents consider the positive aspects of having green spaces. Responses to the question were not consistent with its intent as the majority of respondents focussed more on the type and attributes of their favourite / preferred greenery / tree.

Key findings:

- Of the 122 specific items 39% were in support of native species [13% river red gums; 16% eucalyptus / gum].



- Of the 98 attributes / species where this information can be determined 45% of respondents expressed support for deciduous trees and 55% for non-deciduous trees. It should be noted that whilst they are recognised as a non-deciduous tree, eucalypts do steadily drop leaves and other materials so some respondents may actually consider them to be deciduous.
- Respondents noted the following sites within the City:
 - Gordans Rd, South Morang, between Lakes and Palisades Bvd "Nice long narrow tree beautiful leaves"
 - Brinkhill Dve, Mernda "Blossom trees look amazing"
 - Hazel Glen Dve, Doreen "The old gum trees give such a touch of elegance to the area"
 - Whittlesea Park, Whittlesea Township "It's so open and natural with plenty of wildlife"
 - Darebin Creek Parkland, Epping, near Park St "There are some big beautiful trees there and the whole area is a peaceful refuge"
 - Brunton Park, Mernda "We love that the streets are tree lined in Mernda and will look lovely when the trees grow up a bit"
 - Leonie Close Tree Reserve, South Morang "there is a beautiful, big, impressive gum at the bowl that is spectacular amongst so many townhouses. It would be nice if the large nature space surrounding it could also be loved. Driving into my street the tree makes me feel happy that someone felt it was important to keep it"
 - Brookwood Ave, Laurimar Hill Dve and Lakeland Dve, Laurimar "I love the older parts of Laurimar where the streets and properties are treed with beautiful natives"
 - Lamour Ave, South Morang, near Gordons Rd "There are beautiful mature maple trees in the street. Will look great when fully grown and provide shade and street cooling"
 - Pioneer precinct, Thomastown, particularly 74 Robert St and the cemetery "My favourite trees are the old established trees. Developers have cut down 3 of the large established trees at Robert St already"
 - Champions Pde, Wollert "There's the dwarf red-flowering gum trees that I love to see. They are the perfect way to show haters of gum trees that not all gum trees are tall 'leaf/gum nut dropping in their gutters' trees"
 - Farmview Walk, Wollert, near Craigieburn Road East "My single favourite tree, mostly because it's the nearest to where I live, and I suspect it's home to all the native birds that visit my garden"
 - Overland Park, Doreen "Live nearby and love the green outlook. Love that all the parks and waterways are connected so walking the dogs is peaceful and brings me back to nature" "A river red gum - love them - opposite my home in a beautiful park. It is massive!! It is one of the reasons why I bought my home. The parks throughout Doreen have red gums everywhere!!"
 - Collingrove Park and Gunghalin & Collingrove redgum reserves, Doreen "due to the number of large old gum trees"
 - Partridge St, Lalor "look forward to the Chinese elms maturing further - they'll make great shade"



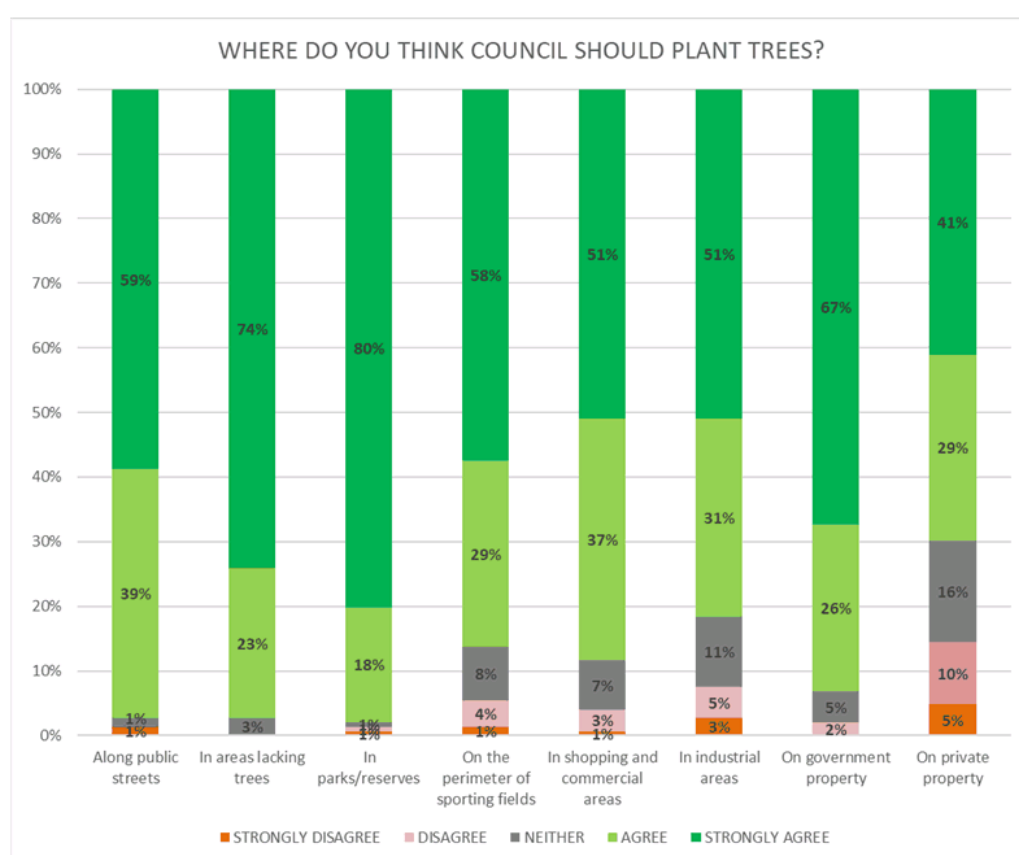
- Lalor shopping precinct, Lalor "The olive trees in the carpark are lovely - elderly residents turn up in late April with baskets to harvest the olives"
- Legg Walk, Epping "Huge old gum tree"
- Epping North Conservation Reserve, Loughton Ave, Epping "Looks like a scar tree alongside the path near Loughton Ave Epping"
- Doreen Wetland Walking Track, Doreen "The magnificent River Red Gums give us joy as we use it every day. We also enjoy observing the many birds that use the nesting hollows"
- Eminence Bvd, Doreen, after Painted Hills Rd "The trees provide a beautiful image, soothing and shady and well maintained"
- Eucalypt Estate, Wollert "has done a good job. old growth red gums & walk ways"
- "I like the water ways"
- Rothacker Rise, Doreen and other 'older' parts of Doreen.
- Church St and Beech St, Whittlesea Township, "love looking up at those beautiful trees along the road. So beautiful seeing the leaves change and fall in autumn"
- Shorthorn Cres, Doreen "the majority of trees around the main streets of Doreen are gum trees, this street [with white cedars] breaks up the scene"
- Powlett St, Mernda and Riverdale on Plenty, South Morang
- Dalton Rd "in Spring the blooms are beautiful and then in Autumn when the leaves change colour"
- Plenty Gorge Park, "The old red gums....." ".....is wonderful. The aesthetics, smell and sounds"
- Great Brome Ave, Epping, near Alhambra Dve "where the road goes around the tree. Great prioritising in new suburb planning!"
- Epping Rd "The beautiful river red gums you see in the paddocks as you drive along. It will be a shame to see this area developed and I hope the trees are protected from developers"
- High St, Lalor, near traffic lights at Lalor Station railway crossing "red gum tree"
- Quarry Hills Regional Parkland, South Morang; Bruce's Creek Scout Camp, Whittlesea; Capstone Conservation Reserve, Whittlesea "The trees in these reserves are my favourite as they provide great canopy connectivity and form wonderful habitat for fauna"
- Growling Frog Golf Course, Yan Yean "due to the presence of a large number of ancient River Red Gums"
- Plenty Road, Mernda, west side, north of Masons Rd "Perhaps my favourite area of the many beautiful trees in the Mernda area of Whittlesea. It makes me feel calm and centred just to drive past it"
- Plenty Parklands Primary School, Mill Park "an oak tree at Plenty Parklands Primary School and a tree in my backyard"
- Renaissance Rise Estate, Mernda "River red gum that touches ground in park"
- RMIT, Bundoora "Scar Tree"



Question 6 - Where to plant

Respondents were presented with 8 options for increased planting and asked to indicate their support [strongly disagree; agree; neither; agree; strongly agree].

The chart below shows generally strong support for all suggested areas, with the strongest support being for public and commercial/industrial areas. While 70% of respondents support greening on private property to varying degrees, this is the least preferred option.

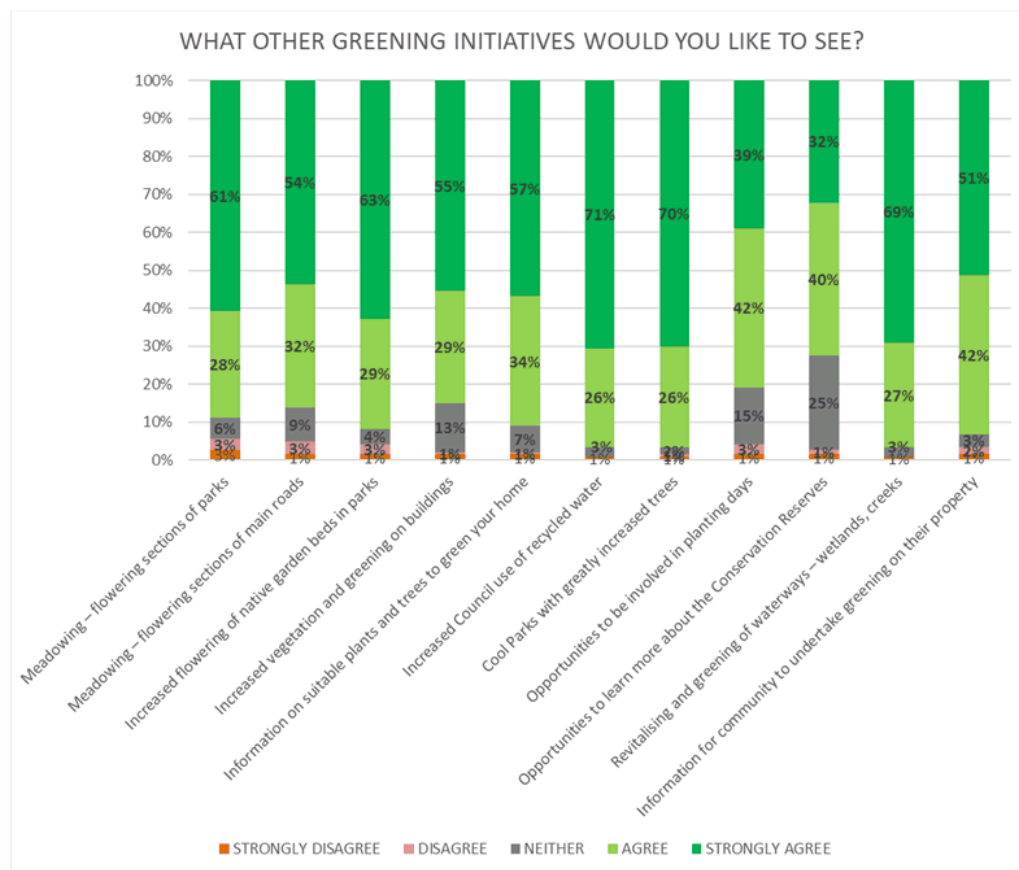




Question 7 - Other initiatives

Respondents were presented with 11 greening related initiative [other than planting trees] and asked to indicate their level of support [strongly disagree; disagree; neither; agree; strongly agree].

The chart below shows a generally high level of support for all suggested initiatives. Use of recycled water, creating cool parks through increasing trees, and a focus on waterways elicited the strongest response, with the need for support through the provision of information on plants and planting also receiving good support.





Indigenous Stakeholder Workshop

Seed Consulting held a workshop with members of the Wurundjeri Council's Narrap team and key Council staff. The findings are shown below.

Culture

Culture is land + water + vegetation + fire: the interconnection of these elements, the importance of water, and the intrinsic connection of these to Wurundjeri culture was acknowledged. Wurundjeri culture is lived on Country: the ability to undertake cultural practices is as important as the availability of places (land + water + vegetation) for this to occur. This can be supported through shared understanding, enabling policies and funding, and respect.

Drivers

Primary drivers for greening in the City of Whittlesea include:

- urban heat mitigation (e.g. street trees).
- enhancing habitat and biodiversity (e.g. within existing stands of rural vegetation and in urban parklands).
- water capture and recharge (particularly in upper waterway catchment).

Opportunities

Potential location-specific greening/vegetation management initiatives discussed included:

- Trial soil moisture retention for vegetation health and property (established urban areas).
- Managing parkland vegetation and street trees; don't lose the vegetation we still have (protecting River Red Gums and other vegetation).
- Explore further opportunities for urban developer – Narrap team partnerships for vegetation management (new/future urban areas).
- Ecological burning for revegetation (Plenty George Parklands).

Other greening/vegetation management opportunities discussed included:

- Potential to incorporate ecological (cultural) burning in the greening strategy through vegetation management objectives/guidance was discussed. Wurundjeri Council are currently working with Hume City Council to undertake ecological burns.
- Potential to support Aboriginal economic opportunities through long-term partnerships:
 - vegetation management and revegetation (current capacity to do more).
 - Indigenous seed banks/nurseries.
 - Agricultural production to meet growing bush-food demand (e.g. Murnong/Yam Daisy).



External Stakeholder Interviews

Seed Consulting invited 14 key stakeholder organisations to participate in targeted phone interviews, with 7 having responded at the time of this report. The findings are shown below.

Benefits

Stakeholders were asked to describe the expected benefits resulting from increased greening across the City. Mitigation of heat and biodiversity / habitat improvements were the most commonly identified benefits, followed by health & wellbeing and improved amenity.

Challenges

Stakeholders were asked to describe the biggest challenges to increasing greening across the City. Development pressures and associated infrastructure pressures were identified most frequently as the biggest challenges in protecting and growing trees and other vegetation. Urban and transport planning constraints, and greening not being valued by some communities were also frequently identified challenges.

Key insights

External stakeholders strongly encouraged Council to:

- Be bold and holistic, with a long-term perspective.
- Collaborate with external stakeholders, particularly neighbouring and similar councils.
- Leverage partnerships with external stakeholders, particularly where existing place-based/initiative-based relationships already exist.
- Leverage the experience of other international and local organisations (particularly other councils) that have developed and implemented greening/urban forest strategies.
- Align the Strategy with municipal and sub-catchment integrated water mgt plans.
- There is a critical need to manage excess urban stormwater in new (and existing) urban development areas.
- Ensure there is alignment between the Strategy and other strategic directions, strategies and plans. Ensure there is alignment within (across) Council.
- Ensure greening initiatives are developed with a focus on best-for-community outcomes and with a clear understanding of the regulatory and financial mechanism to deliver these outcomes.



What did people think Council should be doing?

There were 5 key ideas that emerged as themes through the online consultation and welcome expo. These were:

- Plant a variety of appropriate trees, including productive trees, but excluding 'gum trees' in streetscapes.
- Provide resources to support private greening efforts such as plant stock, financial assistance, and labour.
- Provide information to support plant selection [right plant, maximum benefit] and guidance on planting methods.
- Educate the general public on the value and benefits of greening and green assets.
- There is a desire to increase greening on private property, but also a realisation that space to do so is limited.

Internal Stakeholder engagement

Interviews

Seed Consulting carried out interviews with 13 Officers from 7 key areas across Council. Officers identified the following as the key benefits to be realised through the Strategy:

- Biodiversity.
- Shade and cooling (reducing urban heat islands).
- Reducing impacts of climate change.
- Creating a visual amenity and sense of place.
- Improving property values.
- Enhancing human health and well-being.
- Aside from improving property values, which the general public rated as their least important benefit, the items listed are consistent with other feedback received.
- Officers raised the following as barriers that may be encountered:
 - Internal Council resourcing, knowledge, prioritisation and processes.
 - Planning and development.
 - Community awareness and support.

**Workshop**

92 officers from across the organisation were invited to workshop facilitated by Seed Consulting. The 45 officers who participated provided input on the Strategy's vision and broad targets from a canopy cover perspective, as well as generating a range of priority actions that will be used to inform the Strategy's action plan. A summary of the workshop outcomes is shown below.

- Vision - Officers agreed that the vision should reflect the organisation's aspirations (e.g. 'Council is a leader in...') and the character of the City (e.g. 'resilient and liveable place...')
- Priority actions:
 - Manage:
 - Street design to allow for planting and watering of trees
 - Identify suitable species [right space, right tree] adapted to climate change impacts
 - Enhance:
 - Amendments to planning scheme (e.g. setbacks per tree size and types)
 - Planting and improving biodiversity sensitive urban design (BSUD) in waterways
 - Protect:
 - Passive irrigation of existing trees
 - Planning scheme to increase protection of all trees, native and exotic (DDO, policy, etc.) - make it specific
 - Resource:
 - Staff to advocate/educate community
 - Funding/grants
 - Engage:
 - Social media campaigns – e.g. messaging of benefits



4. Key findings

That the Greening Whittlesea - City Forest Strategy should prioritise:

1. Education around the value and benefit of greening and green assets.
2. Environmental outcomes including climate change response, ongoing resilience, biodiversity, and habitat.
3. Community/Government/Business/Council partnerships.

That the Greening Whittlesea - City Forest Strategy action plan includes actions that will:

4. Provide access to a broad range of informational and instructional resources to build a better understanding of greening and green assets, and support the public's efforts to increase greening on private property.
5. Protect existing green assets in both the public and private realm.
6. Increase the amount of green assets in both the public and private realm.
7. Improve liveability by providing shade, reducing heat, and increasing visual and functional amenity.
8. Mitigates as far as possible the impact of barriers to protecting existing green assets and increasing green assets in both the public and private realm.
9. Explore economic opportunities such as productive plantings.

5. Next steps

The next steps for the consultation process are to

- February 2020 - March 2020: Integrate the outcomes of stage 1 engagement into the draft Greening Whittlesea - City Forest Strategy and high-level action plan.
- May 2020 - June 2020: Carry out stage 2 engagement seeking comment on the draft Greening Whittlesea - City Forest Strategy and high-level action plan.



Reference documents

1. Greening Whittlesea Strategy Background Summary Report

Greening Whittlesea Strategy Background Summary Report





Greening Whittlesea - City Forest Strategy

Participation and Engagement Stage 2 Findings Report
V0_01
Prepared by Jack Jansen
November 2020

Image: Community submission - "Tree on Eastern Hill, Whittlesea" Di Rolands

Creating vibrant self-sustaining communities together



Executive Summary

Whittlesea's city forest encompasses trees, shrubs, grasslands, and other vegetation in both public and private land across the entire municipality, as well as the soil and water required to support it.

The [2019 Living Melbourne Our metropolitan urban forest strategy overview](#) tells us that

'Changes in urban form, a growing population and climate change - including increasing urban heat - leave Melbourne's greenery vulnerable and could severely compromise the benefits derived from urban nature like cleaner air and water, reduced heat, and habitat for wildlife'.

This statement holds true for our city.

The [Greener Spaces Better Places 2020 report, 'Where will all the trees be?'](#), ranks Whittlesea 17th out of 32 Victorian LGAs for green cover. However, Whittlesea's total result is largely influenced by its north east forested areas which contribute approximately 50% to the City-wide result. Without these areas Whittlesea's established and growth suburbs, with a canopy cover of less than 10%, would rank approximately 27th. Additionally, Greener Spaces Better Places rates Whittlesea's vulnerability to the impacts of urban heating as a 2 on a scale of zero to 5, with zero being the most vulnerable. This places Whittlesea in the fourth most vulnerable group of Victorian LGAs. A healthy and expansive city forest is a crucial element in addressing urban heating and improving liveability.

Council does not have a high-level vision, commitment, or policy for the City's forest. This presents a planning gap that the Greening Whittlesea City Forest Strategy (the Strategy) seeks to close.

The forest impacts a range of outcomes including physical and mental health, amenity and liveability, environmental sustainability, and city presentation and image. The importance of these outcomes and an overall desire to protect the natural environment were raised by the community in the Whittlesea 2040 consultation.

Consultation on the Strategy occurred over 2 stages.

Stage 1 was conducted from September to November 2019, and sought community and stakeholder input that formed the basis of the first draft version of the Strategy.

Stage 2 was conducted from July to September 2020 and is the basis for this report. This engagement work sought to gauge community and stakeholder reaction to the draft strategy and was centred around the following points:

- Clarity: Is the language and messaging clear and easy to understand?
- Contribution: Will the target, goals, and objectives contribute to the vision?
- Completeness: Did we miss anything? Is there something else that we need to do?



Due to COVID19 restrictions, the Stage 2 consultation approach was changed from a planned series of face to face workshops and community events, to a wholly online activity. This revised approach saw the establishment of an online platform which provided the opportunity to present the draft strategy, engage in dialogue with the community, and receive structured feedback via a survey.

Through the use of this platform, the presentation of a webinar, delivery of community forums, and promotional posts on Council's¹ social media platforms, Stage 2 consultation was effective in eliciting over 2,140 responses from across the community. There were 297 comments and replies, and 932 reactions on social media, as well as 919 individual visitors to Council's 'Greening Whittlesea' Project page resulting in 86 survey responses and additional feedback and comments from 33 people via the webinar, workshops and the website Q&A function.

Overall the results were positive with:

- 85.4% of survey respondents finding the vision and goals to be clear.
- 82.1% of survey respondents agreeing with the vision and goals.
- 92.7% of survey and social media verbatim comments generally being supportive².

Stage 2 consultation provided strong confirmation of the key findings identified during the first stage of consultation, namely that:

The Greening Whittlesea City Forest Strategy should prioritise:

1. Education around the value and benefit of greening and green assets.
2. Environmental outcomes including climate change response, ongoing resilience, biodiversity, and habitat.
3. Community/Government/Business/Council partnerships.

The Greening Whittlesea City Forest Strategy action plan should include actions that will:

4. Provide access to a broad range of informational and instructional resources to build a better understanding of greening and green assets, and support the public's efforts to increase greening on private property.
5. Protect existing green assets in both the public and private realm.
6. Increase the amount of green assets in both the public and private realm.
7. Improve liveability by providing shade, reducing heat, and increasing visual and functional amenity.
8. Mitigate as far as possible the impact of barriers to protecting existing green assets and increasing green assets in both the public and private realm.

¹ Includes posts under City of Whittlesea and Whittlesea Unites

² Supportive verbatim comments include comments which may include negative language [e.g. "no gum trees" or "no trees next to roads"] but otherwise do not express opposition to the strategy.



9. Explore economic opportunities such as productive plantings (e.g. orchards)

Verbatim comments also expressed the following community sentiment:

- Council should employ a diverse range of species, think broader than trees, and plantings need to be appropriate for the local environment.
- Plantings must be maintained.
- The target should be bolder than the stated 20% canopy increase.

Structured feedback received via the online survey and workshops, together with the community sentiment expressed through social media, provides a sound basis for moving forward with finalisation of the Greening Whittlesea City Forest Strategy.



1. Background

1.1 Project Overview

The Greening Whittlesea City Forest Strategy and Action Plan will:

- Develop and commit to a vision of a healthy, resilient, and diverse forest throughout the municipality (including established, growth and rural areas).
- Communicate, celebrate, and facilitate community ownership of Whittlesea's forest.
- Identify further work specific to different parts of the city to plan for climate change adaptation, building resilience through the mitigation of the urban heat island effect, reducing city temperatures, and contributing to a Sustainable Environment and Liveable Neighbourhoods.

1.2 Purpose

The purpose of this stage of engagement was to check-in with our community and external stakeholders in order to gauge their response to the draft Strategy and to understand if:

- The language and messaging are clear and easy to understand.
- The target, goals, and objectives will contribute to the vision.
- We missed anything. Is there something else that we need to do?

1.3 Scope of Engagement

The scope of this consultation allowed input around the strategic vision, goal, objectives, priority actions, and general form of the Strategy. The overarching intent of the Strategy, *"protecting the existing city forest while finding ways to extend our forest cover"*, was considered non-negotiable.

The consultation was opened to the general public (residents and non-residents), as well as those stakeholders (agencies, community groups, etc.) who participated in Stage 1 consultation.



2. Methodology

Consultation for the Strategy occurred in two stages.

Stage 1 (Sep 2019 to Nov 2019) focussed on development of the draft strategy with:

- Internal and external stakeholders contributing via a series of workshops, interviews, and an online survey.
- Community contributing via online and hardcopy survey responses submitted up to 20 November 2019.

Stage 2 (Jul 2020 to Sep 2020) focussed on confirmation and refinement of the draft Strategy with community and external stakeholders:

- Informed via an online consultation platform including an introductory webinar.
- Contributing via online workshops and an online survey.

Initially Stage 2 consultation activities were to be conducted via a series of face to face events across July and August 2020, supported by an online/hardcopy survey. However COVID19 restrictions required us to replan our approach, changing from face to face to solely online interaction. With face to face consultation we are able to encourage participation by holding events where people would normally gather (e.g. shopping centres and major parks). With this approach the event itself provides an opportunity to draw people in, even though they may not have specifically set out to participate. The online approach made us reliant on people taking the initiative to visit the online engagement platform, and then to provide a contribution once they got there. Despite using various means to advertise the consultation process (outlined below) the changed approach impacted the level of response. In an effort to gain more input the consultation period was extended by one month, ending on 30 September 2020.

Stage 2 consultation was overseen by the Parks & Urban Design Department, with support from the Communications and Participation & Engagement teams. Establishment of the 'Greening Whittlesea' online platform, delivery of online events, and reporting of consultation outcomes was carried out by ChatterBox Projects. Elements of Stage 2 consultation included:

- Engagement Platform: Specialist product *The Hive* used to establish the 'Greening Whittlesea' consultation platform, providing access to the draft strategy, Q&A functionality, survey, and online events.
- Webinar: Presented by Council staff to explain the Strategy's background, purpose, vision, targets, goals, and priority actions. The webinar was recorded to provide all community members with access.
- Community workshops: Designed to receive feedback on the vision, targets, and actions, identify any perceived challenges and opportunities, and foster an ongoing interest in greening.



- Youth workshop: Same objective as community workshops with a focus on young people aged 12 - 25 years.
- School workshop: Same objective as community workshops with a focus on school aged children.
- A call for the community to post images of their favourite tree or green area.

The draft Strategy and Stage 2 consultation opportunities were promoted via:

- A dedicated Have your say page.
- Multiple social media posts.
- Online publications - 'North Central and Whittlesea Review' and 'The Local Paper'.
- Community Radio - Susan Hecker 'Radio Rodeo' interview.
- Communication with:
 - Stage 1 participants.
 - Staff professional networks.
 - Staff community networks.

The focus of these promotional activities was to alert people to Council's development of the Strategy, and to direct them to the 'Greening Whittlesea' online platform.

No monetary incentives were provided for participants in this stage of the consultation.

Survey responses were analysed and, in conjunction with other feedback received during Stage 2 consultation, will inform any adjustment of the Strategy's vision, targets, and priorities. Verbatim responses have been used to provide context around the general perception of greening.

In addition to the specific consultation and engagement activities noted above, development of the Strategy also considers the feedback received during development of Whittlesea 2040 and the results of recent Annual Household Surveys.

There may be a perception that, given the changed approach for Stage 2 consultation, the resulting input may be lacking. In the opinion of the Project Control Group, the accumulated input received through Whittlesea 2040 consultation, Annual Household Survey, Greening Whittlesea City Forest Strategy Stage 1 and Stage 2 consultation, external peer review, academic studies, and the review of similar external strategies, provides a broad and sound basis for moving forward with finalisation of the strategy. It is worth noting that this is a long-term strategy which, through implementation of actions and specific projects, will provide ongoing opportunities to engage with our community and external stakeholders. Additionally Council has established other strategies and operational management practices within the 'greening' space which provide further opportunity for ongoing and close consultation with affected community members.



3. What the Community told us

Whittlesea 2040

The *Whittlesea 2040 Community Engagement Report [July 2018]* provides the following.

Theme Four “Natural and green environment”

What we love about Whittlesea now - A high³ level of community feedback related to this theme. Overall, participants told us they love the variety of parks and open spaces; the beauty of natural assets, greenery and wildlife; the many opportunities to be active in our parklands and reserves; and the protected and maintained semi-rural environment.

Our hopes for Whittlesea 2040 - A moderate-to-high³ level of community feedback related to this theme. Overall, participants told us they hope for more parks and well-maintained parks; natural assets, greenery and wildlife that is cared for; to retain our semi-rural feel through appropriate new development; and cleaner, more sustainable living. Sustainability leadership, investment and initiatives also emerged in the workshops/forums feedback.

Annual Household Survey

The *City of Whittlesea Household Survey Municipal Report August 2019* indicates that from a *lifestyle* perspective, residents place a high importance on having *attractive neighbourhoods* and *leafy, treed, and green neighbourhoods*. With the highest importance rank being 10, these lifestyle elements scored an average of 8.23 and 8.16 respectively, while only 5% of respondents considered them to be unimportant.

The table below shows the average level of importance per precinct.

	Whittlesea				South		Epping		City of		Bundoora		Thomastown		Mernda		Epping		Rural	
	Doreen	Township	Morang	Mill Park	North	Whittlesea	Bundoora	Thomastown	Mernda	Epping	North	Lalor								
<i>Attractive neighbourhood</i>	8.55	8.52	8.41	8.40	8.38	8.23	8.21	8.21	8.13	8.01	7.87	7.56								
	South				Rural		City of		Epping		Whittlesea		Bundoora		Thomastown		Epping		Rural	
	Doreen	Mill Park	Morang	North	Mernda	Whittlesea	North	Township	Bundoora	Thomastown	Epping	Lalor								
<i>Leafy, treed, and green neighbourhood</i>	8.62	8.34	8.29	8.26	8.16	8.16	8.16	8.08	8.08	7.96	7.84	7.80								

³ Moderate-to-high = 500-999 responses and high = 1000+ responses



Community Survey

An on-line survey was made available from 1 July 2020 to 30 September 2020.

The online survey sought to understand if the community:

- Found the strategic vision, goals, and objectives to be clear and easy to understand.
- Agreed with the strategic vision, goals, and objectives.
- Had any suggestions for improvement.
- Felt that there were any omissions.
- Felt that their Stage 1 input, if provided, was reflected in the draft.

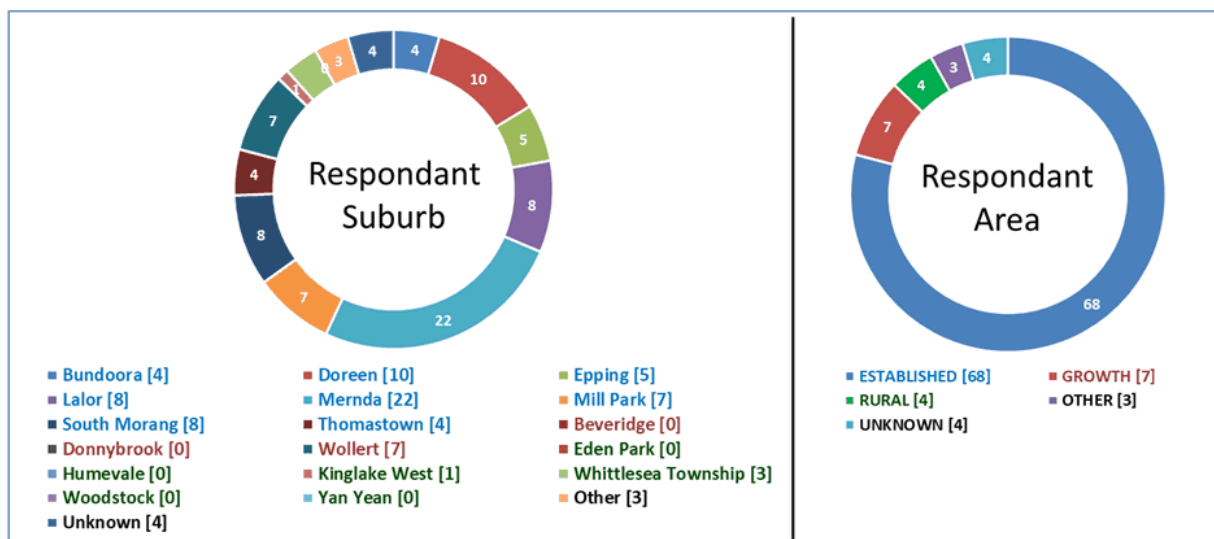
Priority actions related to the goals and objective were not presented for comment within the survey. These will be reviewed as part of an internal implementation planning process.

As at midnight 30 September 2020 86 survey responses were received.

Respondent Demographics

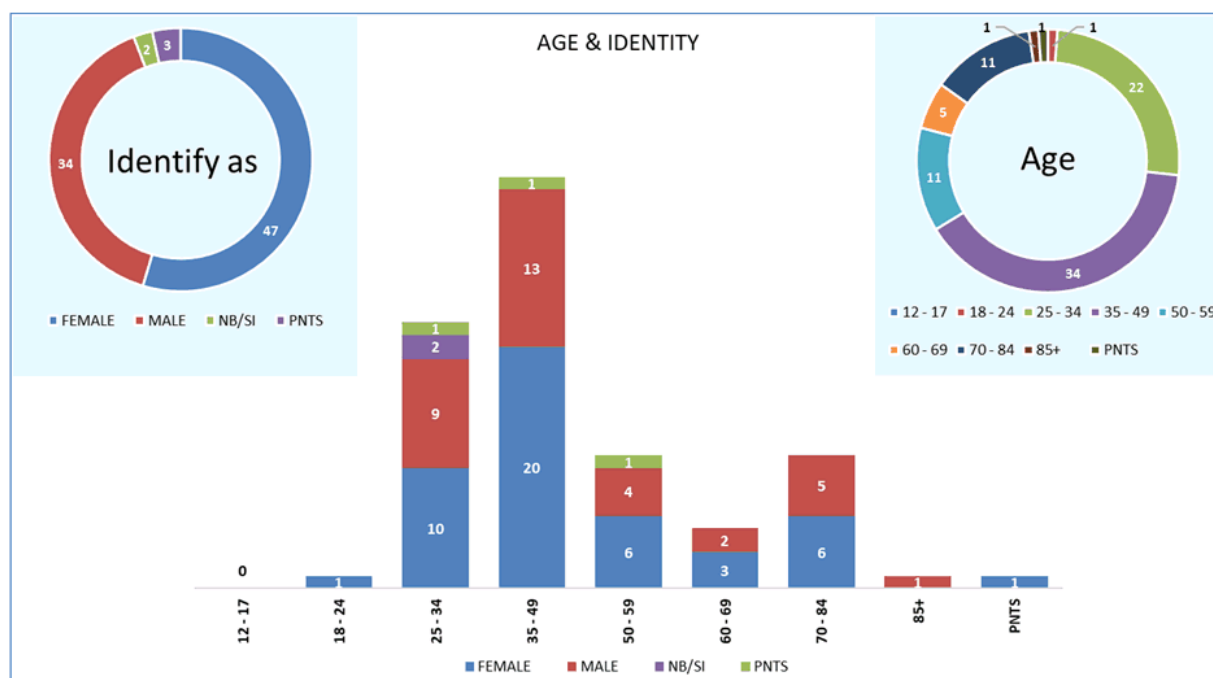
Community from across the City participated in the on-line survey.

86% of responses came from our established suburbs, with growth and rural suburbs providing 9% and 5% of responses respectively. 6 suburbs from the growth and rural areas failed to provide any responses. Responses were also received from people outside of the City and by people who preferred not to identify their suburb.





54.65% of respondents identified as female, with 39.53% identifying as male, and 5.81% either declaring themselves non-binary, self-identifying, or preferring not to say. 98.84% of respondents were aged 25+, with the 35-49 age range representing 39.53% of respondents.





Survey Responses

Strategic Vision

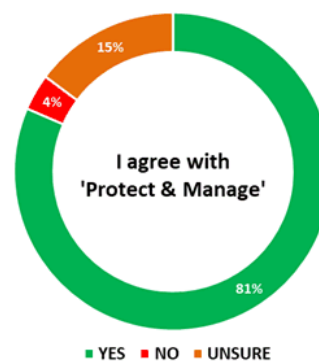
“creating and managing liveable and resilient places for the benefit of people and the environment through responsibly greening diverse landscapes”



The community is telling us that the strategic vision needs some work, with verbatim comments⁴ indicating that the statement is confusing, and the language could be more straight forward.

Goal 1 -Protect and Manage

“Preserve existing trees and green cover on Council and non-council land”



There is strong support for this goal and its related objectives. Verbatim comments emphasise the community's desire for a clear focus on:

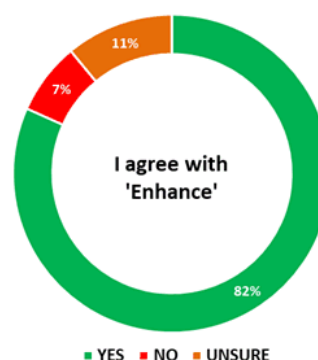
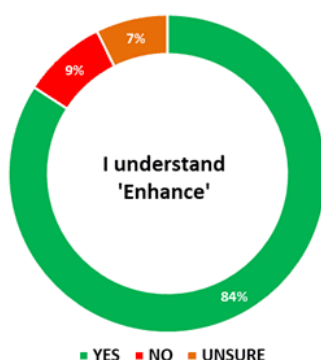
- Species selection (50.47%)
- Effective maintenance routines for existing and new plantings (12.15%).

⁴ Regardless of where the verbatim comment was provided in the survey, each comment has been reviewed, categorised, and re-assigned to either the vision or the relevant goal.



Goal 2 - Enhance

“Grow our tree population and green cover to achieve a 20% canopy increase for the city”

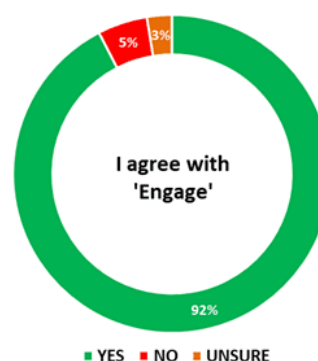
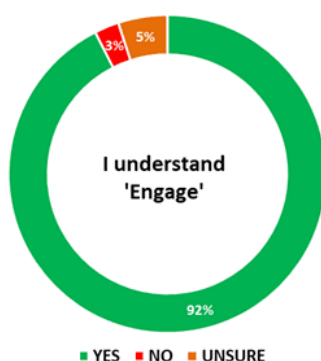


There is strong support for this goal and its related objectives. Verbatim comments:

- Encourage us to increase our canopy cover target, to be more ambitious (35.94%)
- Provide suggestions on where planting might occur (18.75%)
- Support the use of incentives to encourage planting on private property (14.06%)
- Encourage us not to focus solely on trees (9.38%)
- Suggest further clarification of the canopy cover target (9.38%)

Goal 3 - Engage

“Inspire community support for the Greening Whittlesea Strategy and contribution towards achieving the shared strategic vision”



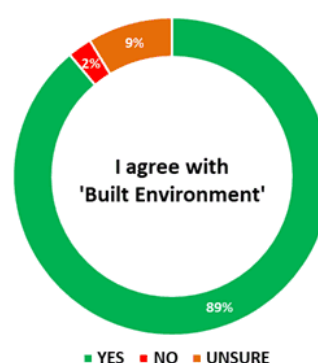
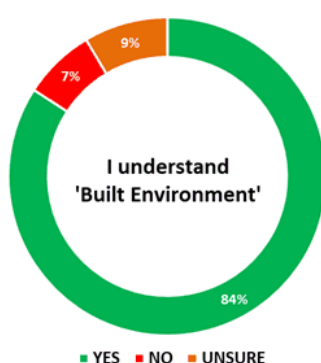
The level of support for this goal and its related objectives reflects the importance of working with the community and external stakeholders to realise the intent of this Strategy. The response is especially encouraging considering the vast majority of existing plantings and potential planting areas are on non-council land. Verbatim comments:



- Emphasise a focus on informing and educating the community (32%)
- Suggest the establishment of volunteer groups (16%)
- Highlight the importance of engaging with youth (16%)

Goal 4 - Built Environment

“Construct infrastructure that contributes to the greening of our city”



While there is strong support for this goal and its objectives, the verbatim comments indicate some confusion around our intent. This goal advocates the use of methods such as roof top gardens, reflective roof materials, and alternative construction materials. Verbatim comments touched on the design of infrastructure and how that might impact trees and other green assets which is covered by 'Protect and Manage'. This goal and its objectives will require some rework to provide more clarification.

Total Verbatim Comments

Of the total relevant survey comments received, 93.2% were generally supportive of the strategy. Considering verbatim comments as an indication of interest / importance provides the following ranking for key elements of the Strategy:

- | | |
|-----------------------------|-----------------------------|
| • Protect & Manage (50.71%) | • Strategic Vision (3.79%) |
| • Enhance (30.33%) | • Built Environment (3.32%) |
| • Engage (11.85%) | |

The most expressed sentiments were:

- | | |
|---|--|
| • Ensure diverse and appropriate species selection (22.78%). | • Clarify vision/goals/objectives (8.86%). |
| • Consider increasing our canopy cover target, be more ambitious (9.70%). | • Plantings must be maintained (5.49%) |



Webinar and Workshops

Engagement consultants ChatterBox Projects facilitated an online webinar and several online workshops. Participants indicated a high level of understanding and agreement with the Strategy and its intent. A summary of the feedback from these events is provided below.

Vision

- Ensure that people understand what we mean by 'forest' and why this strategy is important.
- The vision is clear and understood, but it could talk about 'connecting people'.

Protect and Manage

- Having the 'right tree' for a particular application is important, as is the role it plays within the wider eco-system.
- There needs to be a focus on the preservation, planting, and protection of indigenous trees and vegetation.
- Recognise a broader use of trees beyond their canopy value such as:
 - Mitigation of fire danger
 - Recreation / play (it's good to have trees to climb)
 - Animal habitat, local indigenous creatures and wildlife (including dead trees)
- Council should consult widely on the removal of significant trees and have an open, transparent and inclusive process.
- Innovative engineering solutions should be used to support the intent of the strategy.
- Schools may need support (knowledge and funding) to replace trees removed due to safety concerns.

Enhance

- It's shouldn't be just about trees. Include shrubs and other natural greening, with a greater focus on indigenous biodiversity and flora.
- Consider allowing residents to plant a range of trees in each street to support biodiversity and to reduce conflict with residents.
- Involve the community in the design of green spaces.
- Minimise the impact of end of life tree removal through off-centre nature strip planting that allows for a new tree to be planted 10 years prior to end of life removal.
- Develop more creative programs to work with farmers, demonstrating the environmental benefits that greening can achieve. Support farmers with soil management and related processes, and recognise that land allocated to trees means less space for commercial/farming operations



- Specific locations where greening is needed: around shopping centres; train stations; schools; around public buildings; wetlands; waterways; and rail corridors.

Engage

- Engagement with, and involvement of, young people is very important
 - Have various ways for young people to be involved that are fun, easy, and welcoming.
 - Use social media and animals/wildlife as a way of getting people interested.
 - Use local youth voices to promote the strategy and greening events.
 - Facilitate youth delivered events (funding, supervision, materials, etc.).
 - Consider influential 'youth culture' identities such as YouTubers or sportspeople (e.g. Mr Beast, an American YouTuber, started a movement to plant a million trees).
 - Rewards and incentives are a good way to get young people initially interested or motivated (e.g. offering food or footy tickets). Perhaps offer an exchange for doing some local tree planting (e.g. deliver a small local infrastructure project such as a skate ramp).
 - Consider 'volunteer for a day' activities for those that don't want to make a commitment to a regular group.
 - Working with schools will be important in educating young people.
 - Look at junior Landcare projects.
- Help people understand their local conditions and which trees, flora, fauna and vegetation are most suitable.
- Explore partnerships to help deliver the strategy - be part of a bigger movement.
- Provide support to community groups working with State Government bodies.
- Planting a tree helps to create ownership of the place, the first step to engagement.
- Promote messages that are important to people, show how they can unite and work together
- Create a separate internet site for greening and implementation of the Strategy.

Built Environment

- Consider incorporating greening around physical infrastructure in industrial along the Merri Creek areas as well as the use of 'green friendly' materials and features.



Social Media

Facebook

Council issued 9 posts on Facebook which were intended to raise awareness of the strategy and direct readers to the Greening Whittlesea online platform and scheduled events.

In total these posts:

- Generated 297 comments and replies.
- Received 932 reactions (e.g. 'like', 'love', etc.).
- Had a calculated reach of over 40,000 Facebook users, with 'reach' in this context being the number of times a Greening Whittlesea related post appeared on the screen of a Facebook user.

Due to user privacy settings not all comments and replies are visible. Based on a review of all visible comments and replies:

- 92.1% were generally supportive of the strategy.
- The most commonly expressed sentiments were:
 - Ensure diverse and appropriate species selection (59.60%).
 - Plantings must be maintained (8.08%)

Instagram

In an attempt to generate positive community interest in greening, we asked people to take notice of the beautiful trees and green spaces in their neighbourhood while out and about for their 1 hour of daily exercise allowed during COVID restrictions. They were encouraged to take a photo of their favourite tree or nature area and share it with the wider community. The post itself was liked by 34 people with the resulting 23 images being liked by 100 people.

Internal Implementation Planning Workshops and Interviews

Consultancy collective Loci Environment & Place facilitated 2 workshops (43 invitees each) and conducted 11 interviews (27 invitees) across the organisation in order to develop the Strategy's implementation plan.

The implementation plan will build on the priority actions presented in the draft strategy, outlining the detailed actions required to realise the intent of the Strategy. The plan will form a separate document which will be presented for endorsement along with the Strategy.



4. Key findings

- There is strong interest in greening and the protection of our existing green assets.
- Trees in particular are often an emotive subject, with people expressing concern for the protection of their private assets and civil assets in their immediate area, as well as personal safety.
- The community:
 - Recognise the importance of education and working together to deliver this Strategy - they are keen to get involved and learn more.
 - Want us to employ a diverse range of species, think broader than trees, and ensure that plantings are appropriate for the local environment.
 - Want plantings to be well maintained.
 - Think we could be bolder and aim for more than the stated 20% canopy increase.
- Stage 2 consultation provided strong confirmation of the key findings identified during the Stage 1 consultation, namely that:

That the Greening Whittlesea - City Forest Strategy should prioritise:

1. Education around the value and benefit of greening and green assets.
2. Environmental outcomes including climate change response, ongoing resilience, biodiversity, and habitat.
3. Community/Government/Business/Council partnerships.

That the Greening Whittlesea - City Forest Strategy action plan includes actions that will:

4. Provide access to a broad range of informational and instructional resources to build a better understanding of greening and green assets, and support the public's efforts to increase greening on private property.
5. Protect existing green assets in both the public and private realm.
6. Increase the amount of green assets in both the public and private realm.
7. Improve liveability by providing shade, reducing heat, and increasing visual and functional amenity.
8. Mitigates as far as possible the impact of barriers to protecting existing green assets and increasing green assets in both the public and private realm.



5. Next steps

Community consultation for development of the Greening Whittlesea City Forest Strategy has now been completed. The Strategy and Implementation Plan will now be finalised with a view to receiving Council endorsement at the Council meeting on 6 April 2021 (meeting date to be confirmed).

6. Reference documents

The following documents are available on request.

1. Whittlesea 2040 Community Engagement Report [July 2018].
2. City of Whittlesea Household Survey Municipal Report August 2019.
3. Participation and Engagement Stage 1 Findings GWCFS UPDATED FINAL.
4. Greening Whittlesea City Forest Strategy [Stage 2] Consultation Findings (consultant's report).
5. Greening Whittlesea Strategy Background Summary Report (consultant's report).

Greening Whittlesea City Forest Strategy

- Implementation plan



Introduction

The actions presented in this plan were reviewed and refined by staff from across the organisation. They have been mapped against the Strategy Outcomes and then categorised to help manage delivery. These actions form the Greening Whittlesea City Forest Implementation Plan which allocates ownership, identifies support functions and resource requirements, and sets a timeframe for delivery. Delivery of some actions may require external support. Where this is the case, detailed scoping of the action will define the level of support required and the related costs will be managed through Corporate budgeting processes.

The *Greening Whittlesea Lead* is the custodian of the Greening Whittlesea City Forest Strategy.

Governance and Reporting

Governance

While the Greening Whittlesea Lead is the custodian of this Strategy, its successful delivery requires strong collaboration across the organisation which will be facilitated through the Greening Whittlesea Practitioner Group. This group is crucial to the effective governance of the Strategy, and its membership will be made up of departments whose work impacts current and future green cover. The Greening Whittlesea Practitioner Group's main purpose is to drive implementation of actions established to deliver the outcomes of this Strategy. The group's establishment and ongoing management will be undertaken by the Greening Whittlesea Lead.

Reporting

This Implementation Plan will be incorporated into the relevant Service Plans, and will be reported upon with the Service delivery process. In addition, Council Officers will monitor the Strategy outcomes and report to Council on a 2-year cycle.

The Greening Whittlesea Lead will be responsible for implementation oversight and reporting.

The Strategy will be reviewed every 5 years (commencing 2025), with a final review at year 20 (2040).

Greening Whittlesea City Forest Strategy

- Implementation plan



Strategy Goal

Our residents and our environment benefit from a diverse, colourful, and healthy City Forest that connects people to people, people to nature, and people to place.

Outcomes and Measures

Outcome	Indicator	Measure
Protected Our city forest is protected from building and subdivision activity.	<ul style="list-style-type: none"> Improved retention of trees and green cover. 	<ul style="list-style-type: none"> By 2030 at least 80% of trees and green cover on building and subdivision sites will be retained. At least 80% of River Red Gums on building and subdivision sites will be retained.
Managed Our city forest is planned and managed using up to date data and industry best practice.	<ul style="list-style-type: none"> Improved health and lifespan of Council trees and green cover. 	<ul style="list-style-type: none"> By 2025 at least 90% of Council trees and green cover will be rated as 'healthy'. By 2040 at least 90% of Council trees and green cover will achieve their useful life.
Enhanced Our city forest grows and thrives year on year.	<ul style="list-style-type: none"> Increased tree canopy cover. Increased green cover. 	<ul style="list-style-type: none"> By 2040 tree canopy cover will increase by a minimum of 20% across the City*. By 2040 total green cover will increase by a minimum of 20% across the City.
Engaged Our community and partners value trees and green cover, and work together to improve our city forest.	<ul style="list-style-type: none"> Increased community stewardship of trees and green cover 	<ul style="list-style-type: none"> Effective participation in existing and emerging greening groups, with new community groups established by 2030.

* The following focal area increases will contribute to our overall target:

- Established urban areas: 57.45% increase in tree canopy cover (includes 37.5% on non-council land).
- Growth suburbs: 39.86% increase in tree canopy cover (includes 30% on non-council lands).
- Rural suburbs: 3.09% increase in tree canopy cover (includes 1.5% on non-council land).

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Action Plan

Outcome "PROTECTED" Our city forest is protected from building and subdivision activity.

Priority Action	Implementation Action	Lead	Support	Timing	Resourcing
Asset Management	Incorporate decision-making criteria into work processes to ensure existing mature trees are not removed until all possible solutions to protect the trees are exhausted. <i>This is particularly important where there are tensions between infrastructure objectives and community values.</i>	Greening Whittlesea Lead	Public Open Space Asset Coordinator, Major Projects, Public Realm Development, Parks & City Forest, Sustainability Planning, Landscape Development Assessment	Year 1	Existing GWS Lead
Asset Management	Establish an easy to use tracking system for Planners to log tree removal and tree planting numbers contained in development applications.	Parks & City Forest Business Improvement	Planning & Risk Arborist, Public Open Space Asset Coordinator, Corporate GIS, Asset Management, Statutory Planning, Land Management & Biodiversity	Year 1	Existing

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Priority Action	Implementation Action	Lead	Support	Timing	Resourcing
Community & Partnership	<p>Carry out an assessment of community behaviours, perceptions, and barriers regarding tree and green cover retention and protection on private land, and review the effectiveness of previous incentive schemes given the findings. Reinstate or develop new incentives where appropriate, including incentives for exceeding legislated requirements.</p> <p><i>This assessment should build on existing vegetation specific knowledge and information for the municipality, including the habitat connectivity study (refer Biodiversity Strategy Action Plan), and could be included as part of broader engagement with the City of Whittlesea.</i></p>	<p>Greening Whittlesea Lead [Assessment] Land Management & Biodiversity [Incentive Review]</p>	<p><i>Conservation Management, Parks & City Forest, Urban Design, Landscape Development Assessment</i></p>	Year 1 to 2	Existing
Legislation, Design, and Assessment	<p>Enhance supporting guidelines to ensure planning applicants understand the decision criteria that will be applied when considering Landscape Plan Approvals. Seek to establish a trigger or incentive for applying these guidelines to projects where planning approval is not needed.</p> <p><i>The guidance should incorporate tree requirements such as soil volume, canopy space and appropriate species along with minimising future conflicts with infrastructure.</i></p>	<p>Landscape Development Assessment</p>	<p><i>Urban Design, Major Projects</i></p>	Year 1 to 2	Existing

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Priority Action	Implementation Action	Lead	Support	Timing	Resourcing
Legislation, Design, and Assessment	Review local laws and their enforcement to identify where tree and vegetation protection measures can be strengthened at all development stages. Revise and/or introduce local laws where appropriate.	City Safety & Amenity	<i>Parks & City Forest, Open Space Planning</i>	Year 1	Existing
Legislation, Design, and Assessment	Identify and implement appropriate controls (e.g. Environmental Significance Overlay) to protect existing vegetation in riparian zones (waterway corridors). <i>This will supplement biodiversity goals by also considering benefits to waterway health, soil health, air quality and community connection to nature goals that can be addressed via an integrated ESO.</i>	Land Management & Biodiversity	<i>Open Space Planning, Strategic Planning, Conservation Management</i>	Year 3	Existing <i>External Support.</i>
Legislation, Design, and Assessment	Review vegetation protection appeals and enforcement to better understand process improvements and community behaviours in relation to urban greening.	Parks & City Forest Business Improvement	<i>Planning & Risk Arborist, Sustainability Planning, Statutory Planning</i>	Year 3	Existing
Legislation, Design, and Assessment	Review existing planning controls to identify where tree and green cover protection measures can be strengthened at all development stages. Where appropriate, develop an evidence-base to seek changes to local policy or provisions as part of the preparation and review of strategic land use plans for development areas.	Strategic Planning	<i>Planning & Risk Arborist, Parks & City Forest, Building & Planning, Sustainability Planning</i>	Year 2 to 3 [Review] Year 4 [Implementation]	Existing [position to be backfilled] External support <i>Resources covers delivery of related 'Enhance' action.</i>

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Priority Action	Implementation Action	Lead	Support	Timing	Resourcing
Legislation, Design, and Assessment	Develop and implement a mechanism to ensure road-widening proposals are subject to detailed analysis of tree protection opportunities to prevent removal and damage wherever possible. <i>These criteria will inform Council designs and advocacy for non-Council road proposals.</i>	Development Engineering	<i>Strategic Transport, Parks & City Forest, Sustainability Planning</i>	Year 1 to 2	Existing
Legislation, Design, and Assessment	Develop organisational processes and systems that promote tree retention, including pre-commencement arboricultural assessment, architectural design briefs, and tree valuation methodology. Communicate processes and systems to internal stakeholders.	Greening Whittlesea Lead	Parks & City Forest	Ongoing	Existing
Program Planning and Delivery	Investigate if income from vegetation related bonds, fines, and fees (including tree removal fees) can be allocated solely to greening programs. Develop processes for the transparent collection, tracking, and transfer of income as relevant.	Greening Whittlesea Lead	Finance, Strategic Planning, Landscape Development Assessment, Land Management & Biodiversity	Year 1	Existing GWS Lead

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Outcome "MANAGED" Our city forest is planned and managed using up to date data and industry best practice.

Priority Action	Implementation Action	Lead	Support	Timing	Resourcing
Asset Management	Complete the audit of all Council trees in each focal area, including species, size, canopy spread and health/condition.	Parks & City Forest Business Improvement	Parks & City Forest, Asset Management, Public Open Space Asset Coordinator, Conservation Management	Year 1 to 2	Existing
Asset Management	<p>Record all existing and future trees in Assetic using timely input from tree audits, Council's capital works program, subdivision developments, and all other processes resulting in the vestment of tree assets.</p> <p><i>At a minimum each individual tree record should include: planting date; end of useful life (planned replacement date); species; location; health, maintenance schedule and history; physical asset value (Burnley method); environmental benefit value (iTree Eco).</i></p> <p><i>Tree asset data should inform our maintenance and planting programs, with value data providing input to the development of business cases seeking increased funding for greening initiatives.</i></p>	Parks & City Forest Business Improvement	Parks & City Forest, Open Space Assets, Asset Management	Annually	Existing

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Priority Action	Implementation Action	Lead	Support	Timing	Resourcing
Asset Management	Review and update Council tree planting lists to: - <i>increase species diversity</i> - <i>increase fire resistance</i> - <i>incorporate native wildlife requirements</i> - <i>incorporate climate change resilience and adaptability.</i>	Parks & City Forest Business Improvement	Parks & City Forest, Conservation Management, Land Management & Biodiversity	Annually	Existing
Asset Management	Establish workflows for trees maintenance through Council's Asset Management System (Assetic) in collaboration with Council's contractors (e.g. City-wide).	Tree Contract Manager	Tree Contract Manager, Asset Management, Corporate GIS	Year 2 to 3	Existing
Asset Management	Develop routines and responsibilities for the tracking of tree canopy and green cover progress. <i>Includes an assessment of State Government provided data and advocacy of ongoing supply if required.</i>	Greening Whittlesea Lead	Open Space Planning, Parks & City Forest, Corporate GIS, Asset Management, Statutory Planning	Year 1	Existing GWS Lead
Asset Management	Develop an interactive mapping platform that incorporates relevant environmental data to support integrated evaluation and decision making, communications, and education. The platform should provide both internal-facing and public-facing interfaces. <i>Data should include:</i> ▪ <i>Council trees and their assessment status</i> ▪ <i>mapped conservation areas</i> ▪ <i>tree canopy and green cover progress</i> ▪ <i>urban heat profiles</i> ▪ <i>biodiversity and WSUD assets</i> ▪ <i>flood mapping</i> ▪ <i>other relevant data</i>	Greening Whittlesea Lead	Conservation Management, Corporate GIS, Communications, Land Management & Biodiversity	Year 2 to 3	Existing, GWS Lead <i>External Support</i>

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Priority Action	Implementation Action	Lead	Support	Timing	Resourcing
Community & Partnership	<p>Increase pathways and opportunities for indigenous employment.</p> <p>- Investigate opportunities through Traineeships for open space planning, landscape management, cultural management, indigenous businesses), linked to Whittlesea's Reconciliation Action Plan.</p> <p>- Investigate designated Aboriginal roles within open space planning and Parks and City Forest teams.</p> <p>- Undertake a Cultural Values Study for Quarry Hills Regional Parkland to inform tourism, interpretive wayfinding and cultural signage and place initiatives</p> <p>- Investigate opportunities for Cultural Values Studies as part of the City Landscape Plan Precinct Plans or Local Area Plans</p>	Greening Whittlesea Lead	Human Resources, Community Cultural Development, Open Space Planning, Conservation Management	Ongoing	Existing, GWS Lead DELWP Metropolitan Open Space Strategy (MOSS) Grants and others as available
Community & Partnership	Engage with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation and relevant fire ecology experts to advise on landscape fire management practices that will help to protect trees and other vegetation from severe bushfire impacts and improve overall vegetation and landscape condition.	Conservation Management	Community Cultural Development, Land Management & Biodiversity	Year 1	Existing External Support
Community & Partnership	Invite the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation to self-determine their involvement in Whittlesea's ongoing greening program. Explore opportunities for Traditional Owner advice on tree significance, landscape management, ecological burning, ceremony, culture.	Greening Whittlesea Lead	Parks & City Forest, Open Space Planning, Conservation Management, Community Cultural Development	Year 1	Existing External Support

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Priority Action	Implementation Action	Lead	Support	Timing	Resourcing
Legislation, Design, and Assessment	Review global best practice WSUD approaches and technical designs for supporting urban trees, including complementary landscaping/vegetation plantings and built infrastructure.	Open Space Planning	Planning & Risk Arborist, Parks & City Forest, Sustainability Planning, Development Engineering	Year 2	Existing
Legislation, Design, and Assessment	Develop best practice guidelines with supporting technical documents to protect existing vegetation, facilitate healthy vegetation growth, enhance biodiversity outcomes including habitat connectivity, and consider sustainable water use options in all built form and infrastructure works. <i>This will apply to both Developer and Council delivered projects. It will be incorporated into the Neighbourhood Design Guidelines (which will supersede the Guidelines for Urban Development) and Council's capital works guidelines, and referenced in other standards and frameworks as appropriate.</i>	Landscape Development Assessment	Development Engineering, Parks & City Forest, Public Realm Development, Open Space Planning, Conservation Management, Statutory Planning, Urban Design, Land Management & Biodiversity	Year 2 to 3	Existing
Program Planning and Delivery	Undertake a Prospective Equity-Focused Health Impact Assessment on the GWS to ensure benefits reach vulnerable groups / priority locations in the community. <i>Includes the development of indicators and measures to monitor differential outcomes on precinct and vulnerable groups during GWS implementation.</i>	Health Planning	Parks & City Forest, Open Space Planning	Year 1-2 [Assessment] Ongoing [monitoring]	Existing

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Priority Action	Implementation Action	Lead	Support	Timing	Resourcing
Program Planning and Delivery	Develop an open space planting program guided by the City Landscape Masterplan and incorporating plantable opportunities analysis, increased park plantings, habitat connectivity, urban heat amelioration, better use of transmission easements, and greater planting around and within sporting facilities, wetlands, waterways, and reserves. - Develop overarching Framework - Develop Precinct Plans	Greening Whittlesea Lead	Parks & City Forest, Conservation Management, Public Realm Development, Open Space Planning, Urban Design, Land Management & Biodiversity	Year 1 [Framework] Year 1 - 4 [Precinct Plans]	Existing, GWS Lead <i>Darebin Creek Management Committee</i> <i>Merri Creek Management Committee</i>
Program Planning and Delivery	Develop a comprehensive Ten Year Street Tree Planting Program which increases annual tree planting through main road and residential street programs. The program should prioritise urban heat amelioration and be aligned with the Road Rehabilitation program (road renewals) where appropriate - Develop overarching Framework - Develop Precinct Plans	Greening Whittlesea Lead	Parks & City Forest, Public Realm Development	Year 1 [Framework] Year 1 - 4 [Precinct Plans]	Existing GWS Lead
Program Planning and Delivery	Develop a City Landscape Plan to guide planting programs across the City. <i>The Masterplan should consider all relevant input including findings from the Habitat Connectivity Study (refer Biodiversity Strategy Action Plan) and urban heat amelioration actions.</i>	Greening Whittlesea Lead	Open Space Planning, Parks & City Forest, Urban Design, Public Realm development, Conservation Management	Year 1	Existing

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Priority Action	Implementation Action	Lead	Support	Timing	Resourcing
Program Planning and Delivery	<p>Develop routines and responsibilities for the tracking of urban heat data, and establish new processes to ensure hot spots and heat islands are prioritised for increased greening to improve social and health equity.</p> <p><i>These processes should incorporate the outcomes of the 'Cool It Project' and can apply to masterplanning, planning application assessment and the street tree planting program. Increased greening can include trees, shrubs, parks, and pop up gardens. For greatest cooling effect these solutions will need to be passively irrigated with supplementary irrigation from harvested stormwater or mains.</i></p>	Sustainability Planning	<i>Parks & City Forest, Health Planning, Strategic Planning, Statutory Planning, Corporate GIS</i>	Year 1	Existing <i>External Support</i>

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Outcome “ENHANCED” Our city forest grows and thrives year on year.

Priority Action	Implementation Action	Lead	Support	Timing	Resourcing
Community & Partnership	<p>Carry out an assessment of community behaviours, perceptions, and barriers regarding tree and green cover planting on private land, and review the effectiveness of previous incentive schemes given the findings. Reinststate or develop new incentives where appropriate, including incentives for exceeding legislated requirements.</p> <p><i>This assessment should build on existing vegetation specific knowledge and information for the municipality, including the habitat connectivity study (refer Biodiversity Strategy Action Plan), and could be included as part of broader engagement with the City of Whittlesea.</i></p>	Greening Whittlesea Lead [Assessment] Land Management & Biodiversity [Incentive Review]	Conservation Management, Parks & City Forest, Urban Design, Landscape Development Assessment	Year 1 to 2	Existing GWS Lead
Legislation, Design, and Assessment	Work with developers to achieve better-than-legislated outcomes where practical through the provision of additional information and guidance as part of the assessment approval process that helps identify additional opportunities for tree and vegetation planting.	Parks & City Forest Business Improvement	Planning & Risk Arborist, Statutory Planning, Landscape Development Assessment, Sustainability Planning, Conservation Management	Year 2 to 3	Existing

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Priority Action	Implementation Action	Lead	Support	Timing	Resourcing
Legislation, Design, and Assessment	Include increased greening (with emphasis on tree retention and planting) in all Urban Design Frameworks, Integrated Community Facilities Planning, Public Space Planning and New Works Public Space projects.	Greening Whittlesea Lead	Urban Design, Public Realm Development, Open Space Planning, Conservation Management	Ongoing	Existing GWS Lead
Legislation, Design, and Assessment	Advocate for an evidence-based review of setback requirements of service providers that limit canopy and vegetation planting (for example, Ausnet Services)	Parks & City Forest Business Improvement	Planning & Risk Arborist, Landscape Development Assessment, Strategic Planning, Statutory Planning	Year 2	Existing <i>External Support</i>
Legislation, Design, and Assessment	Review existing planning controls to identify opportunities for increased tree and green cover planting at all development stages. Where appropriate, develop an evidence-base to seek changes to strategic land use plans and policy via planning scheme amendments.	Strategic Planning	Landscape Development Assessment, Planning & Risk Arborist	Year 2 to 3 [Review] Year 4 [Implementation]	<i>To be carried out in conjunction with related 'Protection' action.</i>
Legislation, Design, and Assessment	Investigate opportunities for requiring/prioritising offset planting associated with vegetation removal to be met within the City of Whittlesea.	Land Management & Biodiversity	Conservation Management	Ongoing	Existing <i>External Support</i>
Legislation, Design, and Assessment	Assess all development and capital works projects against the Sustainable Subdivision Framework.	All	Landscape Development Assessment, Statutory Planning, Major Projects, Civil and Transport, Public Realm Development	Ongoing	Existing

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Priority Action	Implementation Action	Lead	Support	Timing	Resourcing
Program Planning and Delivery	Advocate for the adoption of green roofs, walls, and facades [natural greening incorporated into building design]. - Initiate approach/mechanism with Strategic Planning and Statutory Planning - Implementation	Greening Whittlesea Lead	Urban Design, Major Projects, Strategic Planning, Statutory Planning	Year 1 [approach] Ongoing [Implementation]	Existing GWS Lead
Program Planning and Delivery	Work with developers to achieve better-than-legislated outcomes where practical by developing showcase projects with progressive developers to maximise tree planting and biodiversity sensitive design solutions. This links to Draft Water for All action to work with developers to source alternate water to support healthy vegetation growth.	Statutory Planning	Landscape Development Assessment, Sustainability Planning, Conservation Management	Ongoing	Existing
Program Planning and Delivery	Implement planting programs in line with the City Landscape Masterplan and open space planting program.	Public Realm Development	Parks & City Forest	Annually	Estimated Per annum \$2.52M <i>Existing \$0.7M</i> <i>New \$1.82M</i> Strategy life \$50.4M <i>Existing \$14M</i> <i>New \$36.4M</i>
Program Planning and Delivery	Implement planting programs in line with the Ten-Year Street Tree Planting Program.				

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Outcome “ENGAGED” Our community and partners value trees and green cover, and work together to improve our city forest.

Priority Action	Implementation Action	Lead	Support	Timing	Resourcing
Community & Partnership	Develop a communications plan aimed at increasing awareness and support for trees and greening, and to explain the benefit of greening to community well-being, environmental resilience, and economic health. <i>Ensure the communications strategy addresses cultural and linguistic diversity.</i>	Communications	Greening Whittlesea Lead, Parks & City Forest, Open Space Planning, Health Planning	Year 1	Existing GWS Lead
Community & Partnership	Consult with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation on opportunities to communicate connection to Country.	Greening Whittlesea Lead	Parks & City Forest, Conservation Management, Open Space Planning	Ongoing	Existing, GWS Lead <i>External Support</i>
Community & Partnership	Continue to actively expand opportunities for community engagement with trees and vegetation as part of Council's new works projects, existing community programs and events, citizen science projects and public art programs, inviting and encouraging culturally diverse community and business involvement in planning and implementation of planting programs. <i>Cross-organisational input will maximise new opportunities (e.g. newly arrived resident's activities, new initiatives with small, medium and large businesses, as well as supporting existing initiatives such as the Melbourne Arboretum in Mernda).</i>	Greening Whittlesea Lead	Parks & City Forest, Conservation Management, Land Management & Biodiversity, Communications, Economic Development, Community Partnerships	Ongoing	Existing GWS Lead

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Priority Action	Implementation Action	Lead	Support	Timing	Resourcing
Community & Partnership	Develop an Advocacy Prospectus inclusive of a targeted Partnership Engagement Plan to guide focused advocacy, grant and partnership opportunities, with Government, business and philanthropic organisations.	Greening Whittlesea Lead	Parks & City Forest, Advocacy, Communications, Economic Development, Sustainability Planning, Open Space Planning	Year 1 to 2	Existing, GWS Lead <i>External Support</i>
Community & Partnership	Work with major non-Council landowners (private and public) to develop a portfolio of greening projects.	Greening Whittlesea Lead	Parks & City Forest, Sustainability Planning, Development Planning, Communications	Ongoing	Existing
Community & Partnership	Identify and target current and emerging offset programs to support mass planting opportunities within the City.	Conservation Management	Parks & City Forest, Open Space Planning, Land Management & Biodiversity	Ongoing	External Funding
Community & Partnership	Participate in local and regional initiatives to deliver greening outcomes. <i>This includes continuing partnerships with Living Melbourne and Greening the North to maximise partnership and funding opportunities.</i>	Parks & City Forest Business Improvement	Parks & City Forest, Conservation Management, Sustainability Planning	Annually	Utilising existing budgets, leverage grant and partnership opportunities.
Program Planning and Delivery	Develop 'shovel-ready' concepts and supporting business cases to anticipate grant opportunities.	Greening Whittlesea Lead	Parks & City Forest, Open Space Planning, PMO	Annually	Existing GWS Lead

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Outcome "Enable & Support"

Priority Action	Implementation Action	Lead	Support	Timing	Resourcing
Enable & Support	Secure additional resources (one new role) to lead and facilitate delivery of the Greening Whittlesea implementation plan	Manager Parks & Urban Design		Year 1	New Role
Enable & Support	Establish a Greening Whittlesea Project Governance Structure to include Project Working Group to share knowledge and improve communications and processes. <i>This may build on/align with the existing arborist community-of-practice.</i>	Greening Whittlesea Lead		Year 1	Existing GWS Lead
Enable & Support	Undertake a holistic review of funding and resourcing associated with Greening Whittlesea initiatives and incorporate into financial planning activities.	Manager Parks & Urban Design	Greening Whittlesea Lead, Parks & City Forest, Land Management & Biodiversity	Year 1	Existing GWS Lead
Managed	Implement actions from Street Tree Management Plan 2019 and incorporate into annual reporting for Greening Whittlesea City Forest Strategy.	Parks & City Forest Business Improvement	Planning & Risk Arborist, Parks & City Forest, as Identified in STMP	Annually	Existing GWS Lead
Managed	Review achievements from Implementation Plan and learnings with stakeholders and partners. Develop Four-year Implementation Plan.	Greening Whittlesea Lead	Open Space Planning, Parks & City Forest, Urban Design, Public Realm Development, Conservation Management, Sustainability Planning	Year 4	Existing GWS Lead

**ITEM 6.4.2 FOR DECISION - PETITION RESPONSE - REMOVE EXISTING
NATURESTRIP TREES IN SAMUEL COURT, BUNDOORA**

Attachments: 1 Google Street View - Samuel Ct, Bundoora [↓](#)

Responsible Officer: Director Infrastructure & Environment

Author: Manager Parks & Urban Design

RECOMMENDATION SUMMARY

That Council resolve to:

1. Remove two trees identified as having very poor growth formation.
2. Adjust the pruning program from biennial to annual.
3. Include Samuel Court on the intermediate sweeping program to increase the street sweeping frequency.
4. Monitor and review the growth response of the street trees.
5. Advise the head petitioner of the agreed actions.

BRIEF OVERVIEW

- Council has received a petition from residents requesting the removal of street trees from Samuel Court, Bundoora.
- An arboricultural assessment has been completed and found that most trees in the street were healthy, exhibited good to fair growth formation and have an anticipated useful life expectancy of 30 to 60 years. Two trees were found to have poor growth formation and are recommended for removal and replacement.
- The inspection also considered residents concerns regarding leaf litter and tree clearance from houses. It was found that minimal and inconsistent housing setbacks have contributed to the limited clearance. To address concerns, Samuel Court will be added to the annual 'street tree pruning program' and the 'intermediate sweeping program'.
- The full removal of trees is not supported or recommended. A revised service response that addressed concerns on pruning and street sweeping services has been implemented and the head petitioned consulted.

RATIONALE FOR RECOMMENDATION

Council has a current street tree stock of approximately 100,000 trees, the management of which is supported by the Council adopted Street Tree Management Plan 2019 (STMP). The social, environmental and economic benefits of street trees make them an inherently valuable asset.

The existing street trees in Samuel Court have been assessed and provide a high level of amenity to the neighbourhood. Historical evidence of tree complaints is minimal. Current service contract levels can be adjusted to respond to these trees by increased street tree pruning frequency that will achieve better private property clearance. The service level of street sweeping can also be adjusted to respond to concerns around excess leaf and debris shedding.

IMPACTS OF RECOMMENDATION

Council's tree assets continue to be managed in a sustainable way consistent with the Council adopted Street Tree Management Plan 2019, and key concerns of residents are addressed.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

A range of available service programs were explored that addressed the overarching concerns of residents through the trees service providers and Council's City Presentation street sweeping services. The proposed response will be monitored by Council's Parks and Urban Design Department to assess tree responses. Should the current concerns persist this street may be considered in future years for the Street Tree Renewal Program.

REPORT**INTRODUCTION**

A petition was received by sixteen residents in Samuel Court Bundoora requesting the removal and replacement of the existing nature strip trees. Council officers investigated the request looking at core issues and engaged an independent arboricultural assessor to evaluate the status of current tree assets. Issues raised in the petition were resident concerns focused mainly on tree pruning related to property clearance and mess created from excessive leaf shed.

BACKGROUND

Samuel Court, Bundoora has a largely homogenous streetscape dominated by 20 year old Chinese Elm trees planted in 2001. Chinese Elms (*Ulmus parvifolia*) are a deciduous tree listed on Council's approved street tree species list and classified as a 'small' to 'medium' tree. The species is widely planted across the municipality and represents approximately 1.5% of total street trees. These trees are all proactively managed and maintained by Council.

A petition was received in on 22 July signed by sixteen residents of the street requesting that Council remove the existing nature strip trees and replant with new trees as part of the Street Tree Renewal Plan. The grounds on which the signatories believe that the current trees are unsuitable include:

- Trees dropping debris including leaves
- Frequency of street sweeping
- Leaf shedding become unsafe for foot traffic and waterways
- Canopy spread inconsistent due to pruning focused on roadside and lighting
- Branches cracking under wind and weather
- Recent removals of individual trees

An independent tree assessment was undertaken by Greenwood Consulting to assess the current health status and value of the street trees at Samuel Court. This report found that most trees, with the exception of two in the street, were in good health. These two trees were recommended for removal. The report identified the overall value of the street trees to be \$963,344.

Council officers also investigated the Samuel Court trees to assess property clearances in line with the guidelines set out in the Street Tree Management Plan (STMP). In many instances property clearances were insufficient, and there is significant inconsistency to property setbacks on the street. These trees will be moved to an annual pruning cycle to continue to maintain the assets and improve private property clearances.

There have been three known claims against Council for tree related damage in Samuel Court, Bundoora. This includes two recent claims in 2019 and 2020 against Council for tree root damage. These have been dealt by Council's Risk Unit through Council's claim process and the individual claimants. This has resulted in the removal of three trees as an abatement measure for any further damage following detailed engineering investigations of both properties.

The STMP defines the levels of service provided for Council's street trees and the criteria by which Council does and does not remove trees. The specific details noted in the petition

request, along with previous history/interactions with the residents of Samuel Court, advocacy by the head petitioner and technical investigations of the trees, have all been considered in the proposed response.

PROPOSAL

The petition request for removal and replacement of street trees is not supported. In lieu of removal and replacement of all street trees it is proposed to;

- Remove two trees identified as having very poor growth formation – actioned November/December 2020.
- Adjust the pruning program from biennial to annual frequency – actioned inline with scheduling commencing September 2021.
- Refer Samuel Court to the intermediate sweeping program to increase the street sweeping frequency – actioned inline with scheduling commencing 2021-22 financial year.
- Monitor and review the response of the street trees – actioned inline with scheduling commencing 2021-22 financial year.
- Advise head petitioner of agreed actions

CONSULTATION

Consultation for this petition has been via the head petitioner, in line with Council's guidance on petitions management. This has included both verbal updates and written correspondence to the head petitioner. Council officers have also responded to further representations for updates by individual signatories.

Consultation has also occurred with Council's City Presentation Department to include Samuel Court, Bundoora in the intermediate sweeping program, thereby addressing the collective concerns of residents on excessive leaf shedding of these trees.

CRITICAL DATES

There are no critical dates associated with this report.

FINANCIAL IMPLICATIONS

The independent review and assessment of all street trees in Samuel Court noted that the present value of all trees is \$963,344.

The cost of removal and replacement of all street trees is estimated at \$34,904.

The cost of retaining the current established trees and adjusting the current pruning regime to annual is \$1,425 per annum.

The cost of adding Samuel Court to the Intermediate sweeping program is \$1,000 per annum.

POLICY STRATEGY AND LEGISLATION

The proposal to retain street trees at Samuel Court, Bundoora is consistent with the Council Plan, Council's STMP (2019), Natural and Built Shade Policy (2016), Environmental Sustainability Strategy (2013), and Whittlesea 2040 – A Place for All (2018).

LINK TO STRATEGIC RISKS

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

The City of Whittlesea STMP outlines how Council shall respond to requests for tree removal from the community. It communicates the criteria and information requirements whereby Council will support tree removals. In the case of Samuel Court Council officers have consulted with the head petitioner and undertook investigations in a timeframe allowable within the constraints of COVID19 service adjustments.

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

Council has committed to increasing tree canopy to mitigate heat. Council's STMP provides guidance on assessment and management of trees.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Sustainable environment
Key Direction	Climate ready

The proposal acknowledges the value of streetscapes in our local community and the contribution of these trees to local amenity, biodiversity and urban shading/cooling.

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 petition request for removal and replacement of street trees is not supported. A range of additional service measures have now been implemented to address the concerns of petitioners which mitigate the impacts on amenity of the street. Samuel Court Street Trees will be monitored and a review to the response of increased pruning frequency will occur in three years.

RECOMMENDATION

That Council resolve to:

- 1. Remove two trees identified as having very poor growth formation;**
- 2. Adjust the pruning program from biennial to annual;**
- 3. Include Samuel Court on the intermediate sweeping program to increase the street sweeping frequency;**

4. Monitor and review the growth response of the street trees; and
5. Advise the head petitioner of the agreed actions.

COUNCIL RESOLUTION

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

THAT Council resolve to adopt the Recommendation.

CARRIED



6.5 HIGH PERFORMING ORGANISATION**ITEM 6.5.1 FOR DECISION - UNCONFIRMED MINUTES OF AUDIT & RISK COMMITTEE MEETING AND PROPOSED AMENDMENT TO COMMITTEE CHARTER**

Attachments: 1 **Unconfirmed Minutes of Audit & Risk Committee Meeting - 25 February 2021** [↓](#)

Responsible Officer: **Executive Manager Governance**

Author: **Internal Compliance Officer**

RECOMMENDATION SUMMARY

That Council resolve to:

1. Note the Unconfirmed Minutes of the Audit & Risk Committee meeting held on 25 February 2021.
2. Amend the Audit & Risk Committee Charter to include the following clause: Personal Interest Returns - In the interests of transparency and good governance, Independent Committee members will voluntarily complete Personal Interest Returns. Any declarations made in these Returns will not be made public, however, will be circulated amongst Committee members, the CEO and the Executive Manager Governance. Personal Interest Returns will be completed in March and September each year.

BRIEF OVERVIEW

As required under Council's Audit & Risk Committee Charter, this report presents the Unconfirmed Minutes of the Audit & Risk Committee meeting held on 25 February 2021.

At their meeting on 25 February 2021, Independent members of the Committee agreed that in the interests of transparency and good governance they would voluntarily complete Personal Interest Returns, subject to Council approving an amendment to the Audit & Risk Committee Charter.

RATIONALE FOR RECOMMENDATION

Council is required to comply with the requirements of the Audit & Risk Committee Charter and the *Local Government Act 2020*.

Any amendments to the Audit & Risk Committee Charter require the approval of Council.

IMPACTS OF RECOMMENDATION

Council will comply with its Audit & Risk Committee Charter and meet its legislative requirements.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Provision of Audit & Risk Committee meeting minutes, ensures that the Council is regularly informed of the operations of the Audit & Risk Committee.

REPORT**BACKGROUND**

The Audit & Risk Committee is an independent advisory committee of Council and its role is to report to Council and provide appropriate advice and recommendations on matters presented to it. It acts in this capacity by monitoring, reviewing and advising on issues within its scope of responsibility and assisting Council's governance obligations to its community.

The Audit & Risk Committee meets at least four times a year and its Charter requires that minutes from Committee meetings are presented to Council.

The Audit & Risk Committee considered a number of reports at the meeting held on 25 February 2021, as well as confirming minutes from the previous meeting held on 12 November 2020.

Main agenda items included:

- In-camera discussion with the CEO
- Audit & Risk Committee Work Plan
- Financial Report:
 - Financial Performance Report for Period Ended 31 December 2020
 - Shell Annual Financial Report for the year ending 30 June 2021
 - New Accounting Standards – Update for the year ending 30 June 2021
- Risk Management Update
- Fraud Risk Assessment
- Annual IT Penetration Test – Progress Report
- Internal Audit:
 - Internal Audit Status Report
 - Internal Audit Reviews: Grants Program Management & Asset Maintenance Essential Safety Measures
 - Outstanding Action Items Report from Previous Internal Audits
 - Child Safe Audit Implementation Update
- External Audit Strategy
- Corporate Credit Card Policy and Staff Expense Reimbursement Policy
- Internal Compliance Reviews
- Quarterly Compliance Update – Monitoring Compliance with the Governance Principles
- Procurement Update
- External Agency Examinations
- Local Government Performance Reporting Framework Quarter 2 – Performance Report
- Audit & Risk Committee Report to Council Template

A copy of the minutes from the 25 February 2021 Audit & Risk Committee meeting is attached (Attachment 1).

Proposed Amendment to the Audit & Risk Committee Charter

At their meeting on 25 February 2021, Independent members of the Committee agreed that in the interests of transparency and good governance they would voluntarily complete Personal Interest Returns.

To reflect this agreement, it is intended to insert the following clause into the Audit & Risk Committee Charter:

- *Personal Interest Returns - In the interests of transparency and good governance, Independent Committee members will voluntarily complete Personal Interest Returns. Any declarations made in these Returns will not be made public, however, will be circulated amongst Committee members, the CEO and the Executive Manager Governance. Personal Interest Returns will be completed in March and September each year.*

Any amendments proposed to the Audit & Risk Committee Charter require the approval of Council.

POLICY STRATEGY AND LEGISLATION

The Audit & Risk Committee is established in accordance with Division 8, Section 53 and 54 of the *Local Government Act 2020*.

The Committee's responsibilities and requirements are outlined in the Audit & Risk Committee Charter.

LINK TO STRATEGIC RISKS

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

The Audit & Risk Committee assists Council in monitoring its governance requirements and provides advice to Council to assist with fulfilling its oversight responsibilities.

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 establishment of the Audit & Risk Committee and the reports it receives are reflective of Council's commitment to the implementation of good governance principles. The Committee provides advice to Council to assist with fulfilling its oversight responsibilities for the financial and non-financial reporting process; internal controls; the audit process; risk management; and Council's process for monitoring compliance with legislation, regulations and the Code of Conduct.

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 Audit & Risk Committee met on 25 February 2021. The minutes of that meeting are attached to this report for noting by Council.

An amendment to the Audit & Risk Committee Charter is proposed to reflect the willingness of Independent Committee members to complete Personal Interest Returns.

RECOMMENDATION

THAT Council resolve to:

1. **Note the Unconfirmed Minutes of the Audit & Risk Committee meeting held on 25 February 2021.**
2. **Amend the Audit & Risk Committee Charter to include the following clause: Personal Interest Returns - In the interests of transparency and good governance, Independent Committee members will voluntarily complete Personal Interest Returns. Any declarations made in these Returns will not be made public, however, will be circulated amongst Committee members, the CEO and the Executive Manager Governance. Personal Interest Returns will be completed in March and September each year.**

COUNCIL RESOLUTION

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

THAT Council resolve to adopt the Recommendation.

CARRIED



City of Whittlesea

Audit & Risk Committee Minutes

2.30pm Thursday
25 February 2021

Assembly Location: Council Chamber

Members

Present

Apology

Independent:

Geoff Harry, Chairperson

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☐

Michael Ulbrick

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Theresa Glab

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Administrators:

Lydia Wilson (Chair of Council)

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The Hon Bruce Billson (Administrator)

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Officers:

Craig Lloyd, Chief Executive Officer

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Amy Montalti, Director Corporate Services & Performance

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Kate McCaughey, Director Community Wellbeing

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Justin O'Meara, Director Planning & Development

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Debbie Wood, Director Infrastructure & Environment

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Frank Joyce, Executive Manager Governance

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David Gauci, Internal Compliance Officer

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Samantha Boyle, Risk Coordinator

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In attendance:

Martin Thompson, Partner, Crowe Horwath

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Lynda Cooper, Manager, Crowe Horwath

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Kathie Teasdale, Partner, RSD

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**Audit & Risk Committee Minutes
Thursday 25 February 2021**



Matters in Discussion

The Chair of the Audit & Risk Committee opened the meeting by reading the following Acknowledgement of Traditional Owners Statement.

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

In-Camera Discussion with the CEO

The meeting commenced with the Committee holding an in-camera discussion with the CEO. Key points discussed included:

- Administrator Billson advised the Committee that he had formally resigned as Administrator of Council. The Committee thanked Administrator Billson for his contribution to the Committee since his appointment.
- A proposed attestation to be completed by all Executive members on a quarterly basis was circulated for feedback.
- An update on the organisational structure realignment was provided.
- The Community Engagement Policy is to be presented to Council at their meeting on 1 March 2021.
- The Council Plan is currently being developed with key engagement activities commenced.

Committee Chairperson's Introductory Comments

Following the in-camera discussion, the Committee Chairperson commenced the open section of the meeting by welcoming all those in attendance.

The Chairperson also congratulated Mr Joyce on his appointment to the role of Executive Manager Governance and noted that Mr Joyce will be the Committee's key contact at the Executive level.

1. DISCLOSURE OF CONFLICTS OF INTEREST

No declarations were made.

Mr. Harry advised that he was recently appointed to the Audit and Risk Committees of Knox City Council and Moonee Valley City Council. Mr. Ulbrick also advised that his term on the Audit & Risk Committee of Bayside City Council recently concluded and that he has been appointed to the Frankston City Council Audit & Risk Committee.

Personal Interest Returns

The Committee Chairperson advised that in the interests of transparency and subject to a recommendation of Council to amend the Audit & Risk Committee Charter, Independent Committee members would be prepared to complete Personal Interest Returns. It was also noted that any declarations made would not be published.

Audit & Risk Committee Minutes
Thursday 25 February 2021



2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

ITEM 2.1 Resolution:

That the minutes of the Audit & Risk Committee meeting held on 12 November 2020 be noted and confirmed.

Moved by: Ms Glab
Seconded by: Mr Ulbrick

CARRIED

3. MATTERS ARISING FROM PREVIOUS MEETING(S)

ITEM 3.1 The Outstanding Items Register from Previous Meetings report was presented for review. The Committee briefly went through the list and noted the items that would remain open following this meeting.

Resolution:

That the Matters Arising from Previous meetings be noted.

Moved by: Administrator Wilson
Seconded by: Mr Ulbrick

CARRIED

4. AUDIT & RISK COMMITTEE WORK PLAN

ITEM 4.1 The Annual Work Plan was presented for the Committee's information. The Committee was advised of changes made to the Work Plan since the last meeting.

Resolution:

That the Committee note the Annual Work Plan.

Moved by: Administrator Billson
Seconded by: Ms Glab

CARRIED

5. CEO'S UPDATE

ITEM 5.1 The CEO met in-camera with the Committee at the commencement of the meeting.

In addition to the in-camera session, the CEO provided the Committee with an update on Council's current Workcover position.

The CEO also advised the Committee that he was currently developing a Corporate Health Check and would share this with the Committee once finalised.

Discussion concluded with the Committee asking if there had been any impacts on staff mental health arising from the COVID-19 pandemic. The CEO advised that no major impacts had been identified to this point, however, would keep the Committee informed if any issues arise.

Audit & Risk Committee Minutes
Thursday 25 February 2021



6. FINANCIAL REPORT

ITEM 6.1 FINANCIAL PERFORMANCE REPORT FOR THE PERIOD ENDED 31 DECEMBER 2020

The Chief Financial Officer presented the Financial Performance Report for the period ended 31 December 2020 and responded to questions from the Committee.

The Committee discussed the elements that currently make up the operating surplus and expressed the need to ensure that when preparing reports for public purposes, it is clear what the surplus is comprised of.

The Committee also noted that the report is not particularly informative as to the impacts of COVID-19 on financial performance. The Director Corporate Services & Performance advised that the Financial report being prepared for Council has been amended to reflect the impacts of COVID-19. This report will be circulated to Committee members for their information.

Discussion concluded with the Committee considering the content and format of future Financial reports to be provided. Suggested improvements included:

- The New Works report to focus on significant projects, key risks and / or major issues with significant projects.
- Reduce the detail provided on reserves.

Resolution:

That the Committee note the Financial Performance Report and the Capital Works Progress Report for the period ended 31 December 2020.

Moved by: Administrator Wilson

Seconded by: Mr Ulbrick

CARRIED

ITEM 6.2 SHELL ANNUAL FINANCIAL REPORT FOR THE YEAR ENDING 30 JUNE 2021

The Chief Financial Officer advised the Committee that the Model Financial Report and summary of changes that is prepared by Local Government Victoria annually was not yet available.

The Committee advised that going forward they do not need to be provided with the full Model Financial Report, but rather just need to be advised when the model report is released and of any key changes.

The Committee also requested that at the 27 May 2021 meeting, an update be provided on any major changes to the model in comparison to the previous year.

Resolution:

That the Committee note the report.

Moved by: Administrator Billson

Seconded by: Ms Glab

CARRIED

Audit & Risk Committee Minutes
Thursday 25 February 2021



ITEM 6.3 NEW ACCOUNTING STANDARDS - UPDATE FOR THE YEAR ENDING 30 JUNE 2021

An update on the new Accounting Standards was provided, with management highlighting key changes and their impact on the preparation of the Annual Financial Report.

The Committee discussed the impacts of the changes identified and management's readiness to address these changes. It was noted that the changes were only expected to have a minimal impact.

Resolution:

That the Committee note the new Accounting Standards update for the year ending 30 June 2021.

Moved by: Administrator Wilson
Seconded by: Mr Ulbrick

CARRIED

7. RISK MANAGEMENT

ITEM 7.1 RISK MANAGEMENT UPDATE

The Risk Coordinator presented the Risk Management report and responded to questions from the Committee.

Discussion focused on the work being undertaken in the Business Continuity space and the current status of Strategic Risk planned treatments. The Risk Coordinator also advised that a wholistic review of the risk management function was being undertaken.

The Committee also discussed the level of detail included in the Risk Management report and suggested that future reports take a more strategic approach.

Resolution:

That the Committee:

- 1. Note the status of the Business Continuity Activities and Response to COVID-19.**
- 2. Note the status of the implementation of planned treatments as at 31 December 2020.**
- 3. Note the work being undertaken to progress the Risk Management Journey, including the strategic risk review and operational risks.**
- 4. Note the liability matters.**

Moved by: Administrator Billson
Seconded by: Ms Glab

CARRIED

ITEM 7.2 FRAUD RISK ASSESSMENT

The Risk Coordinator presented the outcomes from the fraud risk assessment and responded to questions from the Committee.

**Audit & Risk Committee Minutes
Thursday 25 February 2021**



The Committee noted that the risks identified and presented were operational in nature and detailed at the department level. The Committee advised that it would be helpful to receive a summary of the key organisational fraud risks.

The Committee advised that any future reports only need to focus on extreme and high risks and any key whole of Council risks.

Resolution:

That the Committee:

1. **Note the status of the review of Council's Fraud and Corruption Risks.**
2. **Note the risks identified as part of the assessment and the existing and planned treatments.**
3. **Note the themes identified in undertaking the risk assessment and the corresponding recommendations.**
4. **Note the next steps in maturing Council's risk maturity and improving the control environment.**

Moved by: Administrator Wilson
Seconded by: Mr Ulbrick

CARRIED

ITEM 7.3 ANNUAL IT PENETRATION TEST - PROGRESS REPORT

The Annual IT Penetration Test – Progress Report was taken as read.

The Chief Information Officer noted that since preparing this report, two additional actions have been finalised.

Resolution:

That the Committee note the findings and assessment of the External and Internal Penetration Report.

Moved by: Administrator Billson
Seconded by: Ms Glab

CARRIED

8. INTERNAL AUDIT

ITEM 8.1 INTERNAL AUDIT STATUS REPORT

Mr Thompson from Crowe presented the Internal Audit Status report and responded to questions from the Committee.

Resolution:

That the Committee note the Internal Audit Status Report.

Moved by: Administrator Wilson
Seconded by: Mr Ulbrick

CARRIED

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ITEM 8.2 INTERNAL AUDIT REVIEWS

Grants Program Management

Crowe presented the Grants Program Management report and gave an overview of the findings. Officers responded to the report and questions from the Committee.

The Committee asked if Crowe were satisfied with the actions proposed by management to address the recommendations in the report. Crowe advised they were.

The CEO advised the Committee that Council was looking to remove individual grant programs and combine them into one overarching program, with funds to be allocated based on themes aligned with Council's strategic objectives.

Discussion concluded with the Committee requesting a report be provided at the 25 November 2021 Committee meeting outlining progress against the actions arising from this review, as well as broader activities occurring in the grants program management space.

Asset Maintenance Essential Safety Measures

Crowe presented the Asset Maintenance Essential Safety Measures report and gave an overview of the findings. Officers responded to the report and questions from the Committee.

The Committee noted the importance of Council ensuring it has up to date information and records in relation to Essential Safety Measures and that this information is not solely kept by contractors.

The Committee requested that when developing the Strategic Internal Audit Plan, commentary be provided with each review selected to explain the rationale for its inclusion in the Plan.

Resolution

That the Committee:

- 1. Note the contents and findings of Crowe's internal audit reviews: Grants Program Management and Asset Maintenance Essential Safety Measures.**
- 2. Request a report be provided at the 25 November 2021 Committee meeting outlining progress against the actions arising from the Grants Program Management review, as well as broader activities occurring in the grants program management space.**

Moved by: Administrator Billson

Seconded by: Ms Glab

CARRIED

ITEM 8.3 OUTSTANDING ACTION ITEMS FROM INTERNAL AUDIT REPORTS

The Outstanding Action Items Report from Previous Internal Audits was presented. Management responded to questions from the Committee.

The CEO advised the Committee that he was not concerned with the items included in the Register, however had broader concerns regarding Compliance with the Road Management Act.

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Thursday 25 February 2021



The Committee advised management that if there were any long-standing items listed on the Register that are no longer relevant, the Committee would be open to closing off these items.

Resolution:

That the report of Outstanding Action Items from Previous Internal Audit Reports be received and noted.

Moved by: Administrator Wilson
Seconded by: Mr Ulbrick

CARRIED

Administrator Wilson left the meeting at 4.30pm.

ITEM 8.4 CHILD SAFE AUDIT IMPLEMENTATION UPDATE

The Director Community Wellbeing and Team Leader Human Resources provided an overview of the activities currently taking place in the Child Safe space. The key initiatives implemented since Crowe undertook the Child Safe audit were also outlined.

The Committee discussed the processes Council has established to ensure appropriate screening processes are in place to manage Working with Children checks.

Resolution:

That the Committee note the content of the report.

Moved by: Ms Glab
Seconded by: Mr Ulbrick

CARRIED

9. EXTERNAL AUDIT

ITEM 9.1 EXTERNAL AUDIT STRATEGY

Ms Teasdale from RSD presented the External Audit Strategy (Strategy) for the year ending 30 June 2021, highlighting key points of the Strategy and changes from the previous year.

Ms Teasdale also noted that there would be a change required with reporting in the Performance Statement, as commentary will be required for the previous two years.

Resolution

That the Committee note the Audit Strategy for the year ending 30 June 2021.

Moved by: Administrator Billson
Seconded by: Ms Glab

CARRIED

Audit & Risk Committee Minutes
Thursday 25 February 2021



ITEM 9.2 OUTSTANDING ACTION ITEMS FROM EXTERNAL AUDIT REPORTS

The Outstanding Action Items from External Audits Reports were taken as read.

Resolution:

That the report of Outstanding Action Items from Previous External Audit Reports be received and noted.

Moved by: Mr Ulbrick
Seconded by: Administrator Billson

CARRIED

10. SYSTEMS OF INTERNAL CONTROL

ITEM 10.1 CREDIT CARD POLICY AND STAFF EXPENSE REIMBURSEMENT POLICY

The updated Corporate Credit Card Policy and Staff Expense Reimbursement Policy were presented

The Committee requested that the Corporate Credit Card Policy be updated to stipulate that purchases cannot be spilt to circumvent delegation limits.

The Committee also suggested that the wording in relation to *Professional Memberships* included in the Employee Expense Reimbursement Policy be revised to clarify when such reimbursements are permitted.

Discussion concluded with the Committee requesting that when a policy is provided to the Committee for consideration, the covering paper include an outline of the key changes to the policy.

Resolution:

That the Committee:

- 1. Note the updated Corporate Credit Card Policy.**
- 2. Note the Employee Expense Reimbursement Policy.**

Moved by: Ms Glab
Seconded by: Mr Ulbrick

CARRIED

ITEM 10.2 ADMINISTRATOR EXPENSES

The update on Administrator expenses was noted.

Resolution:

That the Committee note the report on Administrator Expenses

Moved by: Administrator Billson
Seconded by: Ms Glab

CARRIED

ITEM 10.3 CHIEF EXECUTIVE OFFICER AND CEO EXECUTIVE ASSISTANTS' CORPORATE CREDIT CARD EXPENSES

The update on the CEO's and EA to the CEO credit card expenses was noted.

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Thursday 25 February 2021



Resolution:

That the Committee note the CEO and CEO's Executive Assistant's credit card expenses.

Moved by: Mr Ulbrick
Seconded by: Administrator Billson

CARRIED

11. COMPLIANCE

ITEM 11.1 INTERNAL COMPLIANCE REVIEWS

An update on the status of the Internal Compliance Review Program was provided with officers responding to questions from the Committee.

The Committee requested that a copy of the Internal Compliance Review Program be included with the Strategic Internal Audit Plan when it is presented to the Committee for review.

Resolution:

That the Committee note the Internal Compliance Reviews report.

Moved by: Ms Glab
Seconded by: Mr Ulbrick

CARRIED

ITEM 11.2 QUARTERLY COMPLIANCE UPDATE - MONITORING COMPLIANCE WITH THE GOVERNANCE PRINCIPLES

An overview of management's suggested approach to monitoring compliance with the governance principles in terms of policy and procedure updates was presented. The Committee advised that it supported the approach outlined in the report.

Resolution:

That the Committee:

- 1. Note the report.**
- 2. Supports the proposed approach to monitoring compliance with the governance principles outlined in the report.**

Moved by: Administrator Billson
Seconded by: Ms Glab

CARRIED

ITEM 11.3 PROCUREMENT - UPDATE

The Director Corporate Services & Performance and Procurement Specialist provided an update on activities currently occurring in the Procurement area and responded to questions from the Committee.

The Committee complimented Officers on the quality of this report and the exciting potential of the project being undertaken regarding the review of the Procurement Policy.

**Audit & Risk Committee Minutes
Thursday 25 February 2021**



The Committee requested that a further update be provided at the 25 November 2021 Committee meeting outlining the progress of the activities included in this report.

Resolution:

That the Committee note:

1. **The Procurement Policy will be presented to NRGC executive teams. If supported, the policy will then be presented to all seven councils for proposed adoption in May 2021.**
2. **The content of this report is to be provided to the Council via a briefing.**

Moved by: Mr Ulbrick
Seconded by: Administrator Billson

CARRIED

ITEM 11.4 EXTERNAL AGENCY EXAMINATIONS

An update on recent reports published by external agencies was provided.

The Committee discussed the issues raised in the *Sexual Harassment in Local Government* report and requested that management report on the progress of the actions identified through its gap analysis to the recommendations from this report to the Committee quarterly.

Resolution:

That the Committee note the External Agency Examinations report.

Moved by: Ms Glab
Seconded by: Mr Ulbrick

CARRIED

12. OTHER RESPONSIBILITIES

ITEM 12.1 LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK QUARTER 2 - PERFORMANCE REPORT

The Executive Manager Governance gave an update on the status of the LGPRF quarter two results.

Resolution:

That the Committee note the LGPRF Quarter Two Performance Report and changes to indicators.

Moved by: Administrator Billson
Seconded by: Ms Glab

CARRIED

ITEM 12.2 AUDIT & RISK COMMITTEE REPORT TO COUNCIL TEMPLATE

The proposed Audit & Risk Committee report template for reporting to Council was presented. The Chair advised that all Committee members would receive a draft copy of the report seeking feedback before the report is finalised and provided to Council.

Audit & Risk Committee Minutes
Thursday 25 February 2021



Resolution:

That the Committee note the proposed Audit & Risk Committee report to Council template.

Moved by: Mr Ulbrick
Seconded by: Administrator Billson

CARRIED

13. CORRESPONDENCE

Nil

14. GENERAL BUSINESS ITEMS

Administrator Billson provided the Committee with an update on the strategic procurement initiative currently being considered by the Metropolitan Waste and Resource Recovery Group. The Committee noted this initiative.

The Committee also requested that at a future meeting an update be provided on the impacts to Council of the rollout of the COVID-19 vaccine and any potential baby boom that may occur as a result of the pandemic.

15. CONFIRMATION OF DATE OF NEXT MEETINGS:

- 27 May 2021
- 19 August 2021
- 25 November 2021

Meeting concluded at 5.40 pm

Signed.....

Mr Geoff Harry (Chairperson)

Date...../...../2021

ITEM 6.5.2 FOR DECISION - 2020/21 GROWING SUBURBS FUND - PROJECT APPLICATIONS

Attachments: 1 **Priority Projects for Application** [📄](#)

Responsible Officer: **Director Infrastructure & Environment**

Author: **Team Leader Business Support**

RECOMMENDATION SUMMARY

That Council approve the following eight projects listed in priority order for application to the 2020/21 round of the Growing Suburbs Fund:

1. Norris Bank Reserve (West Precinct), Bundoora for \$600,000
2. Kelynack Recreation Reserve Upgrade, Mill Park for \$675,000
3. Whittlesea Public Gardens, Lalor – Skate Park and Urban Zone for \$650,000
4. Redleap Recreation Reserve Upgrade, Mill Park for \$525,000
5. Streetscape Improvements on Gorge Road, South Morang for \$475,000
6. Quarry Hills Regional Park, South Morang – Trails for \$565,000
7. Community Energy Efficiency Program for \$375,000
8. Mernda Adventure Park Public Amenity for \$150,000

BRIEF OVERVIEW

Applications for the 2020/21 round of the Growing Suburbs Fund (GSF) opened on 27 January 2021. It is proposed that Council submit applications for eight projects, totalling \$4,015,000 which will need to be matched by Council funding. The GSF guidelines require that a council resolution be made to support the project applications in priority order.

RATIONALE FOR RECOMMENDATION

A working group containing a cross section of Council officers identified eight priority projects from the 4 Year New Works Program that best aligned with the GSF Guidelines. Other projects were identified and presented to the officers from the Department of Jobs Precincts and Regions (DJPR), however they were not supported and didn't meet the necessary criteria in the guidelines.

All project proposals have been discussed with the funding agency as required in the grant guidelines. Applications for projects that have not been discussed with DJPR will not be considered by them.

The guidelines place a strong emphasis on projects that are ready to commence work within 18 months of the funding announcement (expected in late April 2021) and for construction to be completed within 24 months of commencement of works.

IMPACTS OF RECOMMENDATION

The proposed eight projects listed above amount to a total application amount of \$4,015,000 and Council must contribute a matching funding amount to that of the Growing Suburbs Fund application. All projects must commence no later than within 18 months of the funding

announcement (expected in late April 2021) and for construction to be completed within 24 months of commencement of works.

The nominated projects are currently listed with forecast budgets in the 4 Year New Works Program. If the grant applications are successful, this will result in offsets to Council's future New Works Program budget of up to \$4,015,000 to bring forward future infrastructure requirements.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Due to the closing date of the grant applications (10 March 2021) and the next available Council meeting not until 6 April 2021, the Department of Jobs Precincts and Regions have accepted a letter from the Chief Executive Officer advising of the report to Council with the recommended project applications in priority order, with confirmation from the Council minutes to be submitted after the Council meeting.

REPORT**INTRODUCTION**

Applications for the 2020/21 round of the Growing Suburbs Fund (GSF) opened on 27 January 2021. It is proposed that Council submit an application for eight (8) projects, totalling \$4,015,000. This report seeks Council's approval to proceed with the GSF application based on the proposed priority. The listed order of priority is a requirement for the Department of Jobs Precincts and Regions (DJPR) to understand Council's relative priority of the projects.

BACKGROUND

The GSF program is aimed towards funding critical local infrastructure needs to promptly respond to the pressures experienced by interface communities by bringing forward local infrastructure projects. It will support interface councils to better meet the needs of their diverse communities and improve amenity, liveability and resilience of these communities.

The GSF is open to six peri-urban and ten interface councils including the City of Whittlesea and will fund a mix of projects that have a direct benefit to communities across the following broad infrastructure categories:

- Community health and well-being
- Early education, learning and training
- Sport, recreation and leisure facilities that have dedicated community space and support multi use purposes
- Environmental and climate change resilience
- Place-making, civic amenity and community connecting.

The maximum allocation to any of the 16 eligible councils is 15% of the \$50 million fund (i.e. \$7.5 million). The City of Whittlesea has been very successful in past GSF Rounds and on average has successfully received \$5-\$6 million per round from this funding program.

It is important to note that the funding agency, the Department of Jobs, Precincts and Regions (DJPR) will award the entire \$50 million fund from late April 2021. Eligible councils must be prepared to enter into funding agreements with DJPR during April/May 2021, and all successful projects must commence construction within 18 months of the funding announcement. The emphasis is on projects ready to proceed and construction must be completed within 24 months of commencement of works.

A key requirement of this funding program is the requirement to discuss all eligible project applications with DJPR before submission of the applications. A proposed list of projects has been discussed with DJPR and eight applications have been supported for application to the GSF.

The GSF will generally not fund:

- Projects that have already commenced construction
- Land acquisition
- Projects that are sporting pavilions without a dedicated community use space
- Infrastructure that is fully scoped and funded through a developer contributions plan
- Maintenance works
- Recurrent operating costs

- Drainage, waste, roads and associated footpaths, as well as public transport infrastructure
- Infrastructure that does not have direct community benefit or address an identified community need
- Service connections
- Bundling of small projects into a larger project for submission.

Applications for infrastructure funding will be assessed against the following five criteria:

Criterion 1 - Why is the project required? – (25% weighting)

- Extent to which the project addresses an identified need in the community.

Criterion 2 - Who will benefit and how? – (25% weighting)

- Extent to which the project will deliver benefits to the locality.

Criterion 3 - What will be delivered? – (20% weighting)

- Relationship between what the project will deliver, the need for the project, and the expected benefits.

Criterion 4 - How will the project be delivered? – (20% weighting)

- Realistic timeframes for delivery and demonstration that projects are financially viable and value for money.

Criterion 5 - Extent of council and community support for the project – (10% weighting)

- Recognised council priority and supported by the community.

Each project must be supported by the evidence of a council resolution providing support for each application and priority order of projects, site/floor plans for the project, confirmation of other funding sources and a project plan.

PROPOSAL

A cross-organisation working group was established to identify opportunities in the 4 Year New Works Program and shortlist projects that best met the Grant guidelines.

Council officers then met with the funding agency, the DJPR to discuss the shortlisted projects as identified by the working group (refer to Attachment 1 for summary of project opportunities). DJPR provided feedback on the likely strength of the shortlisted projects against the Grant fund objectives and criteria, which further helped prioritise the list of proposed projects.

The projects listed below were identified as best meeting the Grant funding objectives and criteria and are listed in priority order (as per Attachment 1).

Project	PID	Proposed Funding	
		Growing Suburbs Fund \$	Proposed Council matching Funds/Year \$
Norris Bank Reserve (West Precinct) <ul style="list-style-type: none"> Implementation of the west precinct of the masterplan 	CW-10359	600,000	600,000 (2021/22+)
Kelynack Recreation Reserve Upgrade <ul style="list-style-type: none"> Implementation of some of the key actions from the recently approved masterplan 	CW-10728	675,000	675,000 (2021/22+)
Whittlesea Public Gardens – Skate Park and Urban Zone <ul style="list-style-type: none"> Implementation of the skate facility that will form an ‘Urban Park’ playroom that has been designed with an emphasis on passive recreation opportunities for youth ranging from early teens to young adults 	CW-10020	650,000	650,000 (2021/22+)
Redleap Recreation Reserve Upgrade <ul style="list-style-type: none"> Implementation of the masterplan to address issues around public access, visibility, safety, connection to adjacent properties and interconnectivity between multiple recreation facilities 	CW-10246	525,000	525,000 (2021/22+)
Streetscape Improvements on Gorge Road, South Morang <ul style="list-style-type: none"> Revitalisation of shopping precinct as identified in Council’s Town Centre Improvement Plan which aligns with Victoria’s 20-minute Neighbourhood objectives and principles and encourages ‘living locally’ 	CW-10458	475,000	475,000 (2021/22+)
Quarry Hills Regional Park – Trails <ul style="list-style-type: none"> Continued development of the park in-line with the masterplan to encourage increased use of the park by residents and visitors by connecting existing sections of walking/cycling tracks with the park and links to popular points to form walking loops 	CW-10021	565,000	565,000 (2021/22+)

Project	PID	Proposed Funding	
		Growing Suburbs Fund \$	Proposed Council matching Funds/Year \$
Community Energy Efficiency Program <ul style="list-style-type: none"> Ongoing program to ensure community facilities continue to minimise energy consumption, reduce our corporate greenhouse gas emissions and our impact on the environment 	CW-10137	375,000	375,000 (2021/22+)
Mernda Adventure Park – Public Toilet Amenity <ul style="list-style-type: none"> Construction of a public toilet amenity to allow community to hold small events and to make the park more inclusive and accessible 	CW-10349	150,000	150,000 (2021/22)
Total		\$4,015,000	\$4,015,000

In summary, the proposed eight project applications listed above best meet the GSF grant criteria for a total application of \$4,015,000. An equivalent funding contribution is required from Council, which is included in the draft 2021/22 New Works Program.

CONSULTATION

A series of meetings were undertaken with DJPR to discuss potential project applications and feedback was received regarding their suitability.

Community consultation will be undertaken on a project by project basis.

CRITICAL DATES

All project proposals must be discussed with DJPR prior to applications being made. This has occurred.

- Applications closed on 10 March 2021.
- Funding announcements are expected from April 2021.
- Funding Agreements are to be executed in May 2021.
- Successful projects must commence within 18 months of the funding announcement.
- Projects must be completed within 24 months of commencement.

FINANCIAL IMPLICATIONS

The proposed eight projects listed above amount to a total application amount of \$4,015,000 and Council must contribute a matching funding amount to that of the Growing Suburbs Fund application. All projects must commence no later than within 18 months of the funding announcement (expected in late April 2021) and for construction to be completed within 24 months of commencement of works.

The nominated projects are currently listed with forecast budgets in the 4 Year New Works Program. If the grant applications are successful, this will result in offsets to Council's future New Works Program budget of up to \$4,015,000.

POLICY STRATEGY AND LEGISLATION

Council has benefited from previous rounds of the Growing Suburbs Fund to deliver significant community infrastructure identified in the Council Plan. The projects identified in this current round have been selected based on their strength of meeting the grant guidelines and their strategic importance to Council as identified in the 4 Year New Works Program.

LINK TO STRATEGIC RISKS

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

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	High-performing organisation
Key Direction	More cost-effective investment through better return on investment, efficiency and an engaged workforce

The Growing Suburbs Fund enables additional funding opportunities for priority local infrastructure needs within Council's 4 Year New Works Program.

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

Applications to 2021/22 round of the Growing Suburbs Fund closed on 10 March 2021. After extensive consideration of the projects currently listed in Council's 4 Year New Works Program, eight projects were found to best meet the criteria and are recommended for Council approval in priority order for submission to the Grant program.

RECOMMENDATION

THAT Council resolve to approve the submission of the following eight projects listed in priority order to the 2020/21 round of the Growing Suburbs Fund:

- 1. Norris Bank Reserve (West Precinct), Bundoora for \$600,000 grant;**
- 2. Kelynack Recreation Reserve Upgrade, Mill Park for \$675,000 grant;**
- 3. Whittlesea Public Gardens, Lalor – Skate Park and Urban Zone for \$650,000 grant;**
- 4. Redleap Recreation Reserve Upgrade, Mill Park for \$525,000 grant;**
- 5. Streetscape Improvements on Gorge Road, South Morang for \$475,000 grant;**
- 6. Quarry Hills Regional Park, South Morang – Trails for \$565,000 grant;**
- 7. Community Energy Efficiency Program for \$375,000 grant; and**
- 8. Mernda Adventure Park Public Amenity for \$150,000 grant.**

COUNCIL RESOLUTION

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

THAT Council resolve to adopt the Recommendation.

CARRIED

2020-21 Growing Suburbs Fund

Pipeline Projects



Norris Bank Reserve (West Precinct)



Norris Bank Reserve is one of the City of Whittlesea's four major community parks and is a highly valued asset to the community. In 2017 a master plan was prepared to guide the redevelopment of the reserve, ensuring the wider community have access to the public open space they require as part of a liveable city. Since the master plan's endorsements, upgrades to the playscape, dog off leash park, bocce courts and fitness equipment have been completed. This project sees the upgrade of the western precinct to form a multi-use youth space that encourages social interaction, creativity and active youth people.

Project Scope

- Multi use basketball court
- Performance space- with speakers for small scale, impromptu performances
- Grass embankment with vantage point over the space for passive recreation and viewing
- Feature wall for LED programmable lighting and possible artwork integration
- Shelter and social gathering spaces with WIFI access
- Upgraded path network to improve access to the broader reserve and public transport

Total Project Cost: \$1,200,000

Delivery Timeframe: Design - June 2021

Construction - June 2021



Kelynack Recreation Reserve



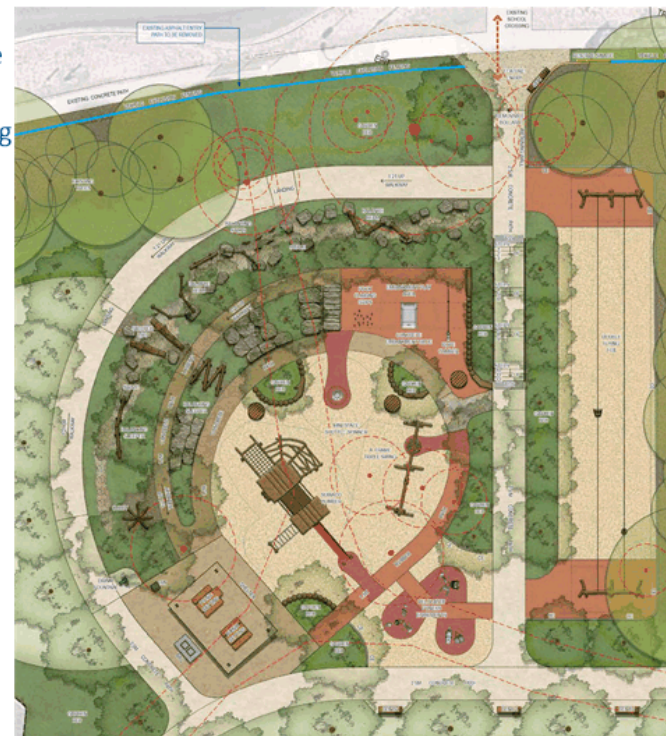
The Kelynack Recreation Reserve Master Plan has been developed to guide the future use of Kelynack Recreation Reserve, ensuring that the improved physical access and safety, improve the natural environment and biological connection to the Plenty Gorge Parklands and to upgrade sporting infrastructure and community facilities. This project will deliver the key actions items from the master plan.

Project Scope

- Relocation of the existing playground to increase passive surveillance and connection to Plenty Parklands Primary School
- Increase playground size to attract greater diversity in play comprising nature play elements and more challenging features for older children and teenagers.
- DDA compliant access and circuit paths
- New sheltered area with accessible picnic facilities
- New multi play court with a basketball line marking and ring, ping pong table and seating area.

Total Project Cost: \$1,350,000

Delivery Timeframe: Design- December 2021
Construction- October 2022



Whittlesea Public Gardens – Skate Park and Urban Zone



Whittlesea Public Gardens is one of the four Major Community Parks identified in the City of Whittlesea Open Space Strategy and a key parcel of open space in the context of Melbourne's growing trail network. The proposed skate facility and basketball courts will form an 'Urban Park' playroom that has been designed with an emphasis on passive recreation opportunities for youth ranging from early teens to young adults.

Project Scope

- Strong design focus on youth recreational activity in a passive environment
- New district level skate facility with a long linear design
- New full size basketball court with multiple line marking, multiples rings and seating areas
- New sheltered area with social and accessible seating and tables
- New spectator viewing area
- DDA compliant circuit and access paths
- New climbing wall and new open lawn area

Total Project Cost: \$1,308,000

Delivery Timeframe: Design: Jan to March 2021
Construction- October 2022



Redleap Recreation Reserve



Redleap Recreation Reserve is a municipal level reserve and receives the highest visitor rate of a reserve in Mill Park. A master plan was developed in 2019 to address the issue of aged sports and public open space infrastructure. The master plan explores issues around public access, visibility, safety, connection to adjacent properties and interconnectivity between multiple recreation facilities. The master plan has already guided the delivery a municipal level dog off leash park and upgraded cricket practice nets. This project will deliver key actions items from the master plan. Additionally, the Redleap Reserve project will complement planned works at Mill Park Basketball Stadium which include significant revitalisation and public realm activation of the forecourt area.

Project Scope

- Creation of a municipal level play space which utilises the natural features of the site and which provide a range of physical challenges for toddlers, juniors though to young teens
- Upgrade of the picnic areas to cater for small to medium scale events
- Outdoor fitness equipment
- Multi lined basketball hard court area
- Enhancement of the landscape treatment under the significant River Red Gums
- Upgrade of path networks to improve accessibility

Total Project Cost: \$1,050,000

Delivery Timeframe: Design-August 2021

Construction- December 2022



Streetscape Improvements on Gorge Road, South Morang



The Gorge Road shopping precinct in South Morang has been identified in Councils Town Centre Improvement Plan as a high priority for renewal due to strong transport connectivity and opportunity to drive economic benefit to the local area. The revitalisation to the 90m long shopping strip aligns with Victoria's 20 Minutes Neighbourhood objectives and principles and encourages 'living locally'.

Project Scope

- Revitalisation and consolidation of pavement treatments and trading areas
- New social gathering spaces including seating and public furniture
- Way finding signage and precinct map based signage
- Water sensitive urban design integration into street drainage

Total Project Cost: \$950,000

Delivery Timeframe: Design: July 2021
Construction- October 2022



Quarry Hill's Regional Park – Eagles Shelter Trail



Quarry Hill's Regional Park is located within the growth corridor between Epping, South Morang, Wollert and Mernda. We currently manage the open space area of 220 hectares however the ultimate footprint of the parkland will be approx. 1,100 hectares. The project will encourage increased use of the park by residents and visitors by connecting existing sections of walking/cycling tracks within the park and links to popular viewing points to form walking loops.

Project Scope

- Construct a 840m walking and cycling track from Atrium Reserve to Habitat House
- Construct a 500m walking and cycling track from Habitat House to Granite Hills
- Construct a 1.8km walking and cycling track from Atrium Reserve to the Eagle Shelter - UPPER
- Construct a 1.2km walking and cycling track from Atrium Reserve to the Eagle Shelter - LOWER
- Construct resting/viewing nodes at key locations including public furniture and signage
- Install a drinking fountain including a water supply connection

Total Project Cost: \$1,130,000

Delivery Timeframe: Design: July 2021
Construction- October 2022



Community Energy Efficiency Program



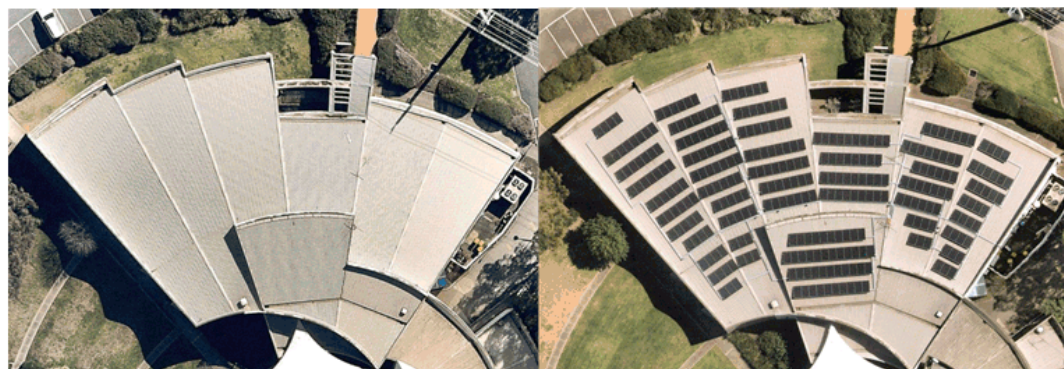
The Community Energy Efficiency project has been developed to ensure community facilities continue to minimise energy consumption, reduce our corporate greenhouse gas emissions and our impact on the environment.

Project Scope

- Solar Photovoltaic Systems - Provide renewable energy, reducing reliance on grid-sourced electricity, reducing the cost of electricity for community site users and reducing corporate GHG emissions.
- Solar Battery Installations - Provide renewable energy and storage for night time use at community centres, reducing reliance on grid-sourced electricity, reducing the cost electricity for site users and reducing corporate GHG emissions.
- Double glazing - Improve thermal efficiency of building fabric in community centres, increasing comfort levels for users and reducing energy consumption.
- Lighting upgrades - Reduce energy consumption, cost of electricity and GHG emissions.

Total Project Cost: \$750,000 (Council Funding) + \$250,000 GSF funding in 20/21 FY

Delivery Timeframe: Ongoing



Community Energy Efficiency Program (cont'd)



Community Facilities for proposed works

Solar PV Systems	Solar / battery installations	Double glazing	Lighting upgrades
	Epping Recreation Reserve	Epping North CAC	Epping North CAC
	Hillsview Recreation Reserve	French St Hall	French St Hall
	HR Uen Recreation Reserve	Galada Community Centre	May Rd Seniors
	Mosaic Reserve Pavilion	May Rd Seniors	Mill Park Community Centre
	Partridge Recreation Reserve	Mernda Villages CAC	Nick Ascenzo Community Centre
	AF Walker Reserve	Mill Park Community Centre	Riverside CAC
	Harvest Home Pavilion	Nick Ascenzo Community Centre	
	WA Smith Reserve	Riverside CAC	

Mernda Adventure Park – Public Toilet



The Mernda Adventure Park Precinct is a 9.0ha reserve which includes a regional scale playground, a large fully enclosed dog off leash park, large community event shelters, dedicated walking/running tracks, environmental wetlands and locally significant conservation areas. Community have been advocating for a public toilet at this major community park to allow community to hold small events and to make the park more inclusive and accessible.

Project Scope

- New accessible public toilet facility including:
 - 1 Unisex Accessible cubicle
 - 1 Unisex Ambulant cubicle
 - Outer handwash basin
 - Security Lighting
 - Recycled water tank for flushing
- All service connections and permits
- Upgraded path network to improve access
- Landscaping improvements around public toilet works area

Total Project Cost: \$300,000

Delivery Timeframe: Design - June 2021

Construction - June 2021



ITEM 6.5.3 FOR DECISION - PROPOSED ANNUAL BUDGET 2021-22**Attachments:** 1 [Proposed Annual Budget 2021-22](#)**Responsible Officer:** Director Corporate Services**Author:** Chief Financial Officer**RECOMMENDATION SUMMARY**

Authorise the Chief Executive Officer to give public notice of the Proposed Annual Budget 2021-2022, ('the Proposed Budget'), Attachment 1 to this report, which makes provision for one rate rebate (a \$120,000 allocation for Sustainable Land Management Rebates).

This Proposed Budget is prepared in accordance with the requirements of the Local Government Act 2020.

BRIEF OVERVIEW

- Average rates in 2020-2021 will increase by 1.5 per cent, in line with the rate cap set by the Victorian Government under the Fair Go Rates System.
- The Proposed Budget is \$305.9 million, which includes an operating budget of \$229.5 million and a capital works program of \$76.4 million to provide new infrastructure and improve roads and facilities around the City.
- The Proposed Budget will be advertised on Wednesday 7 April 2021, allowing public comments and submissions to be received up until 5pm Wednesday 5 May 2021.
- The final Budget is scheduled to be adopted by Council at a Council Meeting to be held on Tuesday 1 June 2021 following consideration of any submissions by Council.
- The Proposed Budget includes a \$0.36 million cash surplus.

RATIONALE FOR RECOMMENDATION

The recommendation is in accordance with the requirement of Section 96(2) of the *Local Government Act 2020*. That Council may develop the first budget under the Local Government Act 2020 in accordance with section 223 of the Local Government Act 1989.

IMPACTS OF RECOMMENDATION

Council has developed and will engage on the 2021-22 Proposed Budget in accordance with the requirements of the Local Government Act.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

An Advisory Committee of Council will meet at a time to be determined to hear public budget submissions and make any recommendations to Council for consideration at the Council meeting to be held on Tuesday 1 June 2021 at 6.30pm.

REPORT**INTRODUCTION**

Administrators and officers have worked together over many months in developing the Proposed Budget to ensure it meets the needs and aspirations of our community.

The 2021-22 Proposed Budget re-sets Council's priorities, paving the way for our community to recover, restore and revive after the year of uncertainty Covid-19 created. We will continue to deliver more than 100 services and look forward to a full return to face-to-face delivery after a long period of time where many Council services were adapted to an online model. We also look forward to upgrading many of our existing facilities and assets, maintaining and protecting our natural environment and open spaces, and delivering new infrastructure projects that will accommodate our rapidly growing and diverse community.

In 2021/22 Council will spend \$305.9 million to deliver community services and invest in essential new infrastructure. This includes a \$76.4 million capital works program.

The proposed rate increase is 1.5 per cent, in line with the order by the Minister for Local Government on 22 December 2020 under the Fair Go Rates System. Council will not be seeking a variation to the rate cap for the 2021/22 year and is very aware of cost pressures on individuals and businesses.

Council and our community continue to experience the financial impacts of the COVID-19 pandemic. Council will manage its costs to ensure investment in our local community continues. Our \$2 million Covid Community Recovery Fund that was included in the 2020-21 Annual Budget will be allocated to local projects and activities based on community feedback throughout this year. By the time this Budget is adopted, it is expected that the allocation of this fund will be decided and we will be able to outline the community-driven initiatives that will be rolled-out in 2021-22.

After hearing public submissions, it is proposed that the Budget will be adopted at a Council Meeting to be held on Tuesday 1 June 2021.

BACKGROUND

The Proposed Budget (Attachment 1) has been prepared on the principles of responsible financial management to achieve an operating surplus that ensures and maintains long term financial sustainability and on a cash basis to deliver a surplus in order to fund new works.

The compilation of the Proposed Budget has been challenging in order to deliver services to a growing community, whilst improving organisation efficiencies and business processes.

Whilst always difficult to raise revenue, especially in times of economic uncertainty, the rate increase proposed is in line with the rate cap set by the State Government and provides for a responsible mix of recurrent and capital budget expenditures.

BUDGET HIGHLIGHTS

Some key features of the budget include:

- Operating revenue of \$238.57 million (excluding developer contributions, non-monetary assets and non-recurrent capital grants)
- Operating expenditure of \$229.5 million
- \$12.03 million to provide services, programs and activities and enable older people to live independently in their homes

- \$9.96 million for provision of family and children services
- \$8.63 million for public health services and programs delivered to protect and enhance community health, safety and wellbeing
- \$5.24 million contribution to provide the Regional Library Service
- \$4.41 million for traffic management services, including school crossings and community education programs
- \$1.96 million for supporting local youth services.

Capital works

The Proposed Budget includes a new capital works budget of \$68.4 million and \$8.0 million of works carried forward from 2020-21 including.

Capital Works Program Highlights

Some of the key highlights of the 2021-22 Capital program across Council's districts include:

South West District (Thomastown, Lalor, Epping)

- \$1.89 million pavilion upgrade at HR Uren Reserve including 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
- \$2.40 million for Whittlesea Public Gardens Master Plan
- \$0.8 million for ongoing implementation of the Epping Recreation Reserve Master Plan

South East District (Mill Park, Bundoora)

- \$2.79 million for upgrade of McLeans Road Kindergarten (demolition of existing building and construction of a new two room kindergarten)
- \$2.74 million for stage 2 redevelopment of Mill Park Basketball Stadium

Central West District (Epping North, Wollert)

- \$3.43 million for construction of a Community Activity Centre – west of Epping Road at Wollert East

Central East District (South Morang, Mernda, Doreen)

- \$2 million for Quarry Hills Regional Park implementation to transform it into a major regional open space facility
- \$1 million for the Findon Road extension - Williamsons road to Danaher Drive connecting Plenty Road in the east to the Hume Freeway in the west. Project is programmed to align with extension of the Mernda Rail Train Line
- \$2.11 million for construction of a Community Activity Centre – Mernda Villages
- \$1 million for the construction of Sackville Street and Bridge Inn Road intersection
- \$0.9 million for sports ground and turf renewal at Laurimar Reserve West oval

Rural North District (Whittlesea Township and Surrounds)

- \$0.9 million to upgrade Whittlesea skate park to include street skate and park elements, new social spaces, a refurbished BMX track and improve accessibility to cater for a broader range of age groups, encourage female participation, and skaters of different abilities, for the growing Whittlesea community
- \$2 million for the reconstruction of Arthurs Creek road at Yan Yean

In addition to the above, the following major projects covering multiple districts are included in the 2021-22 Capital program:

- \$14.87 million for local road restoration and resurfacing
- \$2.30 million for minor planned renewal works
- \$1.50 million for streetlight bulb replacement program
- \$1.45 million for ongoing programs to upgrade playgrounds and general landscape

WASTE CHARGE

Whittlesea introduced a separate waste charge in 2018-19 and this charge will continue in 2020-2021.

Council will, for the second consecutive year, absorb most of the rising costs associated with waste collection. The Victorian Government will increase landfill levy costs to Council by more than 60 per cent in 2021-22. Council proposes to increase its waste charge by 1.5 per cent to recover \$10 million of the \$12.36 million increase this will cost Council, representing a \$2.36 million subsidy for the community.

The 2021-2022 proposed waste service charges are:

- \$114.40 per annum for residential and farming properties
- \$175.20 per annum for commercial and industrial properties.

This will bring average rates and charges (general rates plus waste service charge) to \$1,878.94 per household, being 2.39 per cent higher than the 2020-21 level of \$1,835.10. Note that the waste charge is not subject to rate capping and the general rate amount includes annualised supplementary rates.

PROPOSAL

It is proposed that Council authorise the Chief Executive Officer to give public notice of the Proposed Budget for the 2021-2022 financial year.

CONSULTATION

The Proposed Budget will be advertised on Wednesday 7 April 2021, allowing public comments and submissions to be received up until 5pm Wednesday 5 May 2021.

CRITICAL DATES

It is proposed that the final Budget be adopted by Council at a Council Meeting to be held on Tuesday 1 June 2021 following consideration of any submissions by Council.

FINANCIAL IMPLICATIONS

In 2021-2022 Council will spend \$305.9 million to deliver more than 100 community services and invest in essential new infrastructure.

This includes a \$76.4 million capital works program, with projects to build and upgrade community centers, sporting facilities, playgrounds, roads, bike paths and footpaths across our new and established areas.

POLICY STRATEGY AND LEGISLATION

Council prepares its annual Budget under the provisions of the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.

LINK TO STRATEGIC RISKS

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

The budget is the key tool to manage Council's short-term financial sustainability.

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

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 2020*, officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

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

CONCLUSION

Council has developed a responsible and financially sustainable budget that puts the City of Whittlesea in a strong fiscal position to manage future impacts of the pandemic and provide for the needs of our rapidly growing community.

As Council works within an environment of ongoing uncertainty as a result of the COVID-19 pandemic, added financial discipline, monitoring, and continuous improvement will be required to ensure that Council is delivering services in a cost-effective manner.

Residents and other interested members of our community are invited to make comments and submissions on the Proposed Budget.

RECOMMENDATION

THAT Council resolve to:

1. Authorise the Chief Executive Officer to give public notice of the Proposed Annual Budget 2021-2022 ('the Proposed Budget'), Attachment 1 to this report, which make provision for one rate rebate (a \$120,000 allocation for Sustainable Land Management Rebates). The Proposed Budget is prepared in accordance with the requirements of the Local Government Act 2020;
2. Establish an Advisory Committee comprising Administrator _____; and Administrator _____ ('the Advisory Committee') to consider submissions and hear from any person who requests to speak in support of their submission on the Proposed Budget.
3. Require the Advisory Committee to report to Council, with any recommendations, at the Council Meeting to be held at 6.30 pm on Tuesday, 1 June 2021.
4. Make copies of the Proposed Budget available for inspection via Whittlesea City Council's website – www.whittlesea.vic.gov.au with physical copies mailed out on request.
5. Seek written public submissions on the Proposed Budget during the consultation period of Wednesday 7 April 2021 to 5.00 pm Wednesday 5 May 2021.
6. Consider any written submissions and hear those persons requesting to be heard in relation to their submission in a format, time and date to be determined by Council.
7. Confirm Proposed Schedule of Fees and Charges included in the Proposed Budget Document.

COUNCIL RESOLUTION

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

THAT Council resolve to:

1. Authorise the Chief Executive Officer to give public notice of the Proposed Annual Budget 2021-2022 ('the Proposed Budget'), Attachment 1 to this report, which make provision for one rate rebate (a \$120,000 allocation for Sustainable Land Management Rebates). The Proposed Budget is prepared in accordance with the requirements of the Local Government Act 2020;
2. Establish an Advisory Committee comprising Administrator Wilson and Administrator Duncan ('the Advisory Committee') to consider submissions and hear from any person who requests to speak in support of their submission on the Proposed Budget.
3. Require the Advisory Committee to report to Council, with any recommendations, at the Council Meeting to be held at 6.30 pm on Tuesday, 1 June 2021.
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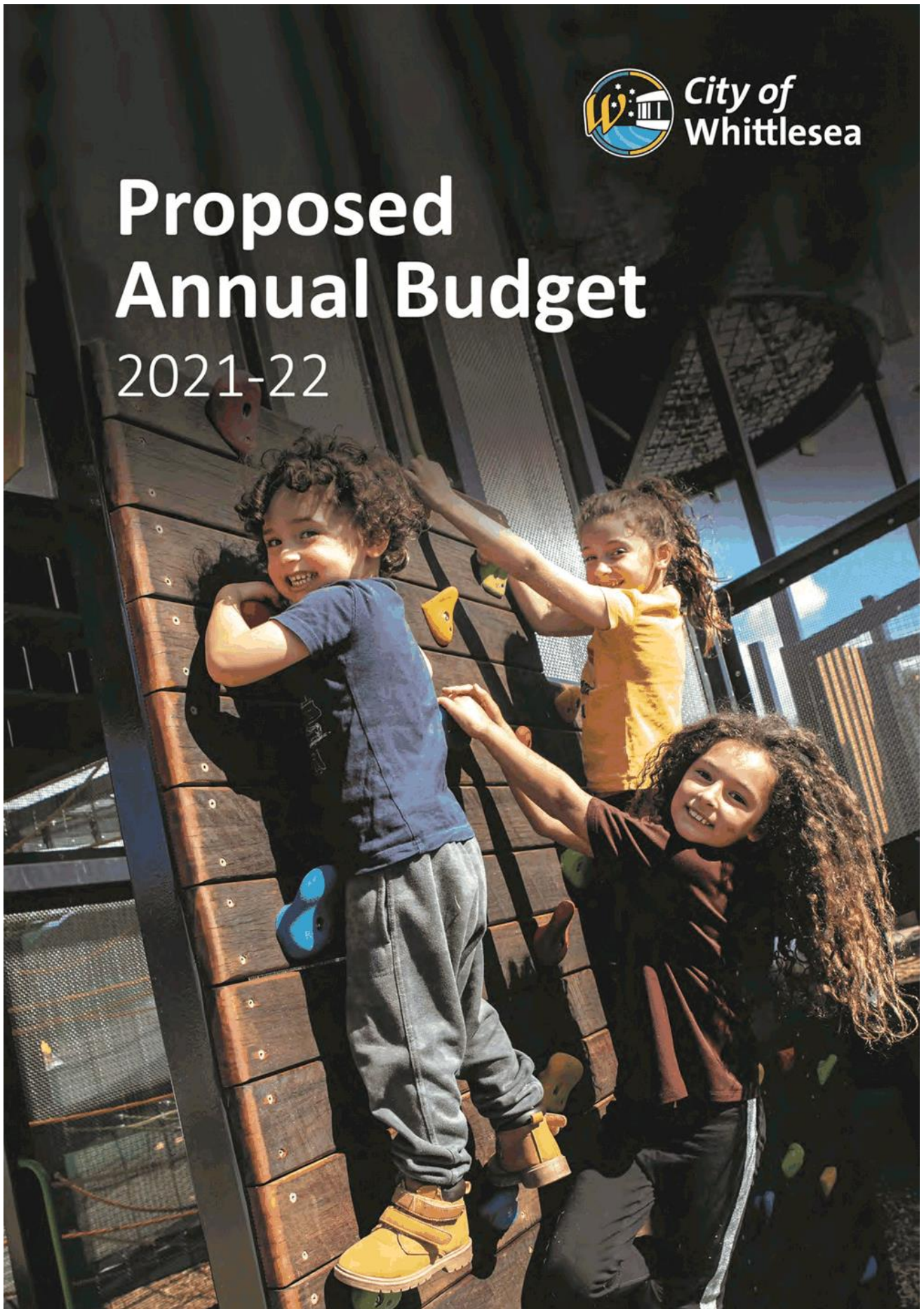
6. Consider any written submissions and hear those persons requesting to be heard in relation to their submission in a format, time and date to be determined by Council.
7. Confirm Proposed Schedule of Fees and Charges included in the Proposed Budget Document.

CARRIED



City of
Whittlesea

Proposed Annual Budget 2021-22



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The model budget, including financial statements, has been prepared in accordance with the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*. While every effort has been made to ensure that the information contained in this document has been accurate and complies with relevant Victorian legislation, each Council remains responsible to ensure that the budget they prepare is compliant with all statutory requirements.

Introduction from the Chair Administrator and CEO

The 2021-22 Budget re-sets Council's priorities, paving the way for our community to recover, restore and revive after the year of uncertainty Covid-19 created. We will continue to deliver more than 100 services and look forward to a full return to face-to-face delivery after a long period of time where many Council services were adapted to an online model. We also look forward to upgrading many of our existing facilities and assets, maintaining and protecting our natural environment and open spaces, and delivering new infrastructure projects that will accommodate our rapidly growing and diverse community.

Ongoing essential services

Council plans to invest \$229 million into service delivery, providing people at all ages and stages of life with access to programs and activities that will enhance their health and wellbeing and ensure we are a connected community. Among these services are immunisation, delivered meals and home support for our elderly and vulnerable residents, libraries that enhance learning while providing a meeting place for people to come together, the critical maternal and child health service that supports families with young children, and our waste collection which now includes food and recycling alongside general garbage and recycling.

Our commitment to customer service and engagement

In 2020-21, Council made a new commitment to engage more effectively, more often and in more ways. We will include our community in all Council decisions including our plans, strategies and projects, and invest in community engagement activities to encourage two-way conversations throughout the municipality. We are also investing in a flagship project to improve our customer service. The Customer First Project aims to deliver on a suite of initiatives that will make a difference to the way we communicate with people living and working in our City, improve our response times and streamline some of our processes to enhance our customers' experience when interacting with Council.

We are also increasing our investment in economic development to help existing businesses get back on their feet and thrive. Our enhanced focus on economic development also aims to create more local employment opportunities for people living in the City Whittlesea.

Council will, for the second consecutive year, absorb most of the rising costs associated with waste collection. The Victorian Government will increase landfill levy costs to Council by more than 60 per cent in 2021-22. Council proposes to increase its waste charge by 1.5 per cent to recover \$10 million of the \$12.36 million increase this will cost Council, representing a \$2.36 million subsidy for the community.

Building connected communities and liveable neighbourhoods

Our local road network will continue to improve with Council's investment of \$16 million in 2021-22 for upgrades across the municipality. This includes a \$2 million reconstruction of Arthurs Creek Road in Yan Yean and the completion of the Findon Road extension, connecting Plenty Road in the east and the Hume Freeway in the west.

We will invest \$76 million into a range of exciting new and refurbished facilities and infrastructure including a kindergarten in Bundoora (McLeans Road), Wollert East Community Activity Centre, Mill Park Basketball Stadium and a community skate park in Whittlesea Township.

This year, Council will invest \$2 million to continue the implementation of the Quarry Hills Regional Park masterplan to transform it into a major regional open space facility. We will also focus on creating and maintaining our parks, gardens and public spaces that residents can be proud of and enjoy.

Supporting community recovery

Council and our community continue to experience the financial impacts of the COVID-19 pandemic. Council will manage its costs to ensure investment in our local community continues. Our \$2 million Covid Community Recovery Fund that was included in the 2020-21 Annual Budget will be allocated to local projects and activities based on community feedback throughout this year. By the time this Budget is adopted, it is expected that the allocation of this fund will be decided and we will be able to outline the community-driven initiatives that will be rolled-out in 2021-22.

Our COVID-19 Hardship Policy adopted in April 2020 has provided rates, charges and fee relief to those adversely impacted by the pandemic. This policy will be updated at the start of the new financial year to ensure our community has ongoing support when experiencing hardship.

Responsible budget

This is a responsible and financially sustainable budget that puts the City of Whittlesea in a strong fiscal position to manage future impacts of the pandemic and provide for the needs of our rapidly growing community.

We are reporting a \$147 million accounting surplus, which on paper seems like a significant cash reserve. However, these funds are accounted for in future spending and there are more details in the Chief Financial Officer's report on page 5.

Rates and Charges are Council's primary source of income and integral to funding the delivery of services and investment in the infrastructure development and renewal that supports our growing community.

With one of the lowest average rates across councils located outside the Melbourne fringe, we propose an average rate increase of 1.5% for 2021-22, which complies with the Victorian Government imposed rate cap under the Fair Go Rating System.

We look forward to receiving feedback on this Proposed Budget 2021-22.

Lydia Wilson, Chair Administrator

Craig Lloyd, CEO

Chief Financial Officer Report

The 2021-22 Proposed Annual Budget has been developed in what continues to be challenging times for the City of Whittlesea. The Proposed Budget aims to continue Council's commitment to invest in services and infrastructure in a financially responsible way by balancing the needs of our community while achieving long term financial sustainability.

Council is budgeting for a full year operating surplus of \$146.76 million in 2021-22. This is largely driven by revenue received from non-monetary developer contributions (\$104.08 million), monetary developer contributions (\$17.34 million) and capital grant income (\$17.41 million).

It is important to note that this budgeted operating surplus is not a cash surplus, therefore it does not convert to immediately available cash for Council. Significant amounts of this surplus as outlined above are restricted by legislation and must be used for future infrastructure investment.

Council's budgeted operating cash result for 2021-22 is \$0.35 million, which means that Council can invest available cash generated during the year into service delivery and infrastructure for our community.

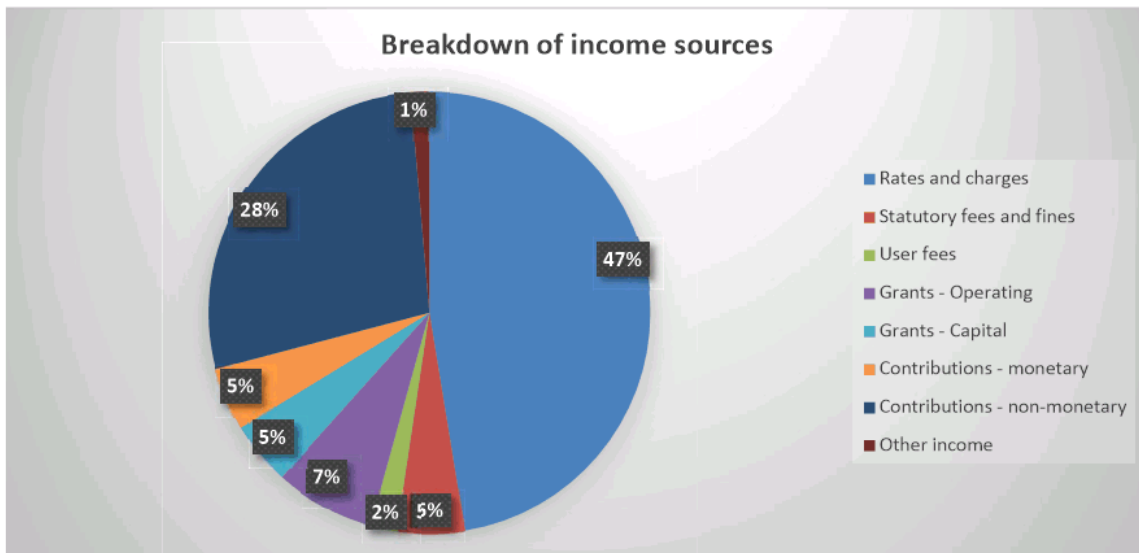
Budget Financial Snapshot

	Forecast Actual 2020-21 \$ million	Budget 2021-22 \$ million
Total Revenue	355.38	376.25
Total Expenditure	216.08	229.49
Operating Result	139.30	146.76
Adjusted underlying surplus	16.78	9.08
Operating cash result	1.37	0.04
Capital Works Program	73.66	76.37
Represented by		
New	32.00	25.10
Renewal	24.13	34.22
Upgrade	17.39	16.51
Expansion	0.15	0.55

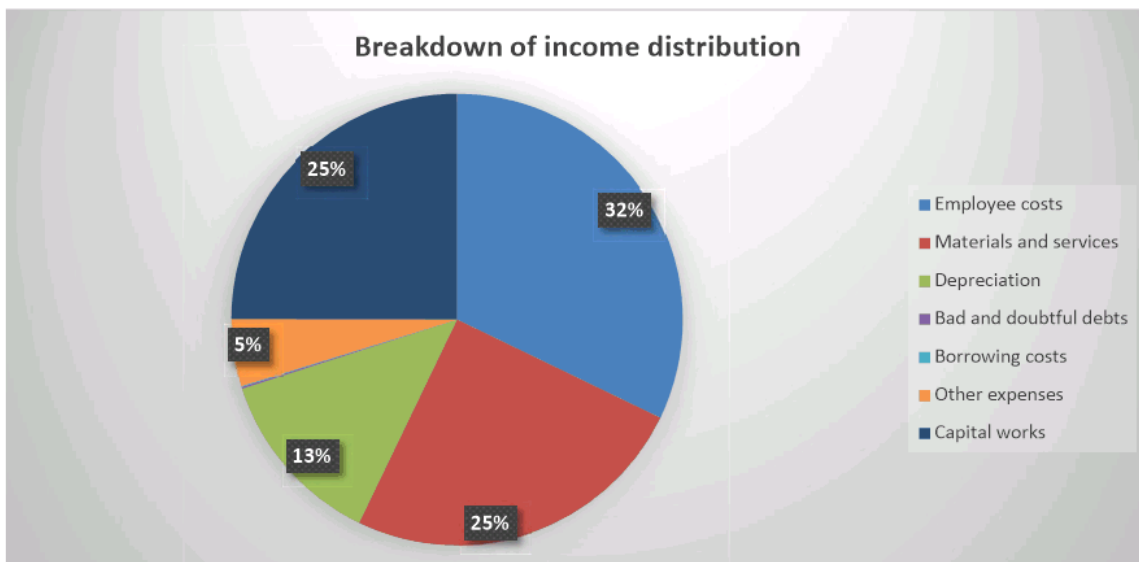
Where our money comes from

Council's income comes from a number of sources including:

- Rates and charges
- Grants funding from the federal and state government
- Statutory fees and fines
- Charging user fees for some of our services
- Contributions from developers
- Other general income

**Where our money goes**

Council uses the money it receives from multiple sources to deliver services to our community, including providing new assets and maintaining, renewing and upgrading our existing community infrastructure assets.



Budget Highlights

Key highlights from Council's Proposed Annual Budget 2021-22 include:

Operating revenue of \$238.57 million (excluding developer contributions, non-monetary assets and non-recurrent capital grants)

Operating expenditure of \$229.49 million

\$12.03 million to provide services, programs and activities and enable older people to live independently in their homes

\$9.96 million for provision of family and children services

\$8.63 million for public health services and programs delivered to protect and enhance community health, safety and wellbeing

\$5.24 million contribution to provide the Regional Library Service

\$4.41 million for traffic management services, including school crossings and community education programs

\$1.96 million for supporting local youth services.

Capital Works Program Highlights

Some of the key highlights of the 2021-22 Capital program across Council's districts include:

South West District (Thomastown, Lalor, Epping)

\$1.89 million pavilion upgrade at HR Uren Reserve including 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

\$2.40 million for Whittlesea Public Gardens Master Plan

\$0.8 million for ongoing implementation of the Epping Recreation Reserve Master Plan

South East District (Mill Park, Bundoora)

\$2.79 million for upgrade of McLeans Road Kindergarten (demolition of existing building and construction of a new two room kindergarten)

\$2.74 million for stage 2 redevelopment of Mill Park Basketball Stadium

Central West District (Epping North, Wollert)

\$3.43 million for construction of a Community Activity Centre – west of Epping Road at Wollert East

Central East District (South Morang, Mernda, Doreen)

\$2 million for Quarry Hills Regional Park implementation to transform it into a major regional open space facility

\$1 million for the Findon Road extension - Williamsons road to Danaher Drive connecting Plenty Road in the east to the Hume Freeway in the west. Project is programmed to align with extension of the Mernda Rail Train Line

\$2.11 million for construction of a Community Activity Centre – Mernda Villages

\$1 million for the construction of Sackville Street and Bridge Inn Road intersection

\$0.9 million for sports ground and turf renewal at Laurimar Reserve West oval

Rural North District (Whittlesea Township and Surrounds)

\$0.9 million to upgrade Whittlesea skate park to include street skate and park elements, new social spaces, a refurbished BMX track and improve accessibility to cater for a broader range of age groups, encourage female participation, and skaters of different abilities, for the growing Whittlesea community

\$2 million for the reconstruction of Arthurs Creek road at Yan Yean.

In addition to the above, the following major projects covering multiple districts are included in the 2021-22 Capital program:

\$14.87 million for local road restoration and resurfacing.

\$2.30 million for minor planned renewal works.

\$1.50 million for street light bulb replacement program.

\$1.45 million for ongoing programs to upgrade playgrounds and general landscape.

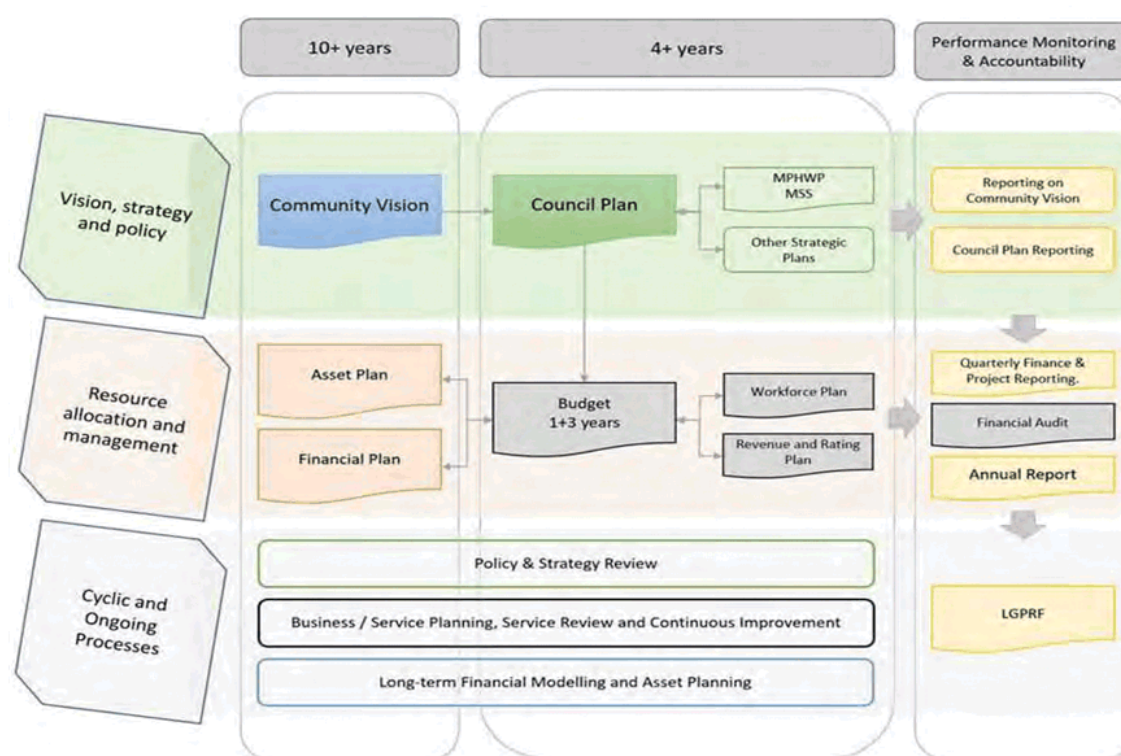
The Proposed Annual Budget 2021-22 represents a financially responsible and sustainable investment in the delivery of core services and infrastructure investment that is critical in supporting our growing local community over the next 12 months and beyond.

1. Link to the Integrated Planning and Reporting Framework

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

1.1 Legislative planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated planning and reporting framework that applies to local government in Victoria. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of Jobs, Precincts and Regions

The timing of each component of the integrated planning and reporting framework is critical to the successful achievement of the planned outcomes.

1.1.1 Key planning considerations

Service level planning

Although councils have a legal obligation to provide some services — such as animal management, local roads, food safety and statutory planning — most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works. Community consultation needs to be in line with a council's adopted Community Engagement Policy and Public Transparency Policy.

1.2 Our purpose

Our Vision

A place for all.

The City of Whittlesea's vision guides our effort to keep pace with the rapid changes to and growth of our municipality over the next few years.

Our mission

The City of Whittlesea promises to:-

- Use evidence to decide our community direction
- We use this evidence to advocate to Council and external parties

Our values

- Excellence
- Wellbeing
- Open communication
- Valuing diversity
- Respect

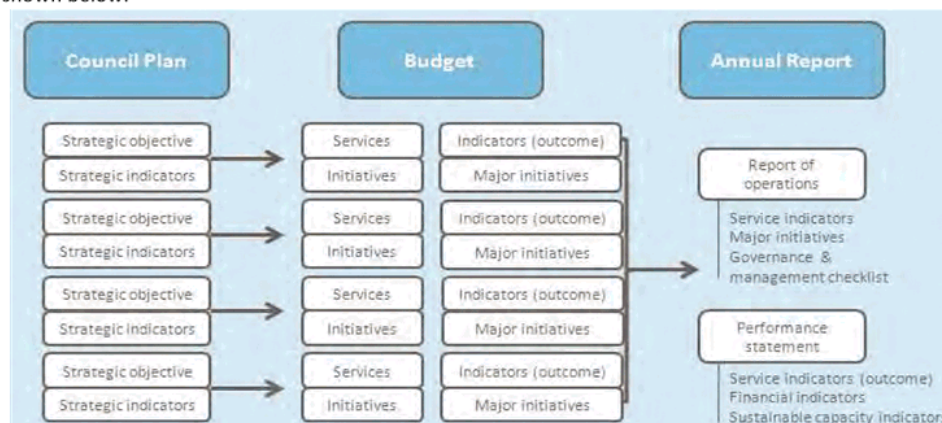
1.3 Strategic objectives

Council delivers services and initiatives under 26 major service groups. Each contributes to achieving Council's strategic objectives, which are grouped under five goals.

Goal	Description
Connected community	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.
Liveable neighbourhoods	In 2040 the City of Whittlesea is well-planned and beautiful. Our neighbourhoods and town centres are convenient and vibrant places to live, work and play. Everything we need is close by. We have a variety of quality housing that suits our life stages and circumstances. Every resident is able to get where they need to go with ease and can leave the car at home.
Strong local economy	In 2040 the City of Whittlesea is the smart choice for innovation, business growth and industry. People of all ages have opportunities to learn and develop skills locally. There are many opportunities to gain employment and build careers not too far from home. Residents support local business and we are renowned for our successful local economy.
Sustainable environment	In 2040 the City of Whittlesea's superb landscapes and natural environment are an enduring source of pride. Our iconic River Red Gums, local biodiversity and precious natural assets are protected for future generations. Locals and visitors enjoy spending time in our natural environments and our leafy suburbs. Together, we are working to reduce our impact on the environment and adapt to the changing climate.
High performing organisation	Council delivers a range of internal functions and activities enabling the delivery of efficient and effective services and initiatives. Council's goal is to be a high-performing organisation which delivers best value to the community.

2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2021/22 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Jobs, Precincts and Regions

2.1 Connected community

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.

Services

Service area		2019-20 Actual \$'000	2020-21 Forecast \$'000	2021-22 Budget \$'000
Aboriginal reconciliation	Income	133	120	61
	Expense	936	1,039	1,125
	Surplus / (deficit)	(803)	(919)	(1,064)

Council works with the whole community to increase awareness, heal the wrongs of the past and foster reconciliation. In addition Council works with our Aboriginal residents to facilitate equal access to life opportunities and services and to facilitate recognition and continuity of culture. Specifically, Council is working with service providers to assist them to locate in the City of Whittlesea. Council is setting the example with a target to increase the proportion of Aboriginal people employed at Council to 2%, and the provision of Aboriginal awareness and capacity training to enable the whole organisation to deliver services to our Aboriginal residents. Council facilitates the Whittlesea Reconciliation Group to foster reconciliation, run programs and events that raise awareness and promote discussion.

Service area		2019-20	2020-21	2021-22
		Actual \$'000	Forecast \$'000	Budget \$'000
Arts, heritage and festivals	Income	34	40	10
	Expense	1,858	1,729	1,749
	Surplus / (deficit)	(1,824)	(1,689)	(1,739)

Council's 'Arts, heritage and events' service seeks to build identity, belonging and social cohesion; all of which are central to the achievement of the Whittlesea 2040 vision 'A place for all'. Council's strategic approach:

- enables a creative sector that is vibrant and viable
- delivers events that showcase and celebrate our strengths and cultural diversity
- preserves and promotes our history and our living traditions and the co-creation of cultures
- ensures that Aboriginal, historic cultural and natural heritage places, assets and features are retained, conserved and integrated into the urban design and neighbourhood character of our City.

Community Facilities	Income	1,962	1,079	2,712
	Expense	14,143	13,073	14,565
	Surplus / (deficit)	(12,181)	(11,994)	(11,853)

Planning, construction, management and maintenance of Council owned and operated facilities to support Council services, conferences, events, leisure activities and community-run activities and groups. Specific Council services supported include maternal and child health, early childhood, social support activities. External services supported include other allied health and community services.

Leisure and recreation	Income	434	373	604
	Expense	1,959	2,843	1,887
	Surplus / (deficit)	(1,525)	(2,470)	(1,283)

The service includes the strategic planning and management of leisure and recreation activities within the City of Whittlesea. Council manages and supports community groups and organisations using Council spaces. Council liaises with sports clubs to support their development, community participation and effective use of sports grounds, pavilions and other facilities.

The service also plays a key role in planning for, delivering and managing Council's leisure facilities.

Ageing well	Income	6,691	6,039	7,542
	Expense	10,388	11,145	12,032
	Surplus / (deficit)	(3,697)	(5,106)	(4,490)

Council supports older residents to age well by providing services, programs and activities such as delivered meals, domestic assistance, personal care, seniors' clubs support, positive ageing programs and social support. Council's assessment service helps older residents to access user-directed aged care services under the new model following the Aged Care Reform. Furthermore, Council facilitates partnerships and advocates for social and physical infrastructure.

Animal management	Income	1,378	2,076	1,846
	Expense	2,411	2,727	2,621
	Surplus / (deficit)	(1,033)	(651)	(775)

Animal management features a range of services and programs delivered to ensure that people and their pets can live together harmoniously and safely in our community.

The service includes: reuniting lost pets with their owners, pet adoptions, operating the Epping Animal Welfare Facility, animal investigations, establishing and monitoring measures put in place to mitigate the risks posed by dangerous and restricted breed dogs, attending to wandering livestock, auditing animal-related businesses to ensure welfare standards are upheld.

Council keeps a register of cats and dogs that live in the City of Whittlesea and promotes responsible pet ownership through a series of communication campaigns and events each year.

Service area		2019-20	2020-21	2021-22
		Actual \$'000	Forecast \$'000	Budget \$'000
Family and children's services	Income	4,108	5,907	5,127
	Expense	9,054	9,573	9,956
	Surplus / (deficit)	(4,946)	(3,666)	(4,829)

Family and children's services aims to improve health, safety, social and educational outcomes for children and families within the City of Whittlesea. This is achieved by providing high quality, evidence-based services, programs and activities to strengthen individual and community wellbeing, capacity and connection. Key services include maternal and child health and early years management and support.

Public health and safety	Income	3,189	3,818	3,078
	Expense	7,955	9,753	8,626
	Surplus / (deficit)	(4,766)	(5,935)	(5,548)

A range of services and programs delivered to protect and enhance community health, safety and wellbeing. This is achieved by educating the community about their responsibilities to contribute to public health and safety, the enforcement of state and local laws, working with emergency service agencies to plan and respond to emergencies, and by using an evidence base to develop plans for addressing major health and wellbeing issues faced by the community.

Youth services	Income	18	63	40
	Expense	1,758	1,726	1,960
	Surplus / (deficit)	(1,740)	(1,663)	(1,920)

Baseline for Young People is Council's dedicated youth service. Baseline provides a range of programs, activities and events for young people aged 10- 25 years and their families. Baseline also facilitates networks and advocates for inclusive social and physical infrastructure that support all young people, and works closely with a range of external organisations.

Community strengthening	Income	583	851	490
	Expense	5,258	6,070	4,769
	Surplus / (deficit)	(4,675)	(5,219)	(4,279)

The 'Community strengthening' service aims to enhance our community wellbeing through building social capital and planning of local place based programs and services, planning of community infrastructure, and actively engaging local residents, community organisations and other stakeholders.

Customer service, communications and civic participation	Income	13	246	-
	Expense	3,952	5,284	6,577
	Surplus / (deficit)	(3,939)	(5,038)	(6,577)

The service manages key interactions between residents and Council via the service counter, the customer contact centre, online service requests and complaints, Council's websites and other communication channels, civic functions, Council meetings and information requests.

Major Initiatives

The initiatives included are indicative only. Major initiatives will be finalised upon completion of the Council Plan community engagement. Funding for these initiatives has been factored into this budget.

1. McLeans Road Kindergarten - redeveloping the facility to accommodate a further kindergarten room
2. Donnybrook early activation - partnering with the developer to ensure initial infrastructure and services are provided timely to the growing local community
3. Construct the Mernda Villages social support services facility
4. Mernda Sports Hub
5. Connected communities in parks - increasing the formal and informal use of parks and perceptions of safety by changing the way Council approaches upgrades, activities and events in parks and reserves
6. Community resilience and emergency management - ensuring communities are safer, better prepared and more resilient when experiencing emergencies
7. Pandemic recovery
8. Community leadership development.

Other Initiatives

The initiatives included are indicative only. Other initiatives will be finalised upon completion of the Council Plan community engagement. Funding for these initiatives has been factored into this budget.

- Pest animal management program supporting local landholders in the Whittlesea region to control pests such as rabbits, deer and foxes
- Expand online customer engagement channel
- Undertake two key community surveys, the Household Survey and the Community Satisfaction Survey to inform our advocacy, planning and service delivery

Service Performance Outcome Indicators

Service	Indicator	2019-20 Actual	2020-21 Forecast	2021-22 Budget
Animal Management	Health and safety	100.00%	100.00%	100.00%
Aquatic facilities	Utilisation	1.82	1.82	1.82
Governance	Satisfaction	54	54	54
Maternal and child health	Participation	73.14%	73.14%	73.14%
	(Aboriginal) Participation	84.26%	84.26%	84.26%
Food safety	Health and safety	87.81%	87.81%	87.81%

* refer to table at end of section 2.5 for information on the calculation of Service Performance Outcome Indicators

2.2 Liveable neighbourhoods

In 2040 the City of Whittlesea is well-planned and beautiful. Our neighbourhoods and town centres are convenient and vibrant places to live, work and play. Everything we need is close by. We have a variety of quality housing that suits our life stages and circumstances. Every resident is able to get where they need to go with ease and can leave the car at home.

Services

Service area		2019-20 Actual \$'000	2020-21 Forecast \$'000	2021-22 Budget \$'000
Roads, public transport and footpaths	Income	2,909	3,175	2,237
	Expense	16,184	17,625	18,107
	Surplus / (deficit)	(13,275)	(14,450)	(15,870)
Provision and maintenance of accessible, functional, safe and well connected transport infrastructure. This is achieved by using best practice in planning, design and delivery.				
Traffic management	Income	3,642	4,748	5,063
	Expense	3,581	4,057	4,410
	Surplus / (deficit)	61	691	653
Traffic management includes a range of services delivered to ensure a safe and efficient road network for motorists, pedestrians and cyclists. Programs include staffing school crossings at flagged and un-flagged crossings, and running community education programs about safe traffic behaviour around schools.				
Parks and open space	Income	401	512	171
	Expense	12,667	13,679	13,957
	Surplus / (deficit)	(12,266)	(13,167)	(13,786)
Management and maintenance of Council's parks and open space assets except conservation and bushland areas, such as parks, playgrounds, street trees, sports fields and lawns. The service also includes the planning for future parks and open space projects.				
Planning and building	Income	5,680	5,002	5,506
	Expense	9,419	10,278	10,115
	Surplus / (deficit)	(3,739)	(5,276)	(4,609)

The service encompasses the administration and enforcement of building and planning legislation, and how land is being used and developed from a strategic and statutory perspective. This includes policy and master plan preparation and implementation, and approval of infrastructure and public spaces associated with urban development.

Major Initiatives

The initiatives included are indicative only. Major initiatives will be finalised upon completion of the Council Plan community engagement. Funding for these initiatives has been factored into this budget.

9. Cycling and walking - continuing to improve the local shared path network and advocate for further external
10. Advocate for better public transport - influencing other levels of government to deliver favourable community outcomes regarding the Wollert rail corridor, the route 86 tram extension and bus services in the growth corridor
11. Advocate for better state roads - influencing other levels of government to deliver favourable community outcomes regarding arterial roads and the Epping-Wollert-Donnybrook transport corridor
12. Streets for people - engaging with residents and businesses to upgrade the streetscape and public spaces in the designated priority area
13. Mernda Town Centre - progressing the town centre development
14. Aboriginal heritage study - partnering with the Aboriginal community to improve protection of Aboriginal cultural heritage sites and values (phase 2)
15. Housing for diverse needs - advocating for affordable, accessible and appropriate housing in partnership with Hume City and Mitchell Shire Councils
16. Local road renewal program
17. Whittlesea Gardens masterplan implementation.

Other Initiatives

The initiatives included are indicative only. Other initiatives will be finalised upon completion of the Council Plan community engagement. Funding for these initiatives has been factored into this budget.

Service Performance Outcome Indicators

Service	Indicator	2019-20	2020-21	2021-22
		Actual	Forecast	Budget
Roads	Satisfaction	61.0	61.0	61.0
Statutory planning	Decision making	52.38%	52.38%	52.38%

* refer to table at end of section 2.5 for information on the calculation of Service Performance Outcome

2.3 Strong local economy

In 2040 the City of Whittlesea is the smart choice for innovation, business growth and industry investment. People of all ages have opportunities to learn and develop skills locally. There are many opportunities to gain employment and build careers not too far from home. Residents support local business and we are renowned for our successful local economy.

Services

Service area		2019-20	2020-21	2021-22
		Actual \$'000	Forecast \$'000	Budget \$'000
Investment attraction	Income	-	-	2
	Expense	143	249	235
	Surplus / (deficit)	(143)	(249)	(233)
Encourage new and support reinvestment within the City of Whittlesea through networking, relationship management with stakeholders and promotion of the opportunities and initiatives available.				
Libraries	Income	18	-	-
	Expense	4,896	5,160	5,237
	Surplus / (deficit)	(4,878)	(5,160)	(5,237)

The City of Whittlesea offers library services through Yarra Plenty Regional Library in partnership with Banyule and Nillumbik Councils. The library service supports Council in building a skilled community that has a sense of wellbeing, inclusion and belonging through free access to relevant collections, public programs and welcoming, accessible spaces for learning.

Service area		2019-20	2020-21	2021-22
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Local business support	Income	281	759	255
	Expense	1,037	1,928	1,350
	Surplus / (deficit)	(756)	(1,169)	(1,095)

Support to businesses including guidance, assistance through other Council departments, promotion of funding and employment opportunities, networking with complementary businesses, promotion of business initiatives to increase customer base, coordination of special rate schemes, support to trader associations and case management of issues and planning applications.

Major Initiatives

The initiatives included are indicative only. Major initiatives will be finalised upon completion of the Council Plan community engagement. Funding for these initiatives has been factored into this budget.

18. 3-year-old kindergarten - implementing the State-funded 3-year-old kindergarten service together with the early childhood sector to support young families in Whittlesea
19. Town centres improvement program - upgrade designated town centres through appealing streetscapes and consistent urban design.

Other Initiatives

The initiatives included are indicative only. Other initiatives will be finalised upon completion of the Council Plan community engagement. Funding for these initiatives has been factored into this budget.

- Our community development grants program supports local initiatives and community groups.

Service Performance Outcome Indicators

Service	Indicator	2019-20	2020-21	2021-22
		Actual	Forecast	Budget
Libraries	Participation	12.41%	12.41%	12.41%

* refer to table at end of section 2.5 for information on the calculation of Service Performance Outcome Indicators

2.4 Sustainable environment

In 2040 the City of Whittlesea's superb landscapes and natural environment are an enduring source of pride.

Our iconic River Red Gums, local biodiversity and precious natural assets are protected for future generations. Locals and visitors enjoy spending time in our natural environments and our leafy suburbs. Together, we are working to reduce our impact on the environment and adapt to the changing climate.

Services

Service area		2019-20	2020-21	2021-22
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Biodiversity and land management	Income	163	249	77
	Expense	6,000	6,539	6,772
	Surplus / (deficit)	(5,837)	(6,290)	(6,695)

The natural environment is an important asset to the City of Whittlesea and this service ensures that it is looked after in our public open spaces and on private property. It includes proactive actions to enhance our landscape and connect people with their environment as well as regulatory activities to protect the environmental assets from damage and degradation.

Service area	2019-20	2020-21	2021-22
	Actual \$'000	Forecast \$'000	Budget \$'000
Climate change action	Income	1	-
	Expense	537	334
	Surplus / (deficit)	(536)	(334)

Council is committed to reducing its impact on Climate Change and helping the community to prepare for the unavoidable impacts of our changing climate. This will be actioned by reducing our reliance on non-renewable energy sources as well as quantifying and acting to mitigate the increased risk of extreme weather events on our community.

Waste and recycling	Income	4,716	5,247	4,960
	Expense	20,854	22,073	24,768
	Surplus / (deficit)	(16,138)	(16,826)	(19,808)

Council is committed to providing sustainable solutions for the collection, disposal and recovery of waste materials generated within the community and through its own operations. This is achievable through the successful delivery of waste management strategic policy development, education programs, operational maintenance activities. The service keeps our city clean, healthy and safe.

Water management	Income	7	7	5
	Expense	1,238	1,032	1,419
	Surplus / (deficit)	(1,231)	(1,025)	(1,414)

Our open waterways, built water supply and drainage systems are important parts of our urban environment. They require careful management to ensure that they meet our needs and are environmentally sustainable. This Service ensures that these assets are planned, delivered, and maintained effectively, and that water is used efficiently throughout our City.

Major Initiatives

The initiatives included are indicative only. Major initiatives will be finalised upon completion of the Council Plan community engagement. Funding for these initiatives has been factored into this budget.

20. Biodiversity asset mapping - updating our data on local flora and fauna to enable strong biodiversity decisions in a challenging ecological environment
21. Climate Change Action Plan - planning with residents, businesses and industry to reduce greenhouse gas emissions
22. Greening Whittlesea Strategy - planting more trees for a cooler city ready to deal with higher average temperatures

Other Initiatives

- The initiatives included are indicative only. Other initiatives will be finalised upon completion of the Council Plan community engagement. Funding for these initiatives has been factored into this budget.

Service Performance Outcome Indicators

Service	Indicator	2019-20 Actual	2020-21 Forecast	2021-22 Budget
Waste Collection	Waste diversion	42.94%	42.94%	42.94%

* refer to table at end of section 2.5 for information on the calculation of Service Performance Outcome Indicators

2.5 High-performing organisation

Council delivers a range of internal functions and activities enabling the delivery of efficient and effective services and initiatives. Council's goal is to be a high-performing organisation which delivers best value to the community.

Services

Service area	2019-20 Actual \$'000	2020-21 Forecast \$'000	2021-22 Budget \$'000
Our systems and knowledge			
Income	426	71	-
Expense	9,608	10,259	11,352
Surplus / (deficit)	(9,182)	(10,188)	(11,352)

The 'Our systems and knowledge' service ensures users can rely on an effective working environment in terms of technology, applications, information management, research and analytics. The service provides the key platforms enabling service and infrastructure delivery across the organisation.

Our finance and assets			
Income	5,835	4,187	2,201
Expense	7,740	8,465	8,862
Surplus / (deficit)	(1,905)	(4,278)	(6,661)

The 'Our finance and assets' service ensures Council is managed in a financially sustainable way where resources are allocated effectively to support the delivery of the desired community outcomes. This includes rate setting and revenue generation, prudent financial planning and management, procurement of goods and services, and effective asset management.

Our people			
Income	25	174	25
Expense	3,843	3,888	4,222
Surplus / (deficit)	(3,818)	(3,714)	(4,197)

The 'Our people' service exists to ensure the City of Whittlesea has adequate labour capacity (numbers) and capability (skills and knowledge) to provide services to the community now, and into the future in an efficient, effective, and sustainable manner.

Our governance			
Income	7,464	3,823	794
Expense	9,325	12,589	9,846
Surplus / (deficit)	(1,861)	(8,766)	(9,052)

The 'Our governance' service ensures Council has adequate structures and processes in place to manage the business of local government in an effective and compliant manner. This includes key strategic planning, communications, advocacy, decision-making and monitoring/reporting activities to achieve Council's purpose of achieving the best outcomes for the local community.

Major Initiatives

The initiatives included are indicative only. Major initiatives will be finalised upon completion of the Council Plan community engagement. Funding for these initiatives has been factored into this budget.

23. Implementation of the Local Government Act 2020 - workforce planning, asset planning
24. Integrating Council's policies and strategies
25. Upgrading systems - risk management, audit, compliance.

Other Initiatives

- The initiatives included are indicative only. Other initiatives will be finalised upon completion of the Council Plan community engagement. Funding for these initiatives has been factored into this budget.

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions. (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community)	Community satisfaction rating out of 100 with the performance of Council in making decisions in the interest of the community
Statutory planning	Decision making	Council planning decisions upheld at VCAT. (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100
Roads	Satisfaction	Satisfaction with sealed local roads. (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.
Libraries	Participation	Active library borrowers. (Percentage of the population that are active library borrowers)	[The sum of the number of active library borrowers in the last 3 financial years / The sum of the population in the last 3 financial years] x100
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill. (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of population)	Number of visits to aquatic facilities / Population
Animal Management	Health and safety	Animal management prosecutions. (Percentage of animal management prosecutions which are successful)	Number of successful animal management prosecutions / Total number of animal management prosecutions

Service	Indicator	Performance Measure	Computation
Food safety	Health and safety	Critical and major non-compliance outcome notifications. (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100
Maternal and Child Health	Participation	Participation in the MCH service. (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100
		Participation in the MCH service by Aboriginal children. (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100

2.6 Reconciliation with budgeted operating result

	Surplus/ (Deficit) \$'000	Expenditure \$'000	Revenue \$'000
Connected community	(44,357)	65,867	21,510
Liveable neighbourhoods	(33,612)	46,589	12,977
Strong local economy	(6,565)	6,822	257
Sustainable environment	(28,238)	33,280	5,042
High performing organisation	(31,262)	34,282	3,020
Total	(144,034)	186,840	42,806
Expenses added in:			
Rates funded capital	(49,450)		
Loan principal and interest	(947)		
Other	(776)		
Deficit before funding sources	(195,207)		
Funding sources added in:			
Rates and charges revenue	178,766		
Grants commission	15,195		
Interest Revenue	1,602		
Other	-		
Total funding sources	195,563		
Cash result surplus/(deficit) for the year	356		
Operating adjustments			
Depreciation	(39,081)		
Amortisation - intangible assets	(102)		
Amortisation - right of use assets	(120)		
Capital expenditure	76,368		
Loan principal repayment	788		
Transfers to and from reserves	4,392		
Capital contributions - non-monetary	104,080		
Other	76		
Surplus/(deficit) for the year	146,757		
Less			
Capital grants - non recurrent	16,260		
Capital contributions	121,418		
Underlying surplus/(deficit) for the year	9,079		

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2021-22 has been supplemented with projections to 2024-25.

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

Comprehensive Income Statement
Balance Sheet
Statement of Changes in Equity
Statement of Cash Flows
Statement of Capital Works
Statement of Human Resources

Comprehensive Income Statement

For the four years ending 30 June 2025

		Forecast Actual 2020-21 \$'000	Budget 2021-22 \$'000	2022-23 \$'000	Projections 2023-24 \$'000	2024-25 \$'000
	NOTES					
Income						
Rates and charges	4.1.1	169,679	179,011	186,327	195,865	204,850
Statutory fees and fines	4.1.2	17,120	18,473	19,042	19,555	20,621
User fees	4.1.3	5,172	7,261	7,413	7,608	7,804
Grants - Operating	4.1.4	34,809	27,560	28,229	29,005	29,911
Grants - Capital	4.1.4	4,907	17,410	2,720	1,270	-
Contributions - monetary	4.1.5	16,892	17,338	12,898	12,767	13,055
Contributions - non-monetary	4.1.5	102,039	104,080	106,162	108,285	110,451
Other income	4.1.6	4,762	5,116	5,541	5,623	5,706
Total income		355,380	376,249	368,332	379,978	392,398
Expenses						
Employee costs	4.1.7	95,055	98,108	96,754	99,024	101,539
Materials and services	4.1.8	71,541	76,856	73,533	75,025	78,301
Depreciation	4.1.9	33,087	39,081	40,509	41,656	42,824
Amortisation - intangible assets	4.1.10	113	102	120	120	120
Amortisation - right of use assets	4.1.11	121	120	132	132	132
Bad and doubtful debts		389	418	388	388	388
Borrowing costs		220	158	553	451	366
Finance Costs - leases		37	30	30	30	30
Other expenses	4.1.12	15,521	14,619	15,489	15,971	16,481
Total expenses		216,084	229,492	227,508	232,797	240,181
Surplus/(deficit) for the year		139,296	146,757	140,824	147,181	152,217
Total comprehensive result		139,296	146,757	140,824	147,181	152,217

Balance Sheet

For the four years ending 30 June 2025

		Forecast Actual 2020-21 \$'000	Budget 2021-22 \$'000	2022-23 \$'000	Projections 2023-24 \$'000	2024-25 \$'000
	NOTES					
Assets						
Current assets						
Cash and cash equivalents		50,106	56,536	53,516	51,721	56,360
Trade and other receivables		31,472	32,366	32,414	32,525	32,784
Other financial assets		130,000	151,000	169,000	182,000	192,000
Inventories		342	342	342	342	342
Other assets		1,185	1,185	1,185	1,185	1,185
Total current assets	4.2.1	213,105	241,429	256,457	267,773	282,671
Non-current assets						
Other financial assets		22	22	22	22	22
Investments in associates, joint arrangement and subsidiaries		2,611	2,611	2,611	2,611	2,611
Property, infrastructure, plant & equipment		3,923,891	4,065,258	4,191,996	4,328,433	4,482,186
Right-of-use assets	4.2.4	962	842	710	578	446
Intangible assets		777	675	555	435	315
Total non-current assets	4.2.1	3,928,263	4,069,408	4,195,894	4,332,079	4,485,580
Total assets		4,141,368	4,310,837	4,452,351	4,599,852	4,768,251
Liabilities						
Current liabilities						
Trade and other payables		11,929	12,167	12,411	12,659	12,912
Trust funds and deposits		16,104	16,104	16,104	16,104	16,104
Provisions		20,968	21,807	22,680	23,587	24,530
Interest-bearing liabilities	4.2.3	788	2,661	2,764	1,901	3,312
Lease liabilities	4.2.4	248	228	218	128	-
Total current liabilities	4.2.2	50,037	52,967	54,177	54,379	56,858
Non-current liabilities						
Provisions		4,771	7,257	9,719	11,866	13,687
Interest-bearing liabilities	4.2.3	1,753	19,277	16,513	14,612	26,494
Lease liabilities	4.2.4	574	346	128	-	-
Total non-current liabilities	4.2.2	7,098	26,880	26,360	26,478	40,181
Total liabilities		57,135	79,847	80,537	80,857	97,039
Net assets		4,084,233	4,230,990	4,371,814	4,518,995	4,671,212
Equity						
Accumulated surplus		2,754,185	2,896,550	3,038,828	3,187,469	3,335,867
Reserves		1,330,048	1,334,440	1,332,986	1,331,526	1,335,345
Total equity		4,084,233	4,230,990	4,371,814	4,518,995	4,671,212

Statement of Changes in Equity

For the four years ending 30 June 2025

	NOTES	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2021 Forecast Actual					
Balance at beginning of the financial year		3,944,937	2,616,282	1,174,758	153,897
Impact of adoption of new accounting standards		-	-	-	-
Adjusted opening balance		3,944,937	2,616,282	1,174,758	153,897
Surplus/(deficit) for the year		139,296	139,296	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(20,174)	-	20,174
Transfers from other reserves		-	18,781	-	(18,781)
Balance at end of the financial year		4,084,233	2,754,185	1,174,758	155,290
2022 Budget					
Balance at beginning of the financial year		4,084,233	2,754,185	1,174,758	155,290
Surplus/(deficit) for the year		146,757	146,757	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves	4.3.1	-	(17,334)	-	17,334
Transfers from other reserves	4.3.1	-	12,942	-	(12,942)
Balance at end of the financial year	4.3.2	4,230,990	2,896,550	1,174,758	159,682
2023					
Balance at beginning of the financial year		4,230,990	2,896,550	1,174,758	159,682
Surplus/(deficit) for the year		140,824	140,824	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(14,630)	-	14,630
Transfers from other reserves		-	16,084	-	(16,084)
Balance at end of the financial year		4,371,814	3,038,828	1,174,758	158,228
2024					
Balance at beginning of the financial year		4,371,814	3,038,828	1,174,758	158,228
Surplus/(deficit) for the year		147,181	147,181	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(14,884)	-	14,884
Transfers from other reserves		-	16,343	-	(16,343)
Balance at end of the financial year		4,518,995	3,187,469	1,174,758	156,768
2025					
Balance at beginning of the financial year		4,518,995	3,187,469	1,174,758	156,768
Surplus/(deficit) for the year		152,217	152,217	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(15,138)	-	15,138
Transfers from other reserves		-	11,319	-	(11,319)
Balance at end of the financial year		4,671,212	3,335,867	1,174,758	160,587

Statement of Cash Flows

For the four years ending 30 June 2025

Notes	Forecast Actual 2020-21 \$'000	Budget 2021-22 \$'000	Projections		
	Inflows (Outflows)	Inflows (Outflows)	2022-23 \$'000 Inflows (Outflows)	2023-24 \$'000 Inflows (Outflows)	2024-25 \$'000 Inflows (Outflows)
Cash flows from operating activities					
Rates and charges	169,459	178,731	186,108	195,579	204,580
Statutory fees and fines	17,666	18,971	19,815	20,371	21,316
User fees	5,705	6,966	7,736	7,927	8,133
Grants - operating	25,326	28,111	28,794	29,585	30,509
Grants - capital	5,397	19,151	2,992	1,397	-
Contributions - monetary	16,892	17,338	12,898	12,767	13,055
Interest received	1,502	1,602	1,918	1,933	1,948
Trust funds and deposits taken	6,438	6,438	6,438	6,438	6,438
Other receipts	3,260	3,514	3,623	3,690	3,757
Net GST refund / payment	7,309	13,722	13,321	14,491	16,556
Employee costs	(92,345)	(94,784)	(93,420)	(95,969)	(98,774)
Materials and services	(78,695)	(84,279)	(80,619)	(82,255)	(85,852)
Short-term, low value and variable lease payments	(490)	(490)	(490)	(490)	(490)
Trust funds and deposits repaid	(6,438)	(6,438)	(6,438)	(6,438)	(6,438)
Other payments	(17,073)	(16,081)	(17,038)	(17,568)	(18,129)
Net cash provided by/(used in) operating activities 4.4.1	63,913	92,473	85,638	91,458	96,609
Cash flows from investing activities					
Payments for property, infrastructure, plant and equipment	(81,026)	(84,004)	(67,186)	(76,790)	(94,739)
Payments for investments	-	(21,000)	(18,000)	(13,000)	(10,000)
Net cash provided by/ (used in) investing activities 4.4.2	(81,026)	(105,004)	(85,186)	(89,790)	(104,739)
Cash flows from financing activities					
Finance costs	(220)	(158)	(553)	(451)	(366)
Proceeds from borrowings	-	20,185	-	-	15,194
Repayment of borrowings	(6,545)	(788)	(2,661)	(2,764)	(1,901)
Interest paid - lease liability	(37)	(30)	(30)	(30)	(30)
Repayment of lease liabilities	(268)	(248)	(228)	(218)	(128)
Net cash provided by/(used in) financing activities 4.4.3	(7,070)	18,961	(3,472)	(3,463)	12,769
Net increase/(decrease) in cash & cash equivalents	(24,183)	6,430	(3,020)	(1,795)	4,639
Cash and cash equivalents at the beginning of the financial year	74,289	50,106	56,536	53,516	51,721
Cash and cash equivalents at the end of the financial year	50,106	56,536	53,516	51,721	56,360

Statement of Capital Works

For the four years ending 30 June 2025

		Forecast Actual	Budget*	Projections		
		2020-21	2021-22	2022-23	2023-24	2024-25
NOTES		\$'000	\$'000	\$'000	\$'000	\$'000
Property						
	Land	1,200	1,200	-	-	-
	Land improvements	-	-	-	-	-
	Total land	1,200	1,200	-	-	-
	Buildings	9,515	14,247	3,430	15,222	32,561
	Heritage buildings	-	-	-	-	-
	Building improvements	8,712	7,834	5,550	6,137	9,734
	Leasehold improvements	-	-	-	-	-
	Total buildings	18,227	22,081	8,980	21,359	42,295
	Total property	19,427	23,281	8,980	21,359	42,295
Plant and equipment						
	Heritage plant and equipment	-	-	-	-	-
	Plant, machinery and equipment	1,217	1,950	1,408	2,042	1,054
	Fixtures, fittings and furniture	90	251	153	153	155
	Computers and telecommunications	532	314	2,156	478	428
	Library books	-	-	-	-	-
	Total plant and equipment	1,839	2,515	3,717	2,673	1,637
Infrastructure						
	Roads	20,740	23,727	21,960	25,734	21,480
	Bridges	100	100	100	100	100
	Footpaths and cycleways	2,702	2,400	2,670	2,570	2,008
	Drainage	503	675	450	790	1,125
	Recreational, leisure and community facilities	10,453	4,110	6,670	4,930	8,560
	Waste management	-	-	-	-	-
	Parks, open space and streetscapes	15,381	14,080	12,637	6,756	4,892
	Aerodromes	-	-	-	-	-
	Off street car parks	70	1,325	575	1,575	80
	Other infrastructure	2,445	4,155	3,320	3,325	3,950
	Total infrastructure	52,394	50,572	48,382	45,780	42,195
Total capital works expenditure	4.5.1	73,660	76,368	61,079	69,812	86,127
Represented by:						
	New asset expenditure	31,997	25,096	18,524	40,387	51,571
	Asset renewal expenditure	24,127	34,215	30,022	23,588	24,521
	Asset expansion expenditure	150	550	-	500	1,500
	Asset upgrade expenditure	17,386	16,507	12,533	5,337	8,535
Total capital works expenditure	4.5.1	73,660	76,368	61,079	69,812	86,127
Funding sources represented by:						
	Grants	4,907	17,410	2,720	1,270	-
	Contributions	4,636	671	1,200	7,448	5,829
	Council cash	64,117	58,287	57,159	61,094	65,104
	Borrowings	-	-	-	-	15,194
Total capital works expenditure	4.5.1	73,660	76,368	61,079	69,812	86,127

* Includes works carried forward from 2020/21

Statement of Human Resources

For the four years ending 30 June 2025

	Forecast	Budget	Projections		
	Actual				
	2020-21	2021-22	2022-23	2023-24	2024-25
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	95,055	98,108	96,754	99,024	101,539
Employee costs - capital	809	742	752	761	770
Total staff expenditure	95,864	98,850	97,506	99,785	102,309
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	882.6	890.6	889.6	893.6	897.6
Total staff numbers	882.6	890.6	889.6	893.6	897.6

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget	Comprises			
		Permanent		Casual	Temporary
	2021-22	Full Time	Part time		
	\$'000	\$'000	\$'000	\$'000	\$'000
Office of CEO	638	638	-	-	-
Executive	5,640	4,654	986	810	640
Community Wellbeing	29,002	19,193	9,809	640	2,941
Planning and Development	15,882	11,752	4,130	-	2,453
Infrastructure and Environment	23,231	22,621	610	-	2,453
Corporate Services and Performance	12,354	10,930	1,424	-	1,424
Total permanent staff expenditure	86,747	69,788	16,959	1,450	9,910
Other employee related expenditure	11,361				
Capitalised labour costs	742				
Total expenditure	98,850				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget	Comprises			
		Permanent		Casual	Temporary
	2021-22	Full Time	Part time		
Office of CEO	3	3	-	-	-
Executive	61	52	9	10	10
Community Wellbeing	278	182	96	8	27
Planning and Development	147	102	45	-	22
Infrastructure and Environment	203	198	5	-	19
Corporate Services and Performance	84	73	11	-	13
Total permanent staff expenditure	776	610	166	19	92
Other employee related expenditure	110				
Capitalised labour costs	5				
Total staff	891				

**Summary of Planned Human Resources Expenditure
For the four years ended 30 June 2025**

	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000	2024-25 \$'000
Office of CEO				
Permanent - Full time	638	651	664	677
Female	246	251	256	261
Male	392	400	408	416
Self-described gender	-	-	-	-
Permanent - Part time	-	-	-	-
Female	-	-	-	-
Male	-	-	-	-
Self-described gender	-	-	-	-
Total Office of the CEO	638	651	664	677
Executive				
Permanent - Full time	4,654	5,015	5,110	5,208
Female	3,957	4,264	4,345	4,428
Male	697	751	765	780
Self-described gender	-	-	-	-
Permanent - Part time	986	1,062	1,082	1,103
Female	800	862	878	895
Male	186	200	204	208
Self-described gender	-	-	-	-
Total Executive	5,640	6,077	6,192	6,311
Community Wellbeing				
Permanent - Full time	19,193	19,527	20,047	20,700
Female	14,390	14,640	15,030	15,520
Male	4,803	4,887	5,017	5,180
Self-described gender	-	-	-	-
Permanent - Part time	9,809	9,978	10,245	10,578
Female	9,260	9,420	9,672	9,986
Male	549	558	573	592
Self-described gender	-	-	-	-
Total Community Wellbeing	29,002	29,505	30,292	31,278
Planning and Development				
Permanent - Full time	11,752	11,825	12,116	12,413
Female	7,235	7,280	7,459	7,642
Male	4,517	4,545	4,657	4,771
Self-described gender	-	-	-	-
Permanent - Part time	4,130	4,155	4,257	4,362
Female	2,599	2,615	2,679	2,745
Male	1,531	1,540	1,578	1,617
Self-described gender	-	-	-	-
Total Planning and Development	15,882	15,980	16,373	16,775
Infrastructure and Environment				
Permanent - Full time	22,621	22,509	22,967	23,435
Female	4,251	4,230	4,316	4,404
Male	18,370	18,279	18,651	19,031
Self-described gender	-	-	-	-
Permanent - Part time	610	607	620	632
Female	374	372	380	387
Male	236	235	240	245
Self-described gender	-	-	-	-
Total Infrastructure and Environment	23,231	23,116	23,587	24,067
Corporate Services and Performance				
Permanent - Full time	10,930	10,303	10,531	10,765
Female	5,979	5,636	5,761	5,889
Male	4,951	4,667	4,770	4,876
Self-described gender	-	-	-	-
Permanent - Part time	1,424	1,343	1,373	1,403
Female	1,385	1,306	1,335	1,364
Male	39	37	38	39
Self-described gender	-	-	-	-
Total Corporate Services and Performance	12,354	11,646	11,904	12,168
Casuals, temporary and other expenditure	11,361	9,779	10,012	10,263
Capitalised labour costs	742	752	761	770
Total staff expenditure	98,850	97,506	99,785	102,309

	2021-22 FTE	2022-23 FTE	2023-24 FTE	2024-25 FTE
Office of CEO				
Permanent - Full time	3.0	3.0	3.0	3.0
Female	2.0	2.0	2.0	2.0
Male	1.0	1.0	1.0	1.0
Self-described gender	-	-	-	-
Permanent - Part time	-	-	-	-
Female	-	-	-	-
Male	-	-	-	-
Self-described gender	-	-	-	-
Total Office of the CEO	3.0	3.0	3.0	3.0
Executive				
Permanent - Full time	52.0	52.0	52.0	52.0
Female	47.3	47.3	47.3	47.3
Male	4.7	4.7	4.7	4.7
Self-described gender	-	-	-	-
Permanent - Part time	9.3	9.3	9.3	9.3
Female	7.8	7.8	7.8	7.8
Male	1.5	1.5	1.5	1.5
Self-described gender	-	-	-	-
Total Executive	61.3	61.3	61.3	61.3
Community Wellbeing				
Permanent - Full time	181.8	183.8	185.8	187.8
Female	115.9	117.9	119.9	121.9
Male	65.9	65.9	65.9	65.9
Self-described gender	-	-	-	-
Permanent - Part time	96.0	96.0	96.0	96.0
Female	90.2	90.2	90.2	90.2
Male	5.8	5.8	5.8	5.8
Self-described gender	-	-	-	-
Total Community Wellbeing	277.8	279.8	281.8	283.8
Planning and Development				
Permanent - Full time	102.0	104.0	106.0	108.0
Female	62.1	63.1	64.1	65.1
Male	39.9	40.9	41.9	42.9
Self-described gender	-	-	-	-
Permanent - Part time	44.7	44.7	44.7	44.7
Female	26.2	26.2	26.2	26.2
Male	18.5	18.5	18.5	18.5
Self-described gender	-	-	-	-
Total Planning and Development	146.7	148.7	150.7	152.7
Infrastructure and Environment				
Permanent - Full time	198.0	198.0	198.0	198.0
Female	35.0	35.0	35.0	35.0
Male	163.0	163.0	163.0	163.0
Self-described gender	-	-	-	-
Permanent - Part time	5.1	5.1	5.1	5.1
Female	3.1	3.1	3.1	3.1
Male	2.0	2.0	2.0	2.0
Self-described gender	-	-	-	-
Total Infrastructure and Environment	203.1	203.1	203.1	203.1
Corporate Services and Performance				
Permanent - Full time	73.0	73.0	73.0	73.0
Female	42.0	42.0	42.0	42.0
Male	31.0	31.0	31.0	31.0
Self-described gender	-	-	-	-
Permanent - Part time	10.7	10.7	10.7	10.7
Female	10.3	10.3	10.3	10.3
Male	0.4	0.4	0.4	0.4
Self-described gender	-	-	-	-
Total Corporate Services and Performance	83.7	83.7	83.7	83.7
Casuals and temporary staff	110.0	105.0	105.0	105.0
Capitalised labour	5.0	5.0	5.0	5.0
Total staff numbers	890.6	889.6	893.6	897.6

4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2021-22 the FGRS cap has been set at 1.5%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 1.5% in line with the rate cap.

This will raise total rates and charges for 2021-22 to \$179 million.

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	Forecast Actual 2020-21	Budget 2021-22	Change	%
	\$	\$	\$	
General Rate*	157,581,401	165,796,690	8,215,289	5.21%
Waste management charge	9,384,597	10,027,126	642,529	6.85%
Special rates and charges	244,885	244,885	-	0.00%
Supplementary rates and rate adjustments	2,363,887	2,162,234	(201,653)	(8.53)%
Interest on rates and charges	450,000	900,000	450,000	100.00%
Rebates ¹	(346,227)	(120,000)	226,227	(65.34)%
Total rates and charges	169,678,543	179,010,935	9,332,392	5.50%

*These items are subject to the rate cap established under the FGRS

¹Sustainable land management rebate

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2020-21 cents/\$NAV	2021-22 cents/\$NAV	Change
General rate for residential properties ²	0.051442960	0.05221460	1.50%
General rate for commercial properties ²	0.051442960	0.05221460	1.50%
General rate for industrial properties ²	0.051442960	0.05221460	1.50%
General rate for farm properties ²	0.030865780	0.03132877	1.50%

²Note the rate in the \$ for 2021-22 is subject to the final certified valuations for 1 January 2021 being received from the Valuer General Victoria.

4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or class of land	2020-21 \$	2021-22 \$	Change \$	%
Residential ³	127,365,119	136,232,490	8,867,371	6.96%
Commercial ³	16,429,580	16,458,238	28,658	0.17%
Industrial ³	12,068,912	11,970,067	(98,845)	(0.82)%
Farm ³	1,639,535	1,135,895	(503,640)	(30.72)%
Total amount to be raised by general rates	157,503,146	165,796,690	8,293,544	5.27%
Annualised 2020-21 supplementary rate revenue	5,843,360	-		
	163,346,506	165,796,690	2,450,184	1.50%

³Note the amount to be raised by general rates for 2021-22 is subject to the final certified valuations for 1 January 2021 being received from the Valuer General Victoria.

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

Type or class of land	2020-21 Number	2021-22 Number	Change Number	%
Residential ⁴	84,671	87,025	2,354	2.78%
Commercial ⁴	3,167	3,209	42	1.33%
Industrial ⁴	2,950	3,187	237	8.03%
Farm ⁴	183	155	(28)	(15.30)%
Total number of assessments	90,971	93,576	2,605	2.86%

⁴Note the number of assessments for 2021-22 may change as further supplementary valuations are completed.

4.1.1(e) The basis of valuation to be used is the Net Annual Value (NAV).

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

Type or class of land	2020-21 \$	2021-22 \$	Change \$	%
Residential ⁵	2,475,851,295	2,609,088,078	133,236,783	5.38%
Commercial ⁵	319,374,710	315,203,750	(4,170,960)	(1.31)%
Industrial ⁵	234,607,650	229,247,500	(5,360,150)	(2.28)%
Farm ⁵	53,118,200	36,257,250	(16,860,950)	(31.74)%
Total value of land	3,082,951,855	3,189,796,578	106,844,723	3.47%

⁵Note the value of land for 2021-22 is subject to the final certified valuations for 1 January 2021 being received from the Valuer General Victoria.

4.1.1(g) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property 2020-21 \$	Per Rateable Property 2021-22 \$	Change \$	%
Residential/Farm waste charge	112.70	114.40	1.70	1.50%
Commercial/Industrial waste charge	172.60	175.20	2.60	1.50%

4.1.1(h) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

Type of Charge	2020-21 \$	2021-22 \$	Change \$	%
Residential/Farm waste charge	8,751,155	9,380,800	629,645	7.19%
Commercial/Industrial waste charge	633,442	646,326	12,884	2.03%
Total	9,384,597	10,027,126	642,529	6.85%

4.1.1(i) The estimated total amount to be raised by all rates and charges compared with the previous financial year

	2020-21	2021-22	Change	
	\$	\$	\$	%
Residential	127,365,119	136,232,490	8,867,371	6.96%
Commercial	16,429,580	16,458,238	28,658	0.17%
Industrial	12,068,912	11,970,067	(98,845)	(0.82)%
Farm rate	1,639,535	1,135,895	(503,640)	(30.72)%
Residential/Farm waste charge	8,751,155	9,380,800	629,645	7.19%
Commercial/Industrial waste charge	633,442	646,326	12,884	2.03%
Supplementary rates	2,363,887	2,162,234	(201,653)	(8.53)%
Total Rates and charges	169,251,630	177,986,050	8,734,420	5.16%

4.1.1(j) Fair Go Rates System Compliance

The City of Whittlesea is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2020-21	2021-22
Total Rates	\$ 157,503,146	\$ 165,796,690
Number of rateable properties	90,971	93,576
Base Average Rate	\$ 1,731.36	\$ 1,745.60
Maximum Rate Increase (set by the State Government)	2.00%	1.50%
Capped Average Rate	\$ 1,731.94	\$ 1,771.79
Maximum General Rates and Municipal Charges Revenue	\$ 157,556,314	\$ 165,796,690
Budgeted General Rates and Municipal Charges Revenue	\$ 157,555,952	\$ 165,796,690
Budgeted Supplementary Rates	\$ 2,363,887	\$ 2,162,234
Budgeted Total Rates and Municipal Charges Revenue	\$ 159,919,839	\$ 167,958,924

4.1.1(k) Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges.

However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2021-22: estimated \$2,162,234 and 2020-21: \$2,363,887)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.1(l) Differential rates

The rate and amount of rates payable in relation to land in each category of differential are:

- rate of 0.05221460 in the NAV dollar in respect of residential, commercial and industrial use land (of a non-farm nature)
- rate of 0.03132877 in the NAV dollar in respect of farm land.

Each differential rate will be determined by multiplying the Net Annual Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council considers that each differential rate will contribute to the equitable and efficient carrying out of its functions.

Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate, are set out below.

General rate

The general rate for rateable residential, commercial and industrial properties applies to all properties which do not fall into the farm rate classification (see below).

Farm rate

The farm rate may be applied to some properties within the Municipality which are classified by Council as Farm Land as defined in Section 2(1) of the Valuation of Land Act 1960. Farm Land is used primarily for growing or grazing purposes and must be greater than 2 hectares in area.

4.1.2 Statutory fees and fines

	Forecast Actual	Budget	Change	
	2020-21	2021-22		
	\$'000	\$'000	\$'000	%
Certificates and regulatory service fees	6,234	6,902	668	10.72%
Fines	4,998	5,100	102	2.04%
Permit fees	5,888	6,471	583	9.90%
Total statutory fees and fines	17,120	18,473	1,353	7.90%

Statutory fees and fines that relate mainly to fees and fines levied in accordance with legislation and include parking infringements, animal registrations, Health Act registrations, building control permits, statutory planning permits and subdivision supervision fees.

4.1.3 User fees

	Forecast Actual	Budget	Change	
	2020-21	2021-22		
	\$'000	\$'000	\$'000	%
Tip fees	1,208	1,008	(200)	(16.56)%
Leisure centre fees	509	591	82	16.11%
Property leases and rentals	1,341	2,408	1,067	79.57%
Registrations	1,368	2,024	656	47.95%
Other fees & charges	746	1,230	484	64.88%
Total user fees	5,172	7,261	2,089	40.39%

User charges relate to the recovery of service delivery costs through the charging of fees to users of services. These include for property and Land Certification information, the green organics waste services, fees for the use of leisure facilities, entertainment, equipment hire and other community facilities and the provision of human services such as family day care and home help services.

4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's budget.

	Forecast Actual 2020-21 \$'000	Budget 2021-22 \$'000	Change	
			\$'000	%
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	21,537	28,632	7,095	32.94%
State funded grants	18,154	16,311	(1,843)	(10.15)%
Other grants	25	27	2	8.00%
Total grants received	39,716	44,970	5,254	13.23%
(a) Operating Grants				
Recurrent - Commonwealth Government				
Financial Assistance Grants	15,190	15,195	5	0.03%
Family day care	1	-	(1)	(100.00)%
Aged care	4,691	5,256	565	12.04%
Immunisation	34	34	-	0.00%
Information Technology	71	-	(71)	(100.00)%
Recurrent - State Government				
Aged care	925	1,058	133	14.38%
School crossing supervisors	674	674	-	0.00%
Maternal and Child health	4,635	3,921	(714)	(15.40)%
Immunisation	155	120	(35)	(22.58)%
Health & Access	22	22	-	0.00%
Health Promotion	-	-	-	0.00%
Resilience & Emergency Management	73	60	(13)	(17.81)%
Early Years	1,045	1,036	(9)	(0.86)%
Youth Services	24	24	-	0.00%
Sustainability	10	10	-	0.00%
Roads grant	844	-	(844)	(100.00)%
Community Development	106	80	(26)	(24.53)%
Recurrent - Other				
Safety and Innovations project	17	17	-	0.00%
Total recurrent grants	28,517	27,507	(1,010)	(3.54)%
Non-recurrent - Commonwealth Government				
Non-recurrent - State Government				
Early Years	26	1	(25)	(96.15)%
Kindergarten	90	-	(90)	(100.00)%
Maternal & Child Health	104	-	(104)	(100.00)%
Youth Services	31	-	(31)	(100.00)%
Health Promotion	12	-	(12)	(100.00)%
Immunisation	266	-	(266)	(100.00)%
Public Health	32	-	(32)	(100.00)%
Community Cultural Development	61	-	(61)	(100.00)%
Social Policy	128	42	(86)	(67.19)%
Community Development	66	-	(66)	(100.00)%
Aged Care	9	-	(9)	(100.00)%
Sport & Recreation	7	-	(7)	(100.00)%
Economic Development	500	-	(500)	(100.00)%
Sustainability	155	-	(155)	(100.00)%
Parks	65	-	(65)	(100.00)%
Working for Victoria	4,578	-	(4,578)	(100.00)%
Organisation Development	150	-	(150)	(100.00)%
Stormwater management	4	-	(4)	(100.00)%

	Forecast Actual 2020-21 \$'000	Budget 2021-22 \$'000	Change \$'000 %	
Non-recurrent- Other				
Youth Services	5	-	(5)	(100.00)%
Health Promotion	3	10	7	233.33%
Total non-recurrent grants	6,292	53	(6,239)	(99.16)%
Total operating grants	34,809	27,560	(7,249)	(20.83)%
(b) Capital Grants				
Recurrent - Commonwealth Government				
Roads and Infrastructure	1,050	1,150	100	9.52%
Recurrent - State Government				
Roads and Infrastructure	168	-	(168)	(100.00)%
Parks	100	-	(100)	(100.00)%
Total recurrent grants	1,318	1,150	(168)	(12.75)%
Non-recurrent - Commonwealth Government				
Buildings	-	1,425	1,425	100.00%
Roads and Infrastructure	-	5,572	5,572	100.00%
Parks	500	-	(500)	(100.00)%
Non-recurrent - State Government				
Buildings	506	6,213	5,707	1127.87%
Roads and Infrastructure	1,308	-	(1,308)	(100.00)%
Parks	1,275	3,050	1,775	139.22%
Total non-recurrent grants	3,589	16,260	12,671	353.05%
Total capital grants	4,907	17,410	12,503	254.80%
Total Grants	39,716	44,970	5,254	13.23%

4.1.5 Contributions

	Forecast Actual 2020-21 \$'000	Budget 2021-22 \$'000	Change	
			\$'000	%
Monetary	16,892	17,338	446	2.64%
Non-monetary	102,039	104,080	2,041	2.00%
Total contributions	118,931	121,418	2,487	2.09%

Monetary contributions are those contributions and reimbursements from organisations such as sporting clubs for works carried out on their behalf, as well as contributions from developers towards specific capital works projects.

Non monetary contributions are those assets that have been transferred to Council by developers.

4.1.6 Other income

	Forecast Actual 2020-21 \$'000	Budget 2021-22 \$'000	Change	
			\$'000	%
Interest	1,564	1,602	38	2.43%
Reimbursements	2,830	2,794	(36)	(1.27)%
Sales	349	705	356	102.01%
Other income	19	15	(4)	(21.05)%
Total other income	4,762	5,116	354	7.43%

Other income relates to items such as interest on investments and operational sales.

4.1.7 Employee costs

	Forecast Actual 2020-21 \$'000	Budget 2021-22 \$'000	Change	
			\$'000	%
Wages and salaries	83,596	86,400	2,804	3.35%
Casual staff	1,536	1,427	(109)	(7.10)%
Superannuation	8,053	8,462	409	5.08%
Workcover	1,700	1,640	(60)	(3.53)%
Fringe benefits tax	170	179	9	5.29%
Total employee costs	95,055	98,108	3,053	3.21%

Employee costs include all labour related expenditure such as salaries, wages, allowances and on-costs such as leave entitlements, superannuation and WorkCover.

Employee costs are estimated to increase due to the following factors:

- Increase in staff numbers due largely to growth within the municipality resulting in expansion of programs, services and administration
- Includes positions which have been funded from specific grants
- Salary movements through banding adjustments and the Enterprise Agreement

4.1.8 Materials and services

	Forecast Actual 2020-21 \$'000	Budget 2021-22 \$'000	Change	
			\$'000	%
External works (contractors)	44,021	46,353	2,332	5.30%
Support services	7,456	8,510	1,054	14.14%
Design work	-	8	8	-
Facilities management	2,671	2,078	(593)	(22.20)%
Supplies and services	9,988	11,669	1,681	16.83%
Plant and fleet operations	1,884	2,541	657	34.87%
Computer services	3,410	3,371	(39)	(1.14)%
Communications	1,186	1,171	(15)	(1.26)%
Catering supplies and services	37	143	106	286.49%
Construction materials	740	788	48	6.49%
Travel and accommodation	148	224	76	51.35%
Total materials and services	71,541	76,856	5,315	7.43%

Materials and services include the purchase of supplies and consumables, payments for the provision of services, and fleet costs.

4.1.9 Depreciation

	Forecast Actual 2020-21 \$'000	Budget 2021-22 \$'000	Change	
			\$'000	%
Property	7,000	8,285	1,285	18.36%
Plant & equipment	2,087	2,199	112	5.37%
Infrastructure	24,000	28,597	4,597	19.15%
Total depreciation	33,087	39,081	5,994	18.12%

Depreciation relates to the usage of Council's property, plant and equipment including infrastructure assets such as roads and drains expressed in financial terms.

4.1.10 Amortisation - Intangible assets

	Forecast Actual 2020-21 \$'000	Budget 2021-22 \$'000	Change	
			\$'000	%
Intangible assets	113	102	(11)	(9.73)%
Total amortisation - intangible assets	113	102	(11)	(9.73)%

4.1.11 Amortisation - Right of use assets

	Forecast Actual 2020-21 \$'000	Budget 2021-22 \$'000	Change	
			\$'000	%
Right of use assets	121	120	(1)	(0.83)%
Total amortisation - right of use assets	121	120	(1)	(0.83)%

4.1.12 Other expenses

	Forecast Actual 2020-21 \$'000	Budget 2021-22 \$'000	Change	
			\$'000	%
Contributions and donations	7,651	7,043	(608)	(7.95)%
Utilities	4,894	4,885	(9)	(0.18)%
Financial costs	2,606	2,684	78	2.99%
Other costs	370	7	(363)	(98.11)%
Total other expenses	15,521	14,619	(902)	(5.81)%

Other expenses relate to a range of unclassified items including utilities and contributions to community groups.

4.2 Balance Sheet**4.2.1 Assets**

The increase in current assets is mainly due to the increase in cash and cash equivalents and trade and other receivables (see Budget Standard Cash Flow Statement) and financial assets. This is partly due to the increase support of future investment in capital works.

The increase in non-current assets is the net result of the capital works program and transfer to Council of non-monetary assets (\$180.45 million), partly offset by the depreciation of non-current assets (\$39.08 million).

4.2.2 Liabilities

Trade and other payables (being the amounts that Council owes to suppliers) are expected to increase slightly in line with materials and services (See Budgeted Comprehensive Income Statement). Annual and long service leave staff entitlements (provisions) are expected to increase in line with an increasing labour cost base.

Non-current liabilities (that is, obligations Council must pay beyond the next financial year) will increase due prior year approved borrowings planned to be taken up in 2021-22.

4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	Forecast Actual 2020-21 \$	Budget 2021-22 \$	2022-23 \$	Projections 2023-24 \$	2024-25 \$
Amount borrowed as at 30 June of the prior year	9,086	2,541	21,938	19,277	16,513
Amount proposed to be borrowed*	-	20,185	-	-	15,194
Amount projected to be redeemed	(6,545)	(788)	(2,661)	(2,764)	(1,901)
Amount of borrowings as at 30 June	2,541	21,938	19,277	16,513	29,806

*Prior year approved borrowings planned to be taken up in 2021-22.

4.2.4 Leases by category

As a result of the introduction of *AASB 16 Leases*, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast Actual 2020-21 \$	Budget 2021-22 \$
Right-of-use assets		
Property		
Vehicles		
Plant and equipment	962	842
Total right-of-use assets	962	842
Lease liabilities		
Current lease liabilities		
Land and buildings		
Plant and equipment	248	228
Other, etc.		
Total current lease liabilities	248	228
Non-current lease liabilities		
Land and buildings		
Plant and equipment	574	346
Other, etc.		
Total non-current lease liabilities	574	346
Total lease liabilities	822	574

4.3 Statement of changes in Equity

4.3.1 Reserves

	Balance at beginning of reporting period	Transfers to Reserve	Transfers from Reserve	Balance at end of reporting period
Asset Revaluation Reserve	1,174,758	-	-	1,174,758
Asset replacement reserve				
Plant replacement	1,703	788	(1,703)	788
Infrastructure reserve	17,630	-	(1,147)	16,483
Tip replacement	4,773	-	-	4,773
Land sales	4,792	-	-	4,792
Non Standard street lighting contributions	3,677	200	(116)	3,761
Synthetic turf replacement	1,890	-	-	1,890
Environmental project reserve	4,589	-	-	4,589
Traffic lights constructions	501	-	(51)	450
Lutheran church	380	-	-	380
Carried forward projects	(8,717)	7,136	(7,136)	(8,717)
Technology improvement fund	2,332	-	-	2,332
LASF defined benefit plan liability	3,739	-	-	3,739
Other	626	-	-	626
	37,915	8,124	(10,153)	35,886
Asset development reserve				
Parklands contribution	4,096	-	(129)	3,967
Community facilities	106,833	9,050	(2,379)	113,504
Car parking	28	-	-	28
Planning permit drainage levy	2,054	160	-	2,214
Net gain compensation	3,420	-	-	3,420
Plenty Road duplication	67	-	-	67
Other	877	-	(281)	596
	117,375	9,210	(2,789)	123,796
	1,330,048	17,334	(12,942)	1,334,440

Statutory reserves

These funds must be applied for specified statutory purposes in accordance with various legislative and contractual requirements. Whilst these funds earn interest revenue for Council, they are not available for other purposes.

Discretionary reserves

There are no restrictions on the use of these funds other than as Council may itself impose. In this case Council has made decisions regarding the future use of these funds and, unless there is a Council resolution to change those decisions, these funds should be used for those earmarked purposes. These decisions about future use of these funds will be made in the context of the long term funding requirements as set out in the plan.

4.3.2 Equity

The net increase in equity (or net assets) will be \$146.76 million and will continue to increase over the future years due to Council's contribution in Infrastructure, Property Plant and Equipment to support the delivery of services to the community.

4.4 Statement of Cash Flows

This section analyses the expected cash flows from the operating, investing and financing activities of Council for the 2021-22 year. Budgeting cash flows assists in determining the balance between the level of cash available for investment in Council services and infrastructure, whilst ensuring long term financial sustainability of Council.

This analysis is based on three main categories of cash flows:

- Operating activities - Refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provisions of services to the community may be available for investment in capital works, or repayment debt.
- Investing activities - Refers to the cash generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property and equipment.
- Financing activities - Refers to the cash generated or used in financing of Council functions and include borrowing from financial institutions and advancing of repayable loans to other organisations. These activities also include repayment of the principal component of loan repayment of the year.

4.4.1 Net cash flows provided by/used in operating activities

The increase in cash flow from operating activities is mainly due to a \$16.54 million increase in grants income and higher rates and charges of \$9.27 million. This is partly offset by expected increased payments to suppliers of \$5.58 million and higher employee payments of \$2.44 million.

4.4.2 Net cash flows provided by/used in investing activities

The increase in payments for investing activities represents increased funds invested of \$21 million and the increase in capital works expenditure over the 2021-22 year.

Redemption/(payments) for investments (maturing later than 90 days) relate to financial assets which are cash investments (predominantly term deposits) that have maturity date greater than 90 days. To Council's cash flow (and maximise interest revenue), investments are either redeemed or placed throughout the year dependent on the receipt of revenue and the timing of expenditure.

4.4.3 Net cash flows provided by/used in financing activities

The net increased cash flow from financing activities was driven by prior year approved borrowings planned to be taken up in 2021-22 of \$20.19 million and reduced loan principal repayments of \$5.76 million.

Proceeds from borrowings relate to funding received under loan obligations Council must pay beyond the next financial year. These funds are generally applied to fund capital projects undergone in the financial year the loan was obtained.

4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2021-22 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.5.1 Summary

	Forecast Actual 2020-21 \$'000	Budget 2021-22 \$'000	Change \$'000	%
Property	19,427	23,281	3,854	19.84%
Plant and equipment	1,839	2,515	676	36.76%
Infrastructure	52,394	50,572	- 1,822	(3.48)%
Total	73,660	76,368	2,708	3.68%

The capital works program for the 2021-22 year is expected to be \$76.12 million of which \$8.03 million relates to projects which will be carried forward from the 2020-21 year.

	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
Property	23,281	10,413	8,165	4,603	100	6,613	651	16,017	-
Plant and equipment	2,515	2,287	-	228	-	-	-	2,515	-
Infrastructure	50,572	12,396	26,050	11,676	450	10,797	20	39,755	-
Total	76,368	25,096	34,215	16,507	550	17,410	671	58,287	-

4.5.2 Current Budget

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
PROPERTY									
Buildings	11,820	6,688	2,145	2,987	-	4,771	651	6,398	-
Construct AFL/Tennis/Cricket Pavilion - Edgars Creek	150	150	-	-	-	-	-	150	-
Construct Community Centre (Wollert East) - west of Epping Road	3,431	3,431	-	-	-	2,750	63	618	-
Construct Social Support Services Facility - Mernda Villages CAC (DPC)	2,107	2,107	-	-	-	967	588	552	-
Detailed Design Preparedness	500	500	-	-	-	-	-	500	-
Mernda Sports Hub - Indoor Sports Stadium	400	400	-	-	-	-	-	400	-
Mernda Town Centre - Community Facility	100	100	-	-	-	-	-	100	-
Repairs to Epping Memorial Hall.	500	-	500	-	-	500	-	-	-
Upgrade pavilion - HR Uren Reserve	1,891	-	-	1,891	-	-	-	1,891	-
Mill Park Basketball Stadium Redevelopment2	2,741	-	1,645	1,096	-	554	-	2,187	-
Building Improvements	7,094	200	5,394	1,400	100	1,700	-	5,394	-
Disability Action Plan - Ongoing Program	300	-	-	300	-	-	-	300	-
Energy Efficiency Program - Various	750	-	-	750	-	-	-	750	-
Epping Soccer Stadium - Essential BCA upgrade	200	-	-	200	-	-	-	200	-
Mill Park Library - New Outdoor Community Space Project (Stage 3)	200	200	-	-	-	200	-	-	-
Minor Improvements Program	300	-	300	-	-	-	-	300	-
Office Refurbishment and Alterations - Various Locations	150	-	-	150	-	-	-	150	-
Planned renewal - Minor works	2,300	-	2,300	-	-	-	-	2,300	-
Vasey Park Preschool - additional room	100	-	-	-	100	-	-	100	-
Upgrade building - McLeans Road Kindergarten	2,794	-	2,794	-	-	1,500	-	1,294	-
TOTAL PROPERTY	18,914	6,888	7,539	4,387	100	6,471	651	11,792	-
PLANT AND EQUIPMENT									
Plant, machinery and equipment	1,950	1,950	-	-	-	-	-	1,950	-
Furniture and equipment purchases	50	50	-	-	-	-	-	50	-
Implementation of Signage Management Plan - Various	200	200	-	-	-	-	-	200	-
Replacement of Council Fleet - Ongoing Program	1,700	1,700	-	-	-	-	-	1,700	-
Fixtures, fittings and furniture	251	251	-	-	-	-	-	251	-
Acquisition of Visual Art - Civic Centre	10	10	-	-	-	-	-	10	-
Furniture and fittings for halls and CACs - Various Locations	180	180	-	-	-	-	-	180	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
Management of the Public Art Collection	61	61	-	-	-	-	-	61	-
Computers and telecommunications	314	86	-	228	-	-	-	314	-
IT - A0 Plotters / Scanners and IM Scanner	100	-	-	100	-	-	-	100	-
IT - Hardware	214	86	-	128	-	-	-	214	-
TOTAL PLANT AND EQUIPMENT	2,515	2,287	-	228	-	-	-	2,515	-
INFRASTRUCTURE									
Roads	23,177	5,297	17,003	877	-	6,357	-	16,820	-
Baltrum Drive Extension	250	250	-	-	-	-	-	250	-
Collector Road traffic management - Various locations	165	83	-	82	-	-	-	165	-
Construct road - Lehmans Road - Epping Road to E6 extension (Bindts Road)	500	500	-	-	-	-	-	500	-
Intersection Signalisation - Rockfield Street and Edgars Road, Epping	675	675	-	-	-	675	-	-	-
Kerb and Open Drainage Upgrade Program	250	-	125	125	-	-	-	250	-
Koukoura Drive - construct slip lane	300	300	-	-	-	-	-	300	-
Local Road Reconstruction / Rehabilitation	7,128	-	7,128	-	-	1,150	-	5,978	-
Local road resurfacing works - Ongoing Program	7,750	-	7,750	-	-	1,532	-	6,218	-
Masons Road Traffic Management	450	450	-	-	-	-	-	450	-
Pedestrian Operated Signals - Civic Drive and Bush Boulevard	350	350	-	-	-	-	-	350	-
Reconstruction of Arthurs Creek Road	2,000	-	2,000	-	-	2,000	-	-	-
Roadside hazard protection	100	100	-	-	-	-	-	100	-
Signalise intersection - Plenty Rd and Everton Gardens	100	100	-	-	-	-	-	100	-
Signalise intersection - Sackville Street and Bridge Inn Road Intersection	1,000	1,000	-	-	-	1,000	-	-	-
Station Road upgrade between car park and Plenty Road. Mernda	350	-	-	350	-	-	-	350	-
Traffic control devices - un-programmed works	240	120	-	120	-	-	-	240	-
Upgrade disabled parking bays to DDA requirements - Various locations - DDA Work	50	-	-	50	-	-	-	50	-
LATM Schemes various treatments	500	350	-	150	-	-	-	500	-
Construct Findon Road extension - Williamsons Road to Danaher Drive	1,019	1,019	-	-	-	-	-	1,019	-
Bridges	100	-	100	-	-	-	-	100	-
Boardwalk/ bridges refurbishment	100	-	100	-	-	-	-	100	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
Footpaths and Cycleways	2,400	1,212	500	488	200	365	-	2,035	-
Bicycle facilities - provide new on-road & off-road paths	115	92	-	23	-	115	-	-	-
Construct shared path - Bruce's Creek reserve - Kinglake Views to Yea Road	200	-	-	-	200	-	-	200	-
Construct shared path - Edgars Creek Trail - Main Street to Deveny Road	80	80	-	-	-	-	-	80	-
Construct shared path - Hendersons Road Drain - Childs Road to Findon Road	400	400	-	-	-	-	-	400	-
Construct shared path - High Street - Childs Road to Keon Parade	50	50	-	-	-	-	-	50	-
Construct shared path - McDonalds Road (north side) - Darebin Creek to Civic Dr	100	100	-	-	-	-	-	100	-
Construct shared path - Park Street - High Street to Darebin Creek	110	110	-	-	-	-	-	110	-
Construct shared path - Yan Yean Pipe Track - Childs Road to Bush Boulevard	50	50	-	-	-	-	-	50	-
Construct Shared Paths - Findon Road to Gordons Road South Morang	200	200	-	-	-	-	-	200	-
Footpath Reconstruction / Renewal	500	-	500	-	-	-	-	500	-
Improve disability access (DDA) to public transport	85	-	-	85	-	-	-	85	-
Kerb Ramp DDA Upgrades - Kerb Alignment	100	-	-	100	-	-	-	100	-
Lighting of Shared-User Paths	100	100	-	-	-	-	-	100	-
Missing Footpath Links Program - Various locations	250	-	-	250	-	250	-	-	-
Safe Routes to Schools	60	30	-	30	-	-	-	60	-
Drainage	675	250	263	162	-	-	-	675	-
Construct Wash Bay - Rural Works Depot, Whittlesea	325	-	163	162	-	-	-	325	-
Drainage improvement works - Various Locations	250	250	-	-	-	-	-	250	-
WSUD (Water Sensitive Urban Design) Asset Renewal	100	-	100	-	-	-	-	100	-
Recreational, Leisure & Community Facilities	3,110	1,355	1,145	610	-	300	20	2,790	-
Construct Tennis Courts at Edgars Creek Community Reserve – Steen Ave Wollert	50	50	-	-	-	-	-	50	-
Cricket Wickets Upgrade (various locations)	65	-	65	-	-	-	-	65	-
Epping Recreation Reserve Outdoor Netball Courts	60	60	-	-	-	-	-	60	-
Establishment of additional dog off leash areas - Various Locations	300	300	-	-	-	-	-	300	-
Growling Frog Golf Course - course improvement works	20	-	20	-	-	-	-	20	-
Harvest Home Road Recreation Reserve Upgrade	100	100	-	-	-	-	-	100	-
Hazel Glen College Outdoor Netball Courts	535	535	-	-	-	-	-	535	-
Implement Sportsfield Strategy - Sportsfield Upgrades	200	-	40	160	-	-	-	200	-
Mernda Recreation Reserve (Schotter's Road) site upgrades	200	200	-	-	-	-	-	200	-
Public Toilet Amenity Plan Implementation	300	-	300	-	-	-	-	300	-
Sporting Infrastructure Major improvement works - Sport Club Contribution Policy	50	50	-	-	-	-	-	50	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
Sports Ground Lighting Upgrade - Various Sites	250	-	-	250	-	-	20	230	-
Upgrade Coaches Boxes - Various Locations	20	-	-	20	-	-	-	20	-
Whittlesea Community Skate Park Activation	900	-	720	180	-	300	-	600	-
Whittlesea Showgrounds Outdoor Netball Courts	60	60	-	-	-	-	-	60	-
Parks, Open Space and Streetscapes	11,969	1,677	4,930	5,362	-	2,300	-	9,669	-
Asset Expansion - Laurimar Recreation Reserve	30	30	-	-	-	-	-	30	-
Asset Renewal Carlingford Wetlands	50	50	-	-	-	-	-	50	-
Conservation Reserves Tree Planting Program	100	100	-	-	-	-	-	100	-
Epping North Conservation Reserve - historic wall reconstruction	36	-	36	-	-	-	-	36	-
Epping Recreation Reserve Master Plan	800	-	-	800	-	-	-	800	-
Huskisson Reserve - Master Plan	400	-	-	400	-	-	-	400	-
Installation bus shelters - Various Locations	23	5	18	-	-	-	-	23	-
Kelynack Reserve Master Plan Implementation	150	105	45	-	-	-	-	150	-
Laurimar Reserve West Oval Upgrade	900	-	-	900	-	-	-	900	-
Main Roads and High Profile Streetscapes Planting Program	300	300	-	-	-	-	-	300	-
Mernda Village Adventure Playground Upgrade	500	250	250	-	-	-	-	500	-
Norris Bank Reserve - West Park Precinct	550	165	193	192	-	-	-	550	-
Parks Tree and Major Facilities Planting Program	350	350	-	-	-	-	-	350	-
Peter Hopper Lake renewal and upgrade	200	-	100	100	-	-	-	200	-
Quarry Hills Regional Park Implementation	2,000	-	2,000	-	-	1,000	-	1,000	-
Redleap Reserve Master Plan Development and Implementation	200	-	-	200	-	-	-	200	-
Renewal of playgrounds and general landscape improvements	1,450	-	1,160	290	-	-	-	1,450	-
Riverside Reserve Park and Playground Renewal	650	130	520	-	-	300	-	350	-
Sportsfield Irrigation upgrade program	120	-	120	-	-	-	-	120	-
Streetscape Improvements - Gorge Road Shopping Precinct	80	-	-	80	-	-	-	80	-
Upgrade open space - Implement WA Smith and Sycamore Reserve Masterplan	80	-	80	-	-	-	-	80	-
Vehicle Exclusion Fencing	100	75	25	-	-	-	-	100	-
Whittlesea Park Master Plan, Whittlesea Township	50	50	-	-	-	-	-	50	-
Whittlesea Public Gardens Master Plan	2,400	-	-	2,400	-	1,000	-	1,400	-
Residential Street Tree Renewal Planting Program	450	67	383	-	-	-	-	450	-
Off Street Car Parks	1,325	450	150	725	-	725	-	600	-
All Abilities Play Space - Overflow Car Park	350	350	-	-	-	-	-	350	-
Car Park rehabilitation - various	150	-	150	-	-	-	-	150	-
Construct shared car parking - Edgars Creek (for CAC, ovals and pavilion)	100	100	-	-	-	-	-	100	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
Mill Park Library Car Park Upgrade (Stage 4)	725	-	-	725	-	725	-	-	-
Other Infrastructure	4,155	1,555	1,500	850	250	-	-	4,155	-
Aboriginal Gathering Place	250	-	-	-	250	-	-	250	-
Epping Depot Recycled Water Connection	250	250	-	-	-	-	-	250	-
Heritage Bus Shelter Replacement Program	100	100	-	-	-	-	-	100	-
Install Smart City Water Devices	60	60	-	-	-	-	-	60	-
Mernda Sports Hub Utility Provision	500	500	-	-	-	-	-	500	-
Planning and Feasibility Studies for Future Projects	750	-	-	750	-	-	-	750	-
Public Lighting in Local Streets	100	-	-	100	-	-	-	100	-
Traffic Management Around Schools	395	395	-	-	-	-	-	395	-
Water Efficiency Program	250	250	-	-	-	-	-	250	-
Street Light bulk replacement program	1,500	-	1,500	-	-	-	-	1,500	-
TOTAL INFRASTRUCTURE	46,911	11,796	25,591	9,074	450	10,047	20	36,844	-
TOTAL NEW CAPITAL WORKS	68,340	20,971	33,130	13,689	550	16,518	671	51,151	-

4.5.3 Works carried forward from the 2020-21 year

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
PROPERTY									
Land	1,200	1,200	-	-	-	-	-	1,200	-
Mernda Sports Hub- Acquire land Plenty Road/Everton Drive intersection	1,200	1,200	-	-	-	-	-	1,200	-
Buildings	2,427	2,325	61	41	-	102	-	2,325	-
Construct Community Activity Centre - Patterson Drive, Donnybrook	648	648	-	-	-	-	-	648	-
Construct Community Centre (Wollert East) - west of Epping Road	1,005	1,005	-	-	-	-	-	1,005	-
Mernda Sports Hub - Mernda Recreation and Leisure Centre	592	592	-	-	-	-	-	592	-
Mernda Town Centre - Community Facility	80	80	-	-	-	-	-	80	-
Mill Park Basketball Stadium Redevelopment	102	-	61	41	-	102	-	-	-
Building Improvements	740	-	565	175	-	40	-	700	-
Mill Park Library Water Recycling & Public Realm Improvements	40	-	-	40	-	40	-	-	-
Refurbishment and recommissioning of Laurel St modular facility	450	-	315	135	-	-	-	450	-
Upgrade building- Stables Kindergarten	250	-	250	-	-	-	-	250	-
TOTAL PROPERTY	4,367	3,525	626	216	-	142	-	4,225	-
INFRASTRUCTURE									
Roads	550	550	-	-	-	-	-	550	-
Construct Findon Road extension - Williamsons Road to Danaher Drive	550	550	-	-	-	-	-	550	-
Recreational, Leisure & Community Facilities	1,000	-	200	800	-	-	-	1,000	-
Implement Sportsfield Strategy - Sportsfield Upgrades	1,000	-	200	800	-	-	-	1,000	-
Parks, Open Space and Streetscapes	2,111	50	259	1,802	-	750	-	1,361	-
Rochdale Square, Town Centre Improvement	200	50	50	100	-	-	-	200	-
Quarry Hills Regional Park Implementation	189	-	189	-	-	-	-	189	-
Streetscape improvements program - Lalor High Street Shops	200	-	-	200	-	200	-	-	-
Streetscape improvements program - Thomastown High Street Shops	200	-	20	180	-	-	-	200	-
Whittlesea Public Gardens Master Plan	1,322	-	-	1,322	-	550	-	772	-
TOTAL INFRASTRUCTURE	3,661	600	459	2,602	-	750	-	2,911	-
TOTAL CARRIED FORWARD CAPITAL WORKS 2020-21	8,028	4,125	1,085	2,818	-	892	-	7,136	-

**Summary of Planned Capital Works Expenditure
For the four years ended 30 June 2025**

2022-23	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Land	-	-	-	-	-	-	-	-	-	-
Land improvements	-	-	-	-	-	-	-	-	-	-
Total Land	-	-	-	-	-	-	-	-	-	-
Buildings	3,430	2,600	85	-	745	3,430	-	1,200	2,230	-
Heritage Buildings	-	-	-	-	-	-	-	-	-	-
Building improvements	5,550	-	4,350	-	1,200	5,550	-	-	5,550	-
Leasehold improvements	-	-	-	-	-	-	-	-	-	-
Total Buildings	8,980	2,600	4,435	-	1,945	8,980	-	1,200	7,780	-
Total Property	8,980	2,600	4,435	-	1,945	8,980	-	1,200	7,780	-
Plant and Equipment										
Heritage plant and equipment	-	-	-	-	-	-	-	-	-	-
Plant, machinery and equipment	1,408	1,408	-	-	-	1,408	-	-	1,408	-
Fixtures, fittings and furniture	153	153	-	-	-	153	-	-	153	-
Computers and telecommunications	2,156	1,612	-	-	544	2,156	-	-	2,156	-
Library books	-	-	-	-	-	-	-	-	-	-
Total Plant and Equipment	3,717	3,173	-	-	544	3,717	-	-	3,717	-
Infrastructure										
Roads	21,960	3,855	16,950	-	1,155	21,960	1,200	-	20,760	-
Bridges	100	-	100	-	-	100	-	-	100	-
Footpaths and cycleways	2,670	1,691	500	-	479	2,670	-	-	2,670	-
Drainage	450	410	40	-	-	450	-	-	450	-
Recreational, leisure and community facilities	6,670	2,370	2,230	-	2,070	6,670	20	-	6,650	-
Waste management	-	-	-	-	-	-	-	-	-	-
Parks, open space and streetscapes	12,637	1,705	5,192	-	5,740	12,637	1,500	-	11,137	-
Aerodromes	-	-	-	-	-	-	-	-	-	-
Off street car parks	575	500	75	-	-	575	-	-	575	-
Other infrastructure	3,320	2,220	500	-	600	3,320	-	-	3,320	-
Total Infrastructure	48,382	12,751	25,587	-	10,044	48,382	2,720	-	45,662	-
Total Capital Works Expenditure	61,079	18,524	30,022	-	12,533	61,079	2,720	1,200	57,159	-

2023-24	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Land	-	-	-	-	-	-	-	-	-	-
Land improvements	-	-	-	-	-	-	-	-	-	-
Total Land	-	-	-	-	-	-	-	-	-	-
Buildings	15,222	15,222	-	-	-	15,222	-	6,648	8,574	-
Heritage Buildings	-	-	-	-	-	-	-	-	-	-
Building improvements	6,137	125	4,372	500	1,140	6,137	-	-	6,137	-
Leasehold improvements	-	-	-	-	-	-	-	-	-	-
Total Buildings	21,359	15,347	4,372	500	1,140	21,359	-	6,648	14,711	-
Total Property	21,359	15,347	4,372	500	1,140	21,359	-	6,648	14,711	-
Plant and Equipment										
Heritage plant and equipment	-	-	-	-	-	-	-	-	-	-
Plant, machinery and equipment	2,042	2,042	-	-	-	2,042	-	-	2,042	-
Fixtures, fittings and furniture	153	153	-	-	-	153	-	-	153	-
Computers and telecommunications	478	271	-	-	207	478	-	-	478	-
Library books	-	-	-	-	-	-	-	-	-	-
Total Plant and Equipment	2,673	2,466	-	-	207	2,673	-	-	2,673	-
Infrastructure										
Roads	25,734	9,811	14,750	-	1,173	25,734	1,270	-	24,464	-
Bridges	100	-	100	-	-	100	-	-	100	-
Footpaths and cycleways	2,570	1,765	500	-	305	2,570	-	-	2,570	-
Drainage	790	750	40	-	-	790	-	-	790	-
Recreational, leisure and community facilities	4,930	4,185	425	-	320	4,930	-	800	4,130	-
Waste management	-	-	-	-	-	-	-	-	-	-
Parks, open space and streetscapes	6,756	2,338	2,826	-	1,592	6,756	-	-	6,756	-
Aerodromes	-	-	-	-	-	-	-	-	-	-
Off street car parks	1,575	1,500	75	-	-	1,575	-	-	1,575	-
Other infrastructure	3,325	2,225	500	-	600	3,325	-	-	3,325	-
Total Infrastructure	45,780	22,574	19,216	-	3,990	45,780	1,270	800	43,710	-
Total Capital Works Expenditure	69,812	40,387	23,588	500	5,337	69,812	1,270	7,448	61,094	-

2024-25	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Land	-	-	-	-	-	-	-	-	-	-
Land improvements	-	-	-	-	-	-	-	-	-	-
Total Land	-	-	-	-	-	-	-	-	-	-
Buildings	32,561	32,561	-	-	-	32,561	-	5,419	11,948	15,194
Heritage Buildings	-	-	-	-	-	-	-	-	-	-
Building improvements	9,734	1,500	3,159	1,500	3,575	9,734	-	-	9,734	-
Leasehold improvements	-	-	-	-	-	-	-	-	-	-
Total Buildings	42,295	34,061	3,159	1,500	3,575	42,295	-	5,419	21,682	15,194
Total Property	42,295	34,061	3,159	1,500	3,575	42,295	-	5,419	21,682	15,194
Plant and Equipment										
Heritage plant and equipment	-	-	-	-	-	-	-	-	-	-
Plant, machinery and equipment	1,054	1,054	-	-	-	1,054	-	-	1,054	-
Fixtures, fittings and furniture	155	155	-	-	-	155	-	-	155	-
Computers and telecommunications	428	221	-	-	207	428	-	-	428	-
Library books	-	-	-	-	-	-	-	-	-	-
Total Plant and Equipment	1,637	1,430	-	-	207	1,637	-	-	1,637	-
Infrastructure										
Roads	21,480	5,648	15,500	-	332	21,480	-	-	21,480	-
Bridges	100	-	100	-	-	100	-	-	100	-
Footpaths and cycleways	2,008	1,194	500	-	314	2,008	-	10	1,998	-
Drainage	1,125	1,085	40	-	-	1,125	-	-	1,125	-
Recreational, leisure and community facilities	8,560	5,055	1,280	-	2,225	8,560	-	400	8,160	-
Waste management	-	-	-	-	-	-	-	-	-	-
Parks, open space and streetscapes	4,892	248	3,362	-	1,282	4,892	-	-	4,892	-
Aerodromes	-	-	-	-	-	-	-	-	-	-
Off street car parks	80	-	80	-	-	80	-	-	80	-
Other infrastructure	3,950	2,850	500	-	600	3,950	-	-	3,950	-
Total Infrastructure	42,195	16,080	21,362	-	4,753	42,195	-	410	41,785	-
Total Capital Works Expenditure	86,127	51,571	24,521	1,500	8,535	86,127	-	5,829	65,104	15,194

5. Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives. The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the *Local Government (Planning and Reporting) Regulations 2020*. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Indicator	Measure	Notes	Actual 2019-20	Forecast 2020-21	Budget 2021-22	Projections			Trend +/-
						2022-23	2023-24	2024-25	
Operating position									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	5.47%	7.20%	3.81%	8.18%	10.09%	10.68%	+
Liquidity									
Working Capital	Current assets / current liabilities	2	351.29%	425.89%	455.81%	473.37%	492.42%	497.15%	+
Unrestricted cash	Unrestricted cash / current liabilities	3	103.36%	93.23%	127.74%	155.42%	181.98%	196.70%	+
Obligations									
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	4	5.61%	1.50%	12.26%	10.35%	8.43%	14.55%	-
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		3.57%	3.99%	0.53%	1.72%	1.64%	1.11%	o
Indebtedness	Non-current liabilities / own source revenue		5.59%	3.61%	12.81%	12.07%	11.58%	16.81%	-
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	5	88.66%	125.47%	129.79%	105.05%	69.44%	77.19%	-
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	6	70.42%	72.87%	75.03%	75.20%	75.65%	76.18%	o
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.28%	0.28%	0.29%	0.29%	0.29%	0.30%	o

Indicator		Measure	Notes	Actual 2019-20	Forecast 2020-21	Budget 2021-22	Projections			Trend			
										2022-23	2023-24	2024-25	+/-
Efficiency													
Expenditure level	Total expenses/ no. of property assessments			\$2,391	\$2,313	\$2,395	\$2,315	\$2,312	\$2,329	+			
Revenue level	Total rate revenue / no. of property assessments			\$1,674	\$1,523	\$1,563	\$1,601	\$1,635	\$1,667	+			
Workforce turnover	Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year			18.80%	8.09%	8.98%	8.98%	8.98%	8.98%	o			
Sustainability Capacity													
Population	Total expenses/ Municipal population			\$945	\$893	\$921	\$888	\$883	\$886	o			
Population	Value of infrastructure / Municipal population			\$10,105	\$8,272	\$8,037	\$7,816	\$7,596	\$7,389	o			
Population	Municipal population / Kilometres of local roads			\$168	\$177	\$178	\$178	\$179	\$180	o			
Own-source revenue	Own source revenue / Municipal population			\$838	\$813	\$842	\$852	\$867	\$882	o			
Recurrent grants	Recurrent grants / Municipal population			\$125	\$123	\$115	\$115	\$115	\$110	o			

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

Notes to indicators**1. Adjusted underlying result**

The adjusted underlying operating result excludes the impact of non-recurrent capital grants, non-monetary asset contributions and contributions from developers to fund capital expenditure. It is an indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives.

2. Working Capital

The proportion of current liabilities represented by current assets. Working capital is forecast to decrease over the following years due funding large capital projects.

3. Unrestricted Cash

This represents cash funds which are free of all specific Council commitments and are available to meet daily cash flow requirements, unexpected short term needs and any Budget commitments.

4. Debt compared to rates

Trend indicates Council's continued use of debt to fund significant capital projects.

5. Asset renewal

This percentage indicates the extent of Council's renewal against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.

6. Rates concentration

Reflects the extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council's rates concentration is expected to remain consistent over the future years. Rate revenue continues to be an important source of revenue for Council to be able to deliver services and renew its assets.



PROPOSED Fees and Charges Schedule 2021-2022

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This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the FY 2021/22.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

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Name	Unit	GST (Yes/ (No)	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Planning Services

Planning Permits

Class 1	per permit	N	\$1,240.65	\$1,318.10	6.24%	\$77.45	Statutory
Class 2	per permit	N	\$192.00	\$199.90	4.11%	\$7.90	Statutory
Class 3	per permit	N	\$604.40	\$629.40	4.14%	\$25.00	Statutory
Class 4	per permit	N	\$1,237.10	\$1,288.50	4.15%	\$51.40	Statutory
Class 5	per permit	N	\$1,336.70	\$1,392.10	4.14%	\$55.40	Statutory
Class 6	per permit	N	\$1,436.20	\$1,495.80	4.15%	\$59.60	Statutory
Class 7	Per Permit	N	\$192.00	\$199.90	4.11%	\$7.90	Statutory
Class 8	per permit	N	\$412.40	\$429.50	4.15%	\$17.10	Statutory
Class 9	per permit	N	\$192.00	\$199.90	4.11%	\$7.90	Statutory
Class 10	per permit	N	\$1,102.10	\$1,147.80	4.15%	\$45.70	Statutory
Class 11	per permit	N	\$1,486.00	\$1,547.60	4.15%	\$61.60	Statutory
Class 12	per permit	N	\$3,277.70	\$3,413.70	4.15%	\$136.00	Statutory
Class 13	per permit	N	\$8,354.30	\$8,700.90	4.15%	\$346.60	Statutory
Class 14	per permit	N	\$24,636.20	\$25,658.30	4.15%	\$1,022.10	Statutory
Class 15	per permit	N	\$55,372.70	\$57,670.10	4.15%	\$2,297.40	Statutory
Class 16	per permit	N	\$1,265.60	\$1,318.10	4.15%	\$52.50	Statutory
Class 17	per permit	N	\$1,265.60	\$1,318.10	4.15%	\$52.50	Statutory
Class 18	per permit	N	\$1,265.60	\$1,318.10	4.15%	\$52.50	Statutory
Class 19	per permit	N	\$1,265.60	\$1,318.10	4.15%	\$52.50	Statutory
Class 20	per permit	N	\$1,265.60	\$1,318.10	4.15%	\$52.50	Statutory
Class 21	per permit	N	\$1,265.60	\$1,318.10	4.15%	\$52.50	Statutory

Planning Permits Amendments

Class 1	per permit	N	\$1,265.60	\$1,318.10	4.15%	\$52.50	Statutory
Class 2	per permit	N	\$1,265.60	\$1,318.10	4.15%	\$52.50	Statutory
Class 3	per permit	N	\$192.00	\$199.90	4.11%	\$7.90	Statutory
Class 4	per permit	N	\$604.40	\$629.40	4.14%	\$25.00	Statutory
Class 5	per permit	N	\$1,237.10	\$1,288.50	4.15%	\$51.40	Statutory
Class 6	per permit	N	\$1,336.70	\$1,392.10	4.14%	\$55.40	Statutory
Class 7	per permit	N	\$192.00	\$199.90	4.11%	\$7.90	Statutory
Class 8	per permit	N	\$412.40	\$429.50	4.15%	\$17.10	Statutory
Class 9	per permit	N	\$192.00	\$199.90	4.11%	\$7.90	Statutory
Class 10	per permit	N	\$1,102.10	\$1,147.80	4.15%	\$45.70	Statutory
Class 11	per permit	N	\$1,486.00	\$1,547.60	4.15%	\$61.60	Statutory
Class 12	per permit	N	\$3,277.70	\$3,413.70	4.15%	\$136.00	Statutory
Class 13	per permit	N	\$1,265.60	\$1,318.10	4.15%	\$52.50	Statutory
Class 14	per permit	N	\$1,265.60	\$1,318.10	4.15%	\$52.50	Statutory
Class 15	per permit	N	\$1,265.60	\$1,318.10	4.15%	\$52.50	Statutory
Class 16	per permit	N	\$1,265.60	\$1,318.10	4.15%	\$52.50	Statutory
Class 17	per permit	N	\$1,265.60	\$1,318.10	4.15%	\$52.50	Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Planning Permits Amendments [continued]

Class 18	per permit	N	\$1,265.60	\$1,318.10	4.15%	\$52.50	Statutory
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Planning Applications

Public Notice on Site (per notice)	per notice	N	\$17.00	\$17.00	0.00%	\$0.00	Non-Statutory
Notice to adjoining owners/occupiers (per letter)	per letter	N	\$13.00	\$13.00	0.00%	\$0.00	Non-Statutory
Copy of Certified Plan	per plan	N	\$54.00	\$54.00	0.00%	\$0.00	Non-Statutory

Planning Application – Amendments

Amend an application for a permit after notice (advertising) has been given but not yet determined for every class of application (other than Class 4 application where there is no fee) listed under Regulation 7	per application	N	Statutory fee that is variable based on a percentage of the cost of development				Statutory
Amend an application for a permit after notice of the application has been given but not yet determined for every class of application (other than Class 5 application where there is no fee) listed under Regulation 8B	Per Application	N	Statutory fee that is variable based on a percentage of the cost of development				Statutory

Planning Certificates

Planning Certificates – Section 198	per certificate	N	\$21.30	\$22.20	4.23%	\$0.90	Statutory
Certificates of Compliance – Section 97N	per certificate	N	\$312.80	\$325.80	4.16%	\$13.00	Statutory
Satisfaction Matters	Per Matter	N	\$312.80	\$325.80	4.16%	\$13.00	Statutory

Planning Scheme – Amendments

Stage 1	Per Amendment Stage	N	\$2,871.60	\$3,050.90	6.24%	\$179.30	Statutory
Stage 2 – up to and including 10 Submissions	Per Amendment Stage	N	\$14,232.70	\$15,121.00	6.24%	\$888.30	Statutory
Stage 2 – 11 (and including) 20 submissions	Per Amendment Stage	N	\$28,437.60	\$30,212.40	6.24%	\$1,774.80	Statutory
Stage 2 – exceed 20 submissions	Per Amendment Stage	N	\$38,014.40	\$40,386.90	6.24%	\$2,372.50	Statutory
Stage 3	Per Amendment Stage	N	\$453.10	\$481.30	6.22%	\$28.20	Statutory
Stage 4	Per Amendment Stage	N	\$453.10	\$481.30	6.22%	\$28.20	Statutory

Name	Unit	GST (Yes/ (No)	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Subdivision

Multi Lot (per lot)	Per Application	N	\$167.80	\$174.80	4.17%	\$7.00	Statutory
Procedural	Per Application	N	\$167.80	\$174.80	4.17%	\$7.00	Statutory
Consolidation		N	\$167.80	\$174.80	4.17%	\$7.00	Statutory
Strata Redevelopment	Per Application	N	\$167.80	\$174.80	4.17%	\$7.00	Statutory
Resort & Recreation Open Space Contribution	Per Application	N	Percentage of land value				Statutory
Amended subdivision plans	Per Application	N	\$106.65	\$111.10	4.17%	\$4.45	Statutory
Amended plan before Certification	Per Application	N	\$106.65	\$140.70	31.93%	\$34.05	Statutory
Amended Certified Plan	Per Application	N	\$135.10	\$140.70	4.15%	\$5.60	Statutory

Development Plans Amendments

Amendment – Minor	per amendment	N	\$420.00	\$425.00	1.19%	\$5.00	Non-Statutory
Amendment – Major	per amendment	N	\$940.00	\$950.00	1.06%	\$10.00	Non-Statutory

Planning Fees

Extension of time to a planning permit	per permit	N	\$300.00	\$305.00	1.67%	\$5.00	Non-Statutory
Variation to a Building Envelope (other than applications made under Regulation 8B)	per variation	N	\$300.00	\$305.00	1.67%	\$5.00	Non-Statutory
Demolition Approvals (S29A Building Act)	per approval	N	\$83.10	\$85.20	2.53%	\$2.10	Statutory
Planning Information Request	per request	N	\$150.00	\$153.00	2.00%	\$3.00	Non-Statutory
Amend or end Sec 173 Agreement	per amendment	N	\$632.80	\$659.05	4.15%	\$26.25	Statutory
File retrieval off site	per retrieval	N	\$96.00	\$100.00	4.17%	\$4.00	Non-Statutory
File retrieval on site	per retrieval	N	\$56.00	\$60.00	7.14%	\$4.00	Non-Statutory
Title Search (simple)	per search	N	\$50.00	\$51.00	2.00%	\$1.00	Non-Statutory
Title Search (complex)	per search	N	\$65.00	\$66.00	1.54%	\$1.00	Non-Statutory
Preparation of a Straight forward S.173 Agreement	per agreement	Y	\$820.00	\$835.00	1.83%	\$15.00	Non-Statutory
Bond Administration	Per Application	N	\$67.00	\$68.00	1.49%	\$1.00	Non-Statutory
Secondary Consent	Per Application	N	\$290.00	\$305.00	5.17%	\$15.00	Non-Statutory
Secondary Consent for lots < 300sqm.	Per Application	N	\$530.00	\$540.00	1.89%	\$10.00	Non-Statutory
Pre application concept plans – minor development	Per Meeting and Written Advice	Y	\$160.00	\$160.00	0.00%	\$0.00	Non-Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Planning Fees [continued]

Pre application concept plans – major development	Per Meeting and Written Advice	Y	\$260.00	\$260.00	0.00%	\$0.00	Non-Statutory
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Planning Copy Fees**Permit Fee (per copy)**

Hard copy of permit	per permit	N	\$96.00	\$100.00	4.17%	\$4.00	Non-Statutory
Electronic copy of permit (if available)	per permit	N	\$56.00	\$60.00	7.14%	\$4.00	Non-Statutory

Approved Plans (per copy)

Hard copy of plans per permit	per permit	N	\$96.00	\$100.00	4.17%	\$4.00	Non-Statutory
Electronic copy of plans per permit (if available)	per permit	N	\$56.00	\$60.00	7.14%	\$4.00	Non-Statutory

Copy of Documentation

Copy of Planning application register (per month)	Per Retrieval	N	\$33.00	\$35.00	6.06%	\$2.00	Non-Statutory
Copy of advertised documentation (plans)	per plan	N	\$13.00	\$15.00	15.38%	\$2.00	Non-Statutory
Copy of advertised documentation (plans and reports)	Per Retrieval	N	\$23.00	\$25.00	8.70%	\$2.00	Non-Statutory

Building Services**Residential Permits**

Dwelling Extensions/Alterations (All) (includes Class 1b) over \$100,000	per permit	Y	\$1,550.00	\$1,583.00	2.13%	\$33.00	Non-Statutory
Dwellings Extensions/Alterations (All) (includes Class 1b) up to \$100,000	per permit	Y	\$1,200.00	\$1,220.00	1.67%	\$20.00	Non-Statutory
New Dwelling (over \$600,000)	per permit	Y			Price on Application		Non-Statutory
New Dwelling (up to \$300,000)	per permit	Y	\$1,900.00	\$1,930.00	1.58%	\$30.00	Non-Statutory
New Dwelling (up to \$600,000)	per permit	Y	\$2,570.00	\$2,600.00	1.17%	\$30.00	Non-Statutory
Minor Dwelling Alterations (removal of internal wall, increasing a window size etc.)	per permit	Y	\$560.00	\$570.00	1.79%	\$10.00	Non-Statutory
Multi Unit Development (each dwelling)	per permit	Y	\$870.00	\$885.00	1.72%	\$15.00	Non-Statutory
Multi Unit Development (Over \$300,000 each unit)	per permit	Y	\$1,550.00	\$1,580.00	1.94%	\$30.00	Non-Statutory
Demolitions (where protection work not required)	per permit	Y	\$590.00	\$600.00	1.69%	\$10.00	Non-Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Residential Permits [continued]

Protection Work Notices (When determined by relevant building surveyor)	per permit	Y	\$360.00	\$365.00	1.39%	\$5.00	Non-Statutory
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Swimming Pools & Safety Barriers

Lodgement Certificate of Compliance	per certificate	N	\$20.40	\$20.40	0.00%	\$0.00	Statutory
Lodgement Certificate of Non-Compliance	per certificate	N	\$385.00	\$385.00	0.00%	\$0.00	Statutory
Non Registration of Pool	per compliance follow up	N	\$330.00	\$330.00	0.00%	\$0.00	Statutory
Pool Registration	per registration	N	\$31.80	\$31.80	0.00%	\$0.00	Statutory
Prosecutions	per prosecution	N	Determined by the court				Statutory
Search Fee	per search	N	\$47.20	\$47.20	0.00%	\$0.00	Statutory
Swimming Pools	per inspection	Y	\$870.00	\$880.00	1.15%	\$10.00	Non-Statutory

Commercial Works

All Commercial Works	per inspection	Y	Price on Application				Non-Statutory
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Building Fees

Report & Consent Dispensation (siting)	per application	N	\$244.00	\$290.40	19.02%	\$46.40	Statutory
Build Over Easement Consent or Flood Prone Land Consent	per application	N	\$244.00	\$290.40	19.02%	\$46.40	Statutory
Stormwater Drainage Asset Information	Per Retrieval	N	\$60.90	\$60.90	0.00%	\$0.00	Statutory
Property Information	Per Retrieval	N	\$48.60	\$48.60	0.00%	\$0.00	Statutory
Lodgement fee	per lodgement	N	\$36.40	\$121.90	234.89 %	\$85.50	Statutory
Combining of Essential Safety Measure Schedule Reg. 1206	per application	N	Price on Application				Non-Statutory
Building Permit Extension of Time	per permit	Y	\$205.00	\$210.00	2.44%	\$5.00	Non-Statutory
Amendment of Building Permit/Occupancy Permit/Warranty Certificate	per permit	N	\$130.00	\$132.00	1.54%	\$2.00	Non-Statutory
Title Search	per title	N	\$108.00	\$110.00	1.85%	\$2.00	Non-Statutory
Amended Plans	per plan	N	Price on Application				Non-Statutory
Change of Use No building work	per application	N	\$600.00	\$610.00	1.67%	\$10.00	Non-Statutory
Report for the purposes Liquor Licensing	per report	N	\$280.00	\$285.00	1.79%	\$5.00	Non-Statutory
Bushfire Tank signage	per sign	Y	\$56.00	\$57.00	1.79%	\$1.00	Non-Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Building Fees [continued]

Section 29A Report and Consent		N	\$60.90	\$85.20	39.90%	\$24.30	Statutory
Bushfire Tank signage with postage	per sign	Y	\$74.00	\$75.00	1.35%	\$1.00	Non-Statutory
Additional inspections above allowed by Building Permit	per inspection	Y	\$165.00	\$170.00	3.03%	\$5.00	Non-Statutory
Weekend inspections	per inspection	Y	\$270.00	\$275.00	1.85%	\$5.00	Non-Statutory
Application for occupancy Permit for a Place of Public Entertainment (POPE) Circus and public event on land	per application	N	\$340.00	\$345.00	1.47%	\$5.00	Non-Statutory
Application for occupancy Permit for a Place of Public Entertainment (POPE) Public Building	per application	N	\$620.00	\$630.00	1.61%	\$10.00	Non-Statutory
Report and Consent to occupy road reserve "hoardings" for commercial projects	per application	N	\$287.55	\$287.55	0.00%	\$0.00	Statutory

Building Copy Fees

A1 Sheets or larger (or scanning of copies)	per A1 sheet	N	\$9.00	\$10.00	11.11%	\$1.00	Non-Statutory
Any search that exceeds 1hour will incur an additional fee per hour or part thereof	per search	N	\$23.00	\$25.00	8.70%	\$2.00	Non-Statutory
Copy of Residential Plans	per plan	N	\$110.00	\$112.00	1.82%	\$2.00	Non-Statutory
Copy of Commercial Plans/multi unit site (search fee only) + charges per copied sheet	per plan	N	\$210.00	\$213.00	1.43%	\$3.00	Non-Statutory
Copy of Building Permit or Occupancy Permit	per permit	N	\$50.00	\$52.00	4.00%	\$2.00	Statutory

City Design and Transportation**Subdivision**

Supervision of works	per cost of works	N	2.5% of cost of works (inc GST) under the Subdivision Act 1988				Statutory
Checking of engineering plans	per cost of works	N	0.75% of cost of works (inc GST) under the Subdivision Act 1988				Statutory

Engineering plans

Engineering Plans Assessment fee – for developments up to 2 units	per assessment	N	\$83.25	\$84.50	1.50%	\$1.25	Non-Statutory
Engineering Plans Assessment fee – for developments 3 to 10 units	per assessment	N	\$166.45	\$168.95	1.50%	\$2.50	Non-Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Engineering plans [continued]

Engineering Plans Assessment fee – for more than 10 units, small commercial/industrial developments	per assessment	N	\$332.95	\$337.95	1.50%	\$5.00	Non-Statutory
Engineering Plans Assessment fee – for large commercial/industrial developments	per assessment	N	\$665.85	\$675.85	1.50%	\$10.00	Non-Statutory

Road Opening Applications for consent**Consent Fees – other than Minor****On roadway, shoulder or pathway**

Council road where speed limit is greater than 50km/hr	Per Permit	N	\$638.30	\$638.30	0.00%	\$0.00	Statutory
Council road where speed limit is 50km/hr or less	per permit	N	\$348.00	\$348.00	0.00%	\$0.00	Statutory

Not on roadway, shoulder or pathway

Council road where speed limit is greater than 50km/hr	per permit	N	\$348.00	\$348.00	0.00%	\$0.00	Statutory
Council road where speed limit is 50km/hr or less	per permit	N	\$88.80	\$88.80	0.00%	\$0.00	Statutory

Consent Fees – Minor**On roadway, shoulder or pathway**

Council road where speed limit is greater than 50km/hr	per permit	N	\$137.70	\$137.70	0.00%	\$0.00	Statutory
Council road where speed limit is 50km/hr or less	per permit	N	\$137.70	\$137.70	0.00%	\$0.00	Statutory

Not on roadway, shoulder or pathway

Council road where speed limit is greater than 50km/hr	per permit	N	\$88.80	\$88.80	0.00%	\$0.00	Statutory
Council road where speed limit is 50km/hr or less	per permit	N	\$88.80	\$88.80	0.00%	\$0.00	Statutory

Fee for consent to works in Nature strips

Council road where speed limit is greater than 50km/hr	per permit	N	\$29.60	\$29.60	0.00%	\$0.00	Statutory
Council where speed limit is 50km/hr or less	per permit	N	\$29.60	\$29.60	0.00%	\$0.00	Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Transport and Engineering Fees

Infrastructure Protection Fee (2-5 residential units)	per permit	N	\$962.47	\$976.90	1.50%	\$14.43	Non-Statutory
Traffic Management Plan Fee	per permit	N	\$100.00	\$101.50	1.50%	\$1.50	Non-Statutory

Asset Protection

Asset Protection-Commerical

Asset Inspection Permit Fee – Commercial \$500,000 to \$1,000,000	Per permit	N	\$2,311.60	\$2,346.25	1.50%	\$34.65	Non-Statutory
Asset Inspection Permit Fee – Commercial \$1,000,001 to \$2,500,000	per permit	N	\$3,317.65	\$3,367.40	1.50%	\$49.75	Non-Statutory
Asset Inspection Permit Fee – Commercial \$2,500,001 to \$5,000,000	per permit	N	\$5,763.60	\$5,850.05	1.50%	\$86.45	Non-Statutory
Asset Inspection Permit Fee – Commercial \$5,000,001 to \$7,500,000	per permit	N	\$9,841.60	\$9,989.20	1.50%	\$147.60	Non-Statutory
Asset Inspection Permit Fee – Commercial \$7,500,001 to \$10,000,000	per permit	N	\$13,918.50	\$14,127.30	1.50%	\$208.80	Non-Statutory
Asset Inspection Permit Fee – Commercial \$10,000,001 to \$15,000,000	per permit	N	\$23,204.10	\$23,552.15	1.50%	\$348.05	Non-Statutory
Asset Inspection Permit Fee – Commercial \$15,000,001 to \$20,000,000	per permit	N	\$26,105.55	\$26,497.15	1.50%	\$391.60	Non-Statutory
Asset Inspection Permit Fee – Commercial \$20,000,001 to \$25,000,000	per permit	N	\$29,007.00	\$29,442.10	1.50%	\$435.10	Non-Statutory
Asset Inspection Permit Fee – Commercial \$25,000,001 to \$30,000,000	per permit	N	\$31,907.40	\$32,386.00	1.50%	\$478.60	Non-Statutory
Asset Inspection Permit Fee – Commercial \$30,000,001 to \$35,000,000	per permit	N	\$34,808.90	\$35,331.05	1.50%	\$522.15	Non-Statutory
Asset Inspection Permit Fee – Commercial \$35,000,001 to \$40,000,000	per permit	N	\$37,710.30	\$38,275.95	1.50%	\$565.65	Non-Statutory
Asset Inspection Permit Fee – Commercial \$40,000,001 to \$45,000,000	per permit	N	\$40,611.80	\$41,221.00	1.50%	\$609.20	Non-Statutory
Asset Inspection Permit Fee – Commercial \$45,000,001 to \$50,000,000	per permit	N	\$43,512.20	\$44,164.90	1.50%	\$652.70	Non-Statutory
Asset Inspection Permit Fee – Commercial \$50,000,001 plus	per permit	N	\$46,413.65	\$47,109.85	1.50%	\$696.20	Non-Statutory

Asset Inspections

Asset Inspection Permit Fee	Per permit	N	\$426.55	\$432.95	1.50%	\$6.40	Non-Statutory
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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Asset Inspections [continued]

Local Law Permit fee – Building Site Bins (Council Land)	Per permit	N	\$176.85	\$179.50	1.50%	\$2.65	Non-Statutory
Local Law Permit fee – Occupation of Council Land	Per Permit	N	\$176.85	\$179.50	1.50%	\$2.65	Non-Statutory

City Presentation**Reinstatements**

Footpaths 100mm concrete (reinforced) \$/sqm	per square metre	N	\$189.50	\$192.35	1.50%	\$2.85	Non-Statutory
Footpaths 125mm concrete (reinforced) \$/sqm	per square metre	N	\$210.50	\$213.65	1.50%	\$3.15	Non-Statutory
Footpaths & Crossovers 150mm concrete (reinforced) \$/sqm	per square metre	N	\$221.00	\$224.30	1.49%	\$3.30	Non-Statutory
Footpaths & Crossovers 200mm concrete (reinforced) \$/sqm	per square metre	N	\$251.00	\$254.75	1.49%	\$3.75	Non-Statutory
DDA Tactile tiles – less than 2 Sq M	Per Square Meter	N	\$346.00	\$351.20	1.50%	\$5.20	Non-Statutory
DDA Tactile tiles – greater than 2 Sq M	Per Square Meter	N	\$344.00	\$349.15	1.50%	\$5.15	Non-Statutory
Road General \$/sqm	per square metre	N	\$180.00	\$182.70	1.50%	\$2.70	Non-Statutory
Deep lift asphalt \$/sqm	per square metre	N	\$235.00	\$238.55	1.51%	\$3.55	Non-Statutory
Kerb & Channel \$/m	per metre	N	\$222.00	\$225.35	1.51%	\$3.35	Non-Statutory
Footpath Granitic Sand \$/sqm	per square metre	N	\$113.00	\$114.70	1.50%	\$1.70	Non-Statutory
Footpath Asphalt \$/sqm	per square metre	N	\$110.50	\$112.15	1.49%	\$1.65	Non-Statutory

Waste Management**Waste Fees**

Palamont (220ltr)	Per Palamont	N	\$46.75	\$47.45	1.50%	\$0.70	Non-Statutory
Garden Waste Bin Service	per bin	N	\$77.00	\$77.00	0.00%	\$0.00	Non-Statutory
Extra 120 Litre Garbage Bin (per annum)	per bin per annum	N	\$222.95	\$222.95	0.00%	\$0.00	Non-Statutory
Extra 240 Litre Recycling Bin (per annum)	per bin per annum	N	\$88.28	\$88.28	0.00%	\$0.00	Non-Statutory
Extra 240 Litre Commercial Garbage Bin (per annum)	per bin per annum	N	\$542.85	\$542.85	0.00%	\$0.00	Non-Statutory
Extra Commercial Recycling Bin (per annum)	per bin per annum	N	\$88.28	\$88.28	0.00%	\$0.00	Non-Statutory
ReIn Worm Factory	per worm factory	Y	\$73.00	\$74.10	1.51%	\$1.10	Non-Statutory
Delivery Fee	per delivery	Y	\$6.35	\$6.45	1.57%	\$0.10	Non-Statutory
Bokash Bin	per bin	Y	\$66.00	\$67.00	1.52%	\$1.00	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Parks and Urban Design

Street Trees

Street Tree Replacement Fee(New or Juvenile) < 5 metres	per tree less than 5 metres	N	\$510.00	\$600.75	17.79%	\$90.75	Non-Statutory
Street Tree Replacement Fee (Other Trees) > 5 metres	per tree greater than 5 metres	N	Burnley Method (ATV) + Purchase + Planting + 2 Summers Establishment + Admin				Non-Statutory

Subdivision

Engineering Plans Checking Fees – Landscape Works Plan	each plan submission (usually stage based)	N	0.75% of landscape construction costs (inc GST) under the Subdivision Act 1988				Statutory
Engineering Surveillance Fees – Landscape Works	each plan submission (usually stage based)	N	2.5% of landscape construction costs (inc GST) under the Subdivision Act 1988				Statutory

Native Vegetation Management Costs

Native Vegetation Offset Management Costs (urban) – per hectare, per year	per hectare per year	N	\$6,800.00	\$6,902.00	1.50%	\$102.00	Non-Statutory
Native Vegetation Offset Management Costs (rural) – per hectare, per year	per hectare per year	N	\$2,000.00	\$2,030.00	1.50%	\$30.00	Non-Statutory

Resident Access Request to undertake works

Bond Fees for accessing Council reserves for private works

Material Delivery Access	per access request	N	\$2,550.00	\$2,588.25	1.50%	\$38.25	Non-Statutory
Fencing Works	per access request	N	\$2,550.00	\$2,588.25	1.50%	\$38.25	Non-Statutory
Stockpiling material on Council Land	per access request	N	\$5,100.00	\$5,176.50	1.50%	\$76.50	Non-Statutory
Concrete pouring from Council	per access request	N	\$5,100.00	\$5,176.50	1.50%	\$76.50	Non-Statutory
Minor Works Excavations (Works valued less than \$10,000)	per access request	N	\$5,100.00	\$5,176.50	1.50%	\$76.50	Non-Statutory
Major Works Excavations (Works valued more than \$10,000)	per access request	N	\$10,200.00	\$10,353.00	1.50%	\$153.00	Non-Statutory
Soil and Rock Removal via Council Reserve	per access request	N	\$10,200.00	\$10,353.00	1.50%	\$153.00	Non-Statutory

Administrative charges

Key Replacement	per key	Y	\$255.00	\$258.85	1.51%	\$3.85	Non-Statutory
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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Administrative charges [continued]

Admin Charges for repair to council assets or remediation works on Council Land	per application	N	\$255.00	\$258.85	1.51%	\$3.85	Non-Statutory
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Financial Services**Revenue**

Land information certificates per property (Standard)	per property	N	\$27.54	\$27.54	0.00%	\$0.00	Statutory
Land information certificates per property (Urgency fee)	per property	N	\$40.50	\$41.10	1.48%	\$0.60	Non-Statutory
Duplicate rate notice per property (Current year)	per property	N	\$15.10	\$15.35	1.66%	\$0.25	Non-Statutory
Duplicate rate notice per property (Per non-current year)	per property	N	\$23.90	\$24.25	1.46%	\$0.35	Non-Statutory
Plan 'n' pay card per property	per property	N	\$15.60	\$15.85	1.60%	\$0.25	Non-Statutory
Cheque dishonour – Bank	per dishonour	N	\$10.40	\$10.55	1.44%	\$0.15	Non-Statutory
Cheque dishonour – Australia Post	per dishonour	N	\$14.05	\$14.25	1.42%	\$0.20	Non-Statutory
Direct debit dishonour (bank account & credit card)	per dishonour	N	\$34.30	\$34.80	1.46%	\$0.50	Non-Statutory
Rates transaction statement (per property)	per property	N	\$48.20	\$48.90	1.45%	\$0.70	Non-Statutory
Confirmation of historical ownership (0.5 hrs) per property	per property	N	\$64.80	\$65.75	1.47%	\$0.95	Non-Statutory
Rates Search Fee – Per 0.5 hrs for searching archives per property	per property	N	\$64.80	\$65.75	1.47%	\$0.95	Non-Statutory
Processing fee for title search per property	per property	N	\$72.00	\$73.10	1.53%	\$1.10	Non-Statutory

Property and Valuations

Valuation search on computer	per property	N	\$62.40	\$63.35	1.52%	\$0.95	Non-Statutory
Valuation search in basement	Per Property	N	\$125.85	\$127.75	1.51%	\$1.90	Non-Statutory

Civic Administration**Freedom of Information**

Freedom of Information Application Fee	per application	N	\$30.50	\$30.50	0.00%	\$0.00	Statutory
FOI – Charge for search time (Per hour or part of an hour)	per hour	N	\$22.90	\$22.90	0.00%	\$0.00	Statutory
FOI – Charge for providing copy of document other than black and white photocopy (Per A4 coloured page, single sided)	A4 page	N	\$1.10	\$1.10	0.00%	\$0.00	Non-Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Freedom of Information [continued]

Local Laws (request for printed copy – available for free download from website)	per document	N	\$10.00	\$10.15	1.50%	\$0.15	Non-Statutory
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Local Laws**Local Laws**

Filming Permit – Commercial Operator	Per Permit	N	\$170.00	\$200.00	17.65%	\$30.00	Non-Statutory
Towing Fee	Per Tow	N	At external contractor's cost				Non-Statutory
Release Fee – for impounded goods	Per Item	N	\$100.00	\$101.50	1.50%	\$1.50	Non-Statutory
Release Fee – for impounded vehicle	Per Vehicle	N	\$375.00	\$380.65	1.51%	\$5.65	Non-Statutory
Litter Offences Asset Protection – 'On the Spot' Fines – Minimum	Per Litter Offence	N	\$1,290.30	\$1,290.30	0.00%	\$0.00	Statutory
Litter Offences Asset Protection – 'On the Spot' Fines – Maximum	Per Litter Offence	N	\$1,934.94	\$1,934.94	0.00%	\$0.00	Statutory
Municipal Law fines – per penalty unit	Per Penalty Unit	N	\$100.00	\$100.00	0.00%	\$0.00	Statutory
Infringement Courtesy Letter (Final Notice) fee	Per Notice	N	\$28.00	\$28.00	0.00%	\$0.00	Statutory
Disabled Parking Permit – replace either lost or unduly damaged	Per Permit	N	\$43.00	\$43.00	0.00%	\$0.00	Statutory

Street Activities

A frame/tear drop signs – per sign – annual fee	Per Sign	N	\$85.00	\$87.00	2.35%	\$2.00	Non-Statutory
Clothing bins – per bin	Per Bin	N	\$200.00	\$203.00	1.50%	\$3.00	Non-Statutory
Domestic skip bin permit – public land – per bin	Per Bin	N	\$85.00	\$87.00	2.35%	\$2.00	Non-Statutory
Footpath Dining – 3 tables or more	Per permit that includes 3 tables or more	N	\$170.00	\$170.00	0.00%	\$0.00	Non-Statutory
Footpath Dining – up to 2 tables	Per permit that includes 1 or 2 tables	N	\$100.00	\$102.00	2.00%	\$2.00	Non-Statutory
Footpath trading – goods display – annual fee	Per Annual Permit	N	\$50.00	\$51.00	2.00%	\$1.00	Non-Statutory
Fundraising permit – registered charity organisations	Per Permit	N				No Fee	Non-Statutory
Fundraising permit application fee	Per Application	N	\$170.00	\$172.55	1.50%	\$2.55	Non-Statutory
Real estate pointer boards – per real estate agency – annual fee	Per Permit	N	\$365.00	\$370.50	1.51%	\$5.50	Non-Statutory
Roadside Trading Permit – 12 Months	Per Permit	N	\$1,400.00	\$1,421.00	1.50%	\$21.00	Non-Statutory
Roadside Trading Permit – 3 Months	Per Permit	N	\$350.00	\$355.25	1.50%	\$5.25	Non-Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Street Activities [continued]

Roadside Trading Permit – 6 Months	Per Permit	N	\$700.00	\$710.50	1.50%	\$10.50	Non-Statutory
Roadside Trading Permit – 9 Months	Per Permit	N	\$1,050.00	\$1,065.75	1.50%	\$15.75	Non-Statutory
Shipping container permit – public land – per container	Per Container	N	\$200.00	\$203.00	1.50%	\$3.00	Non-Statutory

Animal Management

Foster organisations registration – annual fee per organisation	Per Organisation	N	\$50.00	\$50.00	0.00%	\$0.00	Non-Statutory
Rescue / Foster carer dog registration fee – per dog	Per Dog	N	\$7.00	\$7.00	0.00%	\$0.00	Statutory
Rescue/foster carer cat registration fee – per cat	Per Cat	N	\$4.00	\$4.00	0.00%	\$0.00	Statutory
Domestic Animal Business registration – annual	Per Annual Registration	N	\$310.00	\$314.65	1.50%	\$4.65	Non-Statutory
Excess animal permit application fee	Per Application	N	\$100.00	\$101.50	1.50%	\$1.50	Non-Statutory
Replacement animal registration tag fee	Per Tag	N	\$10.00	\$10.15	1.50%	\$0.15	Non-Statutory
Inspection of animal registration records	Per Inspection	N	\$20.00	\$20.30	1.50%	\$0.30	Non-Statutory

Livestock

Livestock transport	At Contractors Cost	N			At contractors cost		Non-Statutory
Release Fee – per animal	Per Animal	N					Non-Statutory
					Fee At contractors cost		
Keeping/feeding fee – impounded livestock – per day	Per Day	N	\$38.00	\$38.55	1.45%	\$0.55	Non-Statutory

Animal Registration**Dog**

Restricted breed, Dangerous dog, Menacing dog	per dog	N	\$310.00	\$314.65	1.50%	\$4.65	Non-Statutory
Standard Registration Fee – Guard Dog/Protective Services	per dog	N	\$155.00	\$157.35	1.52%	\$2.35	Non-Statutory
Standard Registration Fee – dog unsterilised	per dog	N	\$155.00	\$157.35	1.52%	\$2.35	Non-Statutory
Standard Registration Fee – dog sterilised, or trained by an approved dog obedience training organisation.	per dog	N	\$50.00	\$50.75	1.50%	\$0.75	Non-Statutory
Pensioner – Dog – unsterilised	per dog	N	\$77.00	\$78.15	1.49%	\$1.15	Non-Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Dog [continued]

Pensioner – Dog – sterilised, or trained by an approved dog obedience training organisation	per dog	N	\$25.00	\$25.40	1.60%	\$0.40	Non-Statutory
Pro-rata Registrations – less than 6 months – 50% of applicable registration fee	per dog	N			50% of registration		Non-Statutory

Cat

First time registration – cat under 12 months of age	per cat	N	\$10.00	\$10.15	1.50%	\$0.15	Non-Statutory
Standard Registration Fee – cat unsterilised	per cat	N	\$90.00	\$91.35	1.50%	\$1.35	Non-Statutory
Standard Registration Fee – cat sterilised registered member of approved feline association	per cat	N	\$26.00	\$26.40	1.54%	\$0.40	Non-Statutory
Pensioner – Cat – unsterilised	per cat	N	\$45.00	\$45.70	1.56%	\$0.70	Non-Statutory
Pensioner – Cat – sterilised or registered member of approved feline association.	per cat	N	\$13.00	\$13.20	1.54%	\$0.20	Non-Statutory
Pro-rata Registrations – less than 6 months – 50% of applicable registration fee	per cat	N			50% of registration		Non-Statutory

Fire Prevention

Fire Prevention Administrative Fee – Subsequent Offences	Per Subsequent Fine	N	\$500.00	\$507.50	1.50%	\$7.50	Non-Statutory
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Parking

Parking Infringement – Offence Codes 701-714	Per Infringement	N			0.5 Penalty units		Statutory
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Animal Pound Release Fees

Impounded animals – medical fees	At Contractors Cost	N			External contractor's rate.		Non-Statutory
Keeping/feeding fee – cats – per day	Per Cat Per Day	N	\$15.00	\$15.25	1.67%	\$0.25	Non-Statutory
Keeping/feeding fee – dogs – per day	Per Dog Per Day	N	\$20.00	\$20.30	1.50%	\$0.30	Non-Statutory
Release fee – unregistered cat – same day collection	Per Cat	N	\$50.00	\$50.75	1.50%	\$0.75	Non-Statutory
Release fee – unregistered dog – same day collection	Per Dog	N	\$50.00	\$50.75	1.50%	\$0.75	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Plenty Ranges Arts & Convention Centre

Room Hire

Eucalypt

Peak Rates

Monday to Friday 8:30 – 5pm

4 Hour Hire

Community Rates: Hourly Rate	Per booking	Y	\$378.00	\$383.65	1.49%	\$5.65	Non-Statutory
Community Rates: Total Rate	Per booking	Y	\$1,512.01	\$1,534.70	1.50%	\$22.69	Non-Statutory
Hourly Rate	Per booking	Y	\$420.00	\$426.30	1.50%	\$6.30	Non-Statutory
Total Rate	Per booking	Y	\$1,680.00	\$1,705.20	1.50%	\$25.20	Non-Statutory

8 Hour Hire

Community Rate : Total Rate	Per booking	Y	\$1,782.00	\$1,808.75	1.50%	\$26.75	Non-Statutory
Community Rate:Hourly Rate	Per booking	Y	\$222.75	\$226.10	1.50%	\$3.35	Non-Statutory
Hourly Rate	Per booking	Y	\$247.50	\$251.20	1.49%	\$3.70	Non-Statutory
Total Rate	Per booking	Y	\$1,980.00	\$2,009.70	1.50%	\$29.70	Non-Statutory

Saturday and after hours

4 Hour Hire

Coummunity Rate: Hourly Rate	Per booking	Y	\$427.50	\$433.90	1.50%	\$6.40	Non-Statutory
Coummunity Rate: Total Rate	Per booking	Y	\$1,710.01	\$1,735.65	1.50%	\$25.64	Non-Statutory
Hourly Rate	Per booking	Y	\$475.00	\$482.15	1.51%	\$7.15	Non-Statutory
Total Rate	Per booking	Y	\$1,900.00	\$1,928.50	1.50%	\$28.50	Non-Statutory

8 Hour Hire

Community Rate: Total Rate	Per booking	Y	\$2,376.00	\$2,411.65	1.50%	\$35.65	Non-Statutory
Community Rate:Hourly Rate	Per booking	Y	\$297.00	\$301.45	1.50%	\$4.45	Non-Statutory
Hourly Rate	Per booking	Y	\$330.00	\$334.95	1.50%	\$4.95	Non-Statutory
Total Rate	Per booking	Y	\$2,640.00	\$2,679.60	1.50%	\$39.60	Non-Statutory

Off Peak Rates

Monday to Friday

4 Hour Hire

Community Rate: Hourly Rate	Per booking	Y	\$321.30	\$326.10	1.49%	\$4.80	Non-Statutory
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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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4 Hour Hire [continued]

Community Rate: Total Rate	Per booking	Y	\$1,285.20	\$1,304.45	1.50%	\$19.25	Non-Statutory
Hourly Rate	Per booking	Y	\$357.00	\$362.35	1.50%	\$5.35	Non-Statutory
Total Rate	Per booking	Y	\$1,428.00	\$1,449.40	1.50%	\$21.40	Non-Statutory

8 Hour Hire

Community Rate: Hourly Rate	Per booking	Y	\$189.34	\$192.20	1.51%	\$2.86	Non-Statutory
Community Rate: Total Rate	Per booking	Y	\$1,514.70	\$1,537.40	1.50%	\$22.70	Non-Statutory
Hourly Rate	Per booking	Y	\$210.38	\$213.55	1.51%	\$3.17	Non-Statutory
Total Rate	Per booking	Y	\$1,683.00	\$1,708.25	1.50%	\$25.25	Non-Statutory

Saturday, Sunday and After Hours**4 Hour Hire**

Community Rate: Hourly Rate	Per booking	Y	\$363.37	\$368.80	1.49%	\$5.43	Non-Statutory
Community Rate: Total Rate	Per booking	Y	\$1,453.50	\$1,475.30	1.50%	\$21.80	Non-Statutory
Hourly Rate	Per booking	Y	\$475.00	\$482.15	1.51%	\$7.15	Non-Statutory
Total Rate	Per booking	Y	\$1,615.00	\$1,639.20	1.50%	\$24.20	Non-Statutory

8 Hour Hire

Community Rate: Hourly Rate	Per booking	Y	\$252.45	\$256.25	1.51%	\$3.80	Non-Statutory
Community Rate: Total Rate	Per booking	Y	\$2,019.60	\$2,049.90	1.50%	\$30.30	Non-Statutory
Hourly Rate	Per booking	Y	\$280.50	\$284.70	1.50%	\$4.20	Non-Statutory
Total Rate	Per booking	Y	\$2,244.00	\$2,277.65	1.50%	\$33.65	Non-Statutory

Blue/Red Gum**Peak Rates****Monday to Friday 8:30 – 5pm****4 Hour Hire**

Community Rate :Total Rate	Per booking	Y	\$756.00	\$767.35	1.50%	\$11.35	Non-Statutory
Community Rate: Hourly Rate	Per booking	Y	\$189.00	\$191.85	1.51%	\$2.85	Non-Statutory
Hourly Rate	Per booking	Y	\$210.00	\$213.15	1.50%	\$3.15	Non-Statutory
Total Rate		Y	\$840.00	\$852.60	1.50%	\$12.60	Non-Statutory

8 Hour Hire

Community Rate : Monday-Friday (8:30-5pm) Total Rate	Per booking	Y	\$891.00	\$904.35	1.50%	\$13.35	Non-Statutory
Community Rate: Monday-Friday (8:30-5pm) Hourly Rate	Per booking	Y	\$111.38	\$113.05	1.50%	\$1.67	Non-Statutory

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Name	Unit	GST (Yes/No)	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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8 Hour Hire [continued]

Monday-Friday (8:30-5pm) Total Rate	Per booking	Y	\$990.00	\$1,004.85	1.50%	\$14.85	Non-Statutory
Monday-Friday (8:30-5pm) Hourly Rate	Per booking	Y	\$123.75	\$125.60	1.49%	\$1.85	Non-Statutory

Saturday and after hours**4 Hour Hire**

Community Rate :Total Rate	Per booking	Y	\$855.00	\$867.80	1.50%	\$12.80	Non-Statutory
Community Rate: Hourly Rate	Per booking	Y	\$213.75	\$216.95	1.50%	\$3.20	Non-Statutory
Hourly Rate	Per booking	Y	\$237.50	\$241.05	1.49%	\$3.55	Non-Statutory
Total Rate	Per booking	Y	\$950.00	\$964.25	1.50%	\$14.25	Non-Statutory

8 Hour Hire

Community Rate :Total Rate	Per booking	Y	\$1,188.00	\$1,205.80	1.50%	\$17.80	Non-Statutory
Community Rate Hourly Rate	Per booking	Y	\$148.50	\$150.75	1.52%	\$2.25	Non-Statutory
Hourly Rate	Per booking	Y	\$165.00	\$167.50	1.52%	\$2.50	Non-Statutory
Total Rate	Per booking	Y	\$1,320.00	\$1,339.80	1.50%	\$19.80	Non-Statutory

Off Peak Rates**Monday to Friday****4 Hour Hire**

Community Rate— Total Rate	Per booking	Y	\$642.60	\$652.25	1.50%	\$9.65	Non-Statutory
Community Rate: Hourly Rate	Per booking	Y	\$160.66	\$163.05	1.49%	\$2.39	Non-Statutory
Hourly Rate	Per booking	Y	\$178.50	\$181.15	1.48%	\$2.65	Non-Statutory
Total Rate	Per booking	Y	\$714.00	\$724.70	1.50%	\$10.70	Non-Statutory

8 Hour Hire

Community Rate: Hourly Rate	Per booking	Y	\$94.67	\$96.10	1.51%	\$1.43	Non-Statutory
Community Rate: Total Rate	Per booking	Y	\$757.35	\$768.70	1.50%	\$11.35	Non-Statutory
Hourly Rate	Per booking	Y	\$105.19	\$106.75	1.48%	\$1.56	Non-Statutory
Total Rate	Per booking	Y	\$841.50	\$854.10	1.50%	\$12.60	Non-Statutory

Saturday, Sunday and After Hours**4 Hour Hire**

Community Rate: Hourly Rate	Per booking	Y	\$181.69	\$184.40	1.49%	\$2.71	Non-Statutory
Community Rate: Total Rate	Per booking	Y	\$726.75	\$737.65	1.50%	\$10.90	Non-Statutory
Hourly Rate	Per booking	Y	\$201.87	\$204.90	1.50%	\$3.03	Non-Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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4 Hour Hire [continued]

Total Rate	Per booking	Y	\$807.50	\$819.60	1.50%	\$12.10	Non-Statutory
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8 Hour Hire

Community Rate: Hourly Rate	Per booking	Y	\$126.23	\$128.10	1.48%	\$1.87	Non-Statutory
Community Rate: Total Rate	Per booking	Y	\$1,009.80	\$1,024.95	1.50%	\$15.15	Non-Statutory
Hourly Rate	Per booking	Y	\$140.25	\$142.35	1.50%	\$2.10	Non-Statutory
Total Rate	Per booking	Y	\$1,122.00	\$1,138.85	1.50%	\$16.85	Non-Statutory

Lakeview**Peak Rates****Monday to Friday 8:30 – 5pm****4 Hour Hire**

Community Rate: Hourly Rate	Per booking	Y	\$78.75	\$79.95	1.52%	\$1.20	Non-Statutory
Community Rates: Total Rate	Per booking	Y	\$315.00	\$319.70	1.49%	\$4.70	Non-Statutory
Hourly Rate	Per booking	Y	\$87.69	\$89.00	1.49%	\$1.31	Non-Statutory
Total Rate	Per booking	Y	\$350.00	\$355.25	1.50%	\$5.25	Non-Statutory

8 Hour Hire

Community Rate : Total Rate	Per booking	Y	\$405.00	\$411.05	1.49%	\$6.05	Non-Statutory
Community Rate: Hourly Rate	Per booking	Y	\$50.62	\$51.40	1.54%	\$0.78	Non-Statutory
Hourly Rate	Per booking	Y	\$51.76	\$52.55	1.53%	\$0.79	Non-Statutory
Total Rate	Per booking	Y	\$450.00	\$456.75	1.50%	\$6.75	Non-Statutory

Saturday and after hours**4 Hour Hire**

Community Rate : Total Rate	Per booking	Y	\$382.50	\$388.25	1.50%	\$5.75	Non-Statutory
Community Rate: Hourly Rate	Per booking	Y	\$95.62	\$97.05	1.50%	\$1.43	Non-Statutory
Hourly Rate	Per booking	Y	\$98.90	\$100.40	1.52%	\$1.50	Non-Statutory
Total Rate	Per booking	Y	\$425.00	\$431.35	1.49%	\$6.35	Non-Statutory

8 Hour Hire

Community Rate Hourly Rate	Per booking	Y	\$63.33	\$64.30	1.53%	\$0.97	Non-Statutory
Coummunity Rate: Total Rate	Per booking	Y	\$504.00	\$511.55	1.50%	\$7.55	Non-Statutory
Hourly Rate	Per booking	Y	\$70.00	\$71.05	1.50%	\$1.05	Non-Statutory
Total Rate	Per booking	Y	\$560.00	\$568.40	1.50%	\$8.40	Non-Statutory

Name	Unit	GST (Yes/ (No)	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Off Peak Rates**Monday to Friday 8:30am to 5pm****4 Hour Hire**

Community Rates: Hourly Rate	Per booking	Y	\$78.75	\$79.95	1.52%	\$1.20	Non-Statutory
Community Rates: Total Rate	Per booking	Y	\$315.00	\$319.70	1.49%	\$4.70	Non-Statutory
Hourly Rate	Per booking	Y	\$87.69	\$89.00	1.49%	\$1.31	Non-Statutory
Total Rate	Per booking	Y	\$297.50	\$301.95	1.50%	\$4.45	Non-Statutory

8 Hour Hire

Community Rate: Total Rate	Per booking	Y	\$405.00	\$411.05	1.49%	\$6.05	Non-Statutory
Community Rates: Hourly Rate	Per booking	Y	\$50.63	\$51.40	1.52%	\$0.77	Non-Statutory
Hourly Rate	Per booking	Y	\$51.76	\$52.55	1.53%	\$0.79	Non-Statutory
Total Rate	Per booking	Y	\$352.75	\$358.05	1.50%	\$5.30	Non-Statutory

Saturday, Sunday and After hours**4 Hour Hire**

Community Rate: Total Rate	Per booking	Y	\$382.50	\$388.25	1.50%	\$5.75	Non-Statutory
Community Rates: Hourly Rate	Per booking	Y	\$95.63	\$97.05	1.48%	\$1.42	Non-Statutory
Hourly Rate	Per booking	Y	\$98.90	\$100.40	1.52%	\$1.50	Non-Statutory
Total Rate	Per booking	Y	\$335.75	\$340.80	1.50%	\$5.05	Non-Statutory

8 Hour Hire

Community Rate: Total Rate	Per booking	Y	\$352.75	\$358.05	1.50%	\$5.30	Non-Statutory
Community Rates: Hourly Rate	Per booking	Y	\$44.09	\$44.75	1.50%	\$0.66	Non-Statutory
Hourly Rate	Per booking	Y	\$58.65	\$59.55	1.53%	\$0.90	Non-Statutory
Total Rate	Per booking	Y	\$469.21	\$476.25	1.50%	\$7.04	Non-Statutory

Boardroom**Peak Rates****Monday to Friday 8:30 – 5pm****4 Hour Hire**

Community Rate : Total Rate	Per booking	Y	\$115.00	\$116.75	1.52%	\$1.75	Non-Statutory
Coummunity Rate: Hourly Rate	Per booking	Y	\$28.75	\$29.20	1.57%	\$0.45	Non-Statutory
Hourly Rate	Per booking	Y	\$37.50	\$38.05	1.47%	\$0.55	Non-Statutory
Total Rate	Per booking	Y	\$150.00	\$152.25	1.50%	\$2.25	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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8 Hour Hire

Community Rate : Total Rate	Per booking	Y	\$215.00	\$218.20	1.49%	\$3.20	Non-Statutory
Community Rate Hourly Rate	Per booking	Y	\$26.87	\$27.30	1.60%	\$0.43	Non-Statutory
Hourly Rate	Per booking	Y	\$31.25	\$31.70	1.44%	\$0.45	Non-Statutory
Total Rate	Per booking	Y	\$250.00	\$253.75	1.50%	\$3.75	Non-Statutory

Off Peak Rates**Monday to Friday 8:30am to 5pm****4 Hour Hire**

Community Rate: Hourly Rate	Per booking	Y	\$28.75	\$29.20	1.57%	\$0.45	Non-Statutory
Hourly Rate	Per booking	Y	\$31.25	\$31.70	1.44%	\$0.45	Non-Statutory
Total Rate	Per booking	Y	\$125.00	\$126.90	1.52%	\$1.90	Non-Statutory

8 Hour Hire

Community Rate: Hourly Rate	Per booking	Y	\$26.87	\$27.30	1.60%	\$0.43	Non-Statutory
Community Rate: Total Rate	Per booking	Y	\$215.00	\$218.20	1.49%	\$3.20	Non-Statutory
Hourly Rate	Per booking	Y	\$25.00	\$25.40	1.60%	\$0.40	Non-Statutory
Total Rate	Per booking	Y	\$200.00	\$203.00	1.50%	\$3.00	Non-Statutory

Community & Cultural Development**Site Fees****Whittlesea Community Festival****Commercial**

Market Stalls with infrastructure	Per booking	N	\$302.00	\$305.00	0.99%	\$3.00	Non-Statutory
Market Stalls without infrastructure	Per booking	N	\$170.00	\$172.00	1.18%	\$2.00	Non-Statutory
Food Stalls with infrastructure	Per booking	N	\$400.00	\$406.00	1.50%	\$6.00	Non-Statutory
Food Stalls without infrastructure	Per booking	N	\$232.00	\$235.00	1.29%	\$3.00	Non-Statutory

Community

Market Stalls with infrastructure	Per booking	N	\$170.00	\$172.00	1.18%	\$2.00	Non-Statutory
Market Stalls without infrastructure	Per booking	N	\$132.00	\$134.00	1.52%	\$2.00	Non-Statutory
Food Stalls with infrastructure	Per booking	N	\$209.00	\$212.00	1.44%	\$3.00	Non-Statutory
Food Stalls without infrastructure	Per booking	N	\$132.00	\$134.00	1.52%	\$2.00	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Hire of Equipment

Display Board	Per booking	Y	\$55.00	\$56.10	2.00%	\$1.10	Non-Statutory
Extra Trestle Table	Per booking	Y	\$35.00	\$35.15	0.43%	\$0.15	Non-Statutory
Extra Chair	Per booking	Y	\$15.00	\$15.40	2.67%	\$0.40	Non-Statutory
Floor Covering (3m x 3m)	Per booking	Y	\$100.00	\$101.20	1.20%	\$1.20	Non-Statutory
Power 10 amp	Per booking	Y	\$99.00	\$99.00	0.00%	\$0.00	Non-Statutory
Power 15 amp	Per booking	Y	\$132.00	\$133.10	0.83%	\$1.10	Non-Statutory

Carols by Candlelight**Commercial**

With power	Per booking	N	\$242.00	\$245.00	1.24%	\$3.00	Non-Statutory
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Community

With power	Per booking	N	\$143.00	\$145.00	1.40%	\$2.00	Non-Statutory
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Hire of Equipment

Marquee	Per booking	Y	\$250.00	\$253.00	1.20%	\$3.00	Non-Statutory
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Rockin' @ Redleap**Commercial**

With power	Per booking	N	\$242.00	\$245.00	1.24%	\$3.00	Non-Statutory
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Community

With power	Per booking	N	\$143.00	\$145.00	1.40%	\$2.00	Non-Statutory
Without power	Per booking	N	\$88.00	\$88.00	0.00%	\$0.00	Non-Statutory

Hire of Equipment

Marquee	Per booking	Y	\$250.00	\$253.00	1.20%	\$3.00	Non-Statutory
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Australia Day**Commercial**

With power	Per booking	N	\$242.00	\$245.00	1.24%	\$3.00	Non-Statutory
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Community

With power	Per booking	N	\$143.00	\$145.00	1.40%	\$2.00	Non-Statutory
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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Hire of Equipment

Marquee	Per booking	Y	\$250.00	\$253.00	1.20%	\$3.00	Non-Statutory
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Cultural Heritage Program**Event Fee**

Full Day Fee	Per booking	N	\$30.00	\$30.00	0.00%	\$0.00	Non-Statutory
Half Day Fee	Per booking	N	\$15.00	\$15.00	0.00%	\$0.00	Non-Statutory

Hire of mini bus

Half Day Fee	Per booking	Y	\$20.00	\$20.00	0.00%	\$0.00	Non-Statutory
Full Day Fee	Per booking	Y	\$40.00	\$40.00	0.00%	\$0.00	Non-Statutory

Family, Children and Young People**Family Services****Kindergarten**

Kindergarten enrolments (combined 3&4 year olds)		N	\$0.00	\$45.00	∞	∞	Non-Statutory
Kindergarten enrolments	per enrolment	N	\$23.50	\$23.80	1.28%	\$0.30	Non-Statutory

Early years

Early Years Services Property Lease	Annual Fee	Y	\$135.25	\$137.30	1.52%	\$2.05	Non-Statutory
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Family day care

Annual service fee	Per new child registration	N	\$30.00	\$31.00	3.33%	\$1.00	Non-Statutory
Administration fee	Per hour of care per child	N	\$1.90	\$1.90	0.00%	\$0.00	Non-Statutory
Late fee	Per late annual re-registratio n	N	\$45.00	\$45.70	1.56%	\$0.70	Non-Statutory

Playgroups

Rental of community space (per group) for Vasey Park Pre School & Carrington Children Services Centre	Per hour	Y	\$7.00	\$7.10	1.43%	\$0.10	Non-Statutory
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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Other Fees

Grab Bags	Per bag	Y	\$22.00	\$22.35	1.59%	\$0.35	Non-Statutory
Grab Bags – concession rate for Health Care Cardholders	Per bag	Y	\$18.00	\$18.25	1.39%	\$0.25	Non-Statutory

Public Health**Food Act****Registration**

Add fee for each staff member in excess of 5	Per registration	N	\$25.00	\$25.40	1.60%	\$0.40	Non-Statutory
Follow up inspection	Per registration	N	\$144.00	\$146.00	1.39%	\$2.00	Non-Statutory
Request inspection priority fee (within 4 working days)	Per inspection	N	\$395.00	\$400.00	1.27%	\$5.00	Non-Statutory
Request inspection fee (within 10 working days)	Per inspection	N	\$286.00	\$290.00	1.40%	\$4.00	Non-Statutory
Plans approval (Class 1, 2, 3)	Per Approval	N	\$198.00	\$201.00	1.52%	\$3.00	Non-Statutory
Food sampling analysis recoup	Per registration	N	\$310.00	\$315.00	1.61%	\$5.00	Non-Statutory

Food Safety Program**Registration – Initial**

Class 1 premises	Per Registration	N	\$961.00	\$975.00	1.46%	\$14.00	Non-Statutory
Class 2 premises	Per registration	N	\$688.00	\$698.00	1.45%	\$10.00	Non-Statutory
Class 3 premises	Per registration	N	\$480.00	\$487.00	1.46%	\$7.00	Non-Statutory

Registration – Renewal

Class 1 premises	Per registration	N	\$820.00	\$832.00	1.46%	\$12.00	Non-Statutory
Class 2 premises	Pre registration	N	\$560.00	\$568.00	1.43%	\$8.00	Non-Statutory
Class 3 premises	Per registration	N	\$346.00	\$352.00	1.73%	\$6.00	Non-Statutory

Registration – Transfer

Class 1 premises	Per registration	N	\$410.00	\$416.00	1.46%	\$6.00	Non-Statutory
Class 2 premises	Per registration	N	\$280.00	\$284.00	1.43%	\$4.00	Non-Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Registration – Transfer [continued]

Class 3 premises	Per registration	N	\$173.00	\$176.00	1.73%	\$3.00	Non-Statutory
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Public Health & Wellbeing Act**Registration**

Initial Registration Fee	Per registration	N	\$325.00	\$330.00	1.54%	\$5.00	Non-Statutory
Renewal registration Fee	Per registration	N	\$223.00	\$226.00	1.35%	\$3.00	Non-Statutory
Hairdresser Registration Fee (one off fee)	One off fee	N	\$325.00	\$330.00	1.54%	\$5.00	Non-Statutory
Accommodation houses	Per registration	N	\$398.00	\$404.00	1.51%	\$6.00	Non-Statutory
Plans approval – general	Per Approval	N	\$212.00	\$215.00	1.42%	\$3.00	Non-Statutory
Plans approval – accommodation	Per Approval	N	\$333.00	\$338.00	1.50%	\$5.00	Non-Statutory
Request inspection priority fee (within 4 working days)	Per inspection	N	\$270.00	\$274.00	1.48%	\$4.00	Non-Statutory
Request inspection fee (within 10 working days)	Per inspection	N	\$200.00	\$203.00	1.50%	\$3.00	Non-Statutory
Caravan permit	Per Permit	N	\$175.00	\$178.00	1.71%	\$3.00	Non-Statutory
Head lice services 2nd visit (per hour per nurse)	Per hour	Y	\$65.00	\$66.00	1.54%	\$1.00	Non-Statutory

Registration – Transfer

Transfer of registration – general	Per registration	N	\$111.00	\$113.00	1.80%	\$2.00	Non-Statutory
Transfer of registration – accommodation	Per registration	N	\$200.00	\$202.00	1.00%	\$2.00	Non-Statutory

Sharps Containers

4 litres	Per container	Y	\$25.00	\$25.40	1.60%	\$0.40	Non-Statutory
21 litres	Per container	Y	\$40.00	\$40.60	1.50%	\$0.60	Non-Statutory

Septic Tank

Septic tank approval	Per tank	N	\$480.00	\$487.00	1.46%	\$7.00	Non-Statutory
Sand filter test	Per tank	N	\$208.00	\$211.00	1.44%	\$3.00	Non-Statutory
Treatment plant	Per tank	N	\$131.00	\$133.00	1.53%	\$2.00	Non-Statutory
Surface irrigation	Per tank	N	\$131.00	\$133.00	1.53%	\$2.00	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Immunisation workplace program

Influenza Vaccine	Per injection	Y	\$15.00	\$15.00	0.00%	\$0.00	Non-Statutory
Hepatitis B per dose (20 years & over)	Per injection	Y	\$26.00	\$28.00	7.69%	\$2.00	Non-Statutory
Combined Hepatitis A & B per dose (20 years and over)	Per injection	Y	\$79.00	\$81.00	2.53%	\$2.00	Non-Statutory
Meningococcal (per dose)	Per injection	Y	\$111.00	\$96.00	-13.51%	-\$15.00	Non-Statutory
Diphtheria, Tetanus, Pertussis (Boostrix)	Per injection	Y	\$47.00	\$38.00	-19.15%	-\$9.00	Non-Statutory
Workplace Influenza – over 21 employees	Per injection	Y	\$24.00	\$24.35	1.46%	\$0.35	Non-Statutory
Workplace immunisation extra nurse fee \$/hr (1 extra nurse)	Per hour	Y	\$145.00	\$147.20	1.52%	\$2.20	Non-Statutory
Flat fee for Workplace Vaccination Visit – Under 21 employees	One off – flat fee	Y	\$480.00	\$487.00	1.46%	\$7.00	Non-Statutory

Leisure & Community Facilities**Hall Hire**

10 Hour Package	10 hour rate	Y	\$708.00	\$718.60	1.50%	\$10.60	Non-Statutory
Bond – High Risk (conditions apply)	One off fee	N	\$1,000.00	\$1,000.00	0.00%	\$0.00	Non-Statutory
Bond – Key Bond	One off fee	N	\$30.00	\$30.00	0.00%	\$0.00	Non-Statutory
Bond – Low Risk (conditions apply)	One off fee	N	\$100.00	\$100.00	0.00%	\$0.00	Non-Statutory
Bond – Standard	One off fee	N	\$500.00	\$500.00	0.00%	\$0.00	Non-Statutory

Barry Road Community Activity Centre**Casual/ Business**

Community Hall Whole (capacity 150 seated / 200 standing)	Per hour	Y	\$56.25	\$57.10	1.51%	\$0.85	Non-Statutory
Hall 1 (capacity 75 seated / 100 standing)	Per hour	Y	\$43.45	\$44.10	1.50%	\$0.65	Non-Statutory
Hall 2 (capacity 75 seated / 100 standing)	Per hour	Y	\$43.45	\$44.10	1.50%	\$0.65	Non-Statutory
Kitchen	Per hour	Y	\$20.20	\$20.50	1.49%	\$0.30	Non-Statutory
Meeting Room (capacity 25 seated / 35 standing)	Per hour	Y	\$34.00	\$34.50	1.47%	\$0.50	Non-Statutory

Community

Community Hall Whole (capacity 150 seated / 200 standing)	Per hour	Y	\$28.65	\$29.10	1.57%	\$0.45	Non-Statutory
Hall 1 (capacity 75 seated / 100 standing)	Per hour	Y	\$22.25	\$22.60	1.57%	\$0.35	Non-Statutory
Hall 2 (capacity 75 seated / 100 standing)	Per hour	Y	\$22.25	\$22.60	1.57%	\$0.35	Non-Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Community [continued]

Kitchen	Per hour	Y	\$11.65	\$11.80	1.29%	\$0.15	Non-Statutory
Meeting Room (capacity 25 seated / 35 standing)	Per hour	Y	\$18.05	\$18.30	1.39%	\$0.25	Non-Statutory

Senior Citizens

Community Hall Whole (capacity 150 seated / 200 standing)	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Community Hall 1 (capacity 75 seated / 100 standing)	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Community Hall 2 (capacity 75 seated / 100 standing)	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Kitchen	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Meeting Room (capacity 25 seated / 35 standing)	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

Regular Group

Community Hall Whole (capacity 150 seated / 200 standing)	Per hour	Y	\$41.40	\$42.00	1.45%	\$0.60	Non-Statutory
Community Hall 1 (capacity 75 seated / 100 standing)	Per hour	Y	\$32.85	\$33.35	1.52%	\$0.50	Non-Statutory
Community Hall 2 (capacity 75 seated / 100 standing)	Per hour	Y	\$32.85	\$33.35	1.52%	\$0.50	Non-Statutory
Kitchen	Per hour	Y	\$17.00	\$17.25	1.47%	\$0.25	Non-Statutory
Meeting Room (capacity 25 seated / 35 standing)	Per hour	Y	\$25.45	\$25.85	1.57%	\$0.40	Non-Statutory

Brookwood Community Centre**Casual/ Business**

Community Hall (capacity seated 50 / standing 65)	Per hour	Y	\$38.20	\$38.75	1.44%	\$0.55	Non-Statutory
Hazel Glen Room (capacity seated 50 / standing 65)	Per hour	Y	\$38.20	\$38.75	1.44%	\$0.55	Non-Statutory
Meeting Room (capacity seated 8 / standing 10)	Per hour	Y	\$19.10	\$19.40	1.57%	\$0.30	Non-Statutory

Community

Community Hall	Per hour	Y	\$20.15	\$20.45	1.49%	\$0.30	Non-Statutory
Hazel Glen Room	Per hour	Y	\$20.15	\$20.45	1.49%	\$0.30	Non-Statutory
Meeting Room	Per hour	Y	\$10.60	\$10.75	1.42%	\$0.15	Non-Statutory

Senior Citizens

Community Hall	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Hazel Glen Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Senior Citizens [continued]

Meeting Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
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Regular Group

Community Hall	Per hour	Y	\$28.65	\$29.10	1.57%	\$0.45	Non-Statutory
Hazel Glen Room	Per hour	Y	\$28.65	\$29.10	1.57%	\$0.45	Non-Statutory
Meeting Room	Per hour	Y	\$14.85	\$15.05	1.35%	\$0.20	Non-Statutory

Epping Community Activity Centre**Regular Group**

Regulars – Hall & Kitchenette	Per hour	Y	\$38.20	\$38.80	1.57%	\$0.60	Non-Statutory
Regulars – Main Kitchen	Per hour	Y	\$10.60	\$10.75	1.42%	\$0.15	Non-Statutory
Regulars – Meeting Room	Per hour	Y	\$20.20	\$20.50	1.49%	\$0.30	Non-Statutory

Community

Community – Hall & Kitchenette	Per hour	Y	\$27.60	\$28.00	1.45%	\$0.40	Non-Statutory
Community – Main Kitchen	Per hour	Y	\$7.40	\$7.50	1.35%	\$0.10	Non-Statutory
Community – Meeting Room	Per hour	Y	\$14.85	\$15.05	1.35%	\$0.20	Non-Statutory

Senior Citizens

Senior Citizens – Community Hall & Kitchen	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Senior Citizens – Main Kitchen	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Senior Citizens – Meeting Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

Casual / Business

Casual – Hall & Kitchenette	Per hour	Y	\$48.40	\$49.15	1.55%	\$0.75	Non-Statutory
Casual – Main Kitchen	Per hour	Y	\$12.35	\$12.55	1.62%	\$0.20	Non-Statutory
Regulars – Meeting Room	Per hour	Y	\$25.75	\$26.15	1.55%	\$0.40	Non-Statutory

Epping Views Family and Community Centre**Casual/ Business**

Foyer, Display Space, Kitchenette (capacity seated 30 / standing 40)	Per hour	Y	\$31.85	\$32.35	1.57%	\$0.50	Non-Statutory
Meeting Room 1 (capacity seated 8 / standing 10)	Per hour	Y	\$15.90	\$16.15	1.57%	\$0.25	Non-Statutory
Meeting Room 2 (capacity seated 8 / standing 10)	Per hour	Y	\$15.90	\$16.15	1.57%	\$0.25	Non-Statutory
MCH Programs Room (capacity seated 15 / standing 20)	Per hour	Y	\$26.50	\$26.90	1.51%	\$0.40	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Community

Foyer, Display Space, Kitchenette	Per hour	Y	\$17.00	\$17.25	1.47%	\$0.25	Non-Statutory
Meeting Room 1	Per hour	Y	\$9.55	\$9.70	1.57%	\$0.15	Non-Statutory
Meeting Room 2	Per hour	Y	\$9.55	\$9.70	1.57%	\$0.15	Non-Statutory
MCH Programs Room	Per hour	Y	\$14.85	\$15.05	1.35%	\$0.20	Non-Statutory

Senior Citizens

Foyer, Display Space, Kitchenette	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Meeting Room 1	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Meeting Room 2	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
MCH Programs Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

Regular Group

Foyer, Display Space, Kitchenette	Per hour	Y	\$24.40	\$24.75	1.43%	\$0.35	Non-Statutory
Meeting Room 1	Per hour	Y	\$12.70	\$12.90	1.57%	\$0.20	Non-Statutory
Meeting Room 2	Per hour	Y	\$12.70	\$12.90	1.57%	\$0.20	Non-Statutory
MCH Programs Room	Per hour	Y	\$20.15	\$20.45	1.49%	\$0.30	Non-Statutory

Epping Memorial Hall**Bond**

Bond (Meeting Room / Workshop)	One off fee	N	\$100.00	\$100.00	0.00%	\$0.00	Non-Statutory
Bond (Main Hall and Function Room)	One off fee	N	\$1,000.00	\$1,000.00	0.00%	\$0.00	Non-Statutory
Bond (Senior Citizens)	One off fee	N	\$100.00	\$100.00	0.00%	\$0.00	Non-Statutory

Casual/ Business

Main Hall and Kitchen	Per hour	Y	\$129.45	\$131.40	1.51%	\$1.95	Non-Statutory
Main Hall Kitchen	Per hour	Y	\$23.40	\$23.75	1.50%	\$0.35	Non-Statutory
Meeting Room	Per hour	Y	\$19.05	\$19.35	1.57%	\$0.30	Non-Statutory
Workshop	Per hour	Y	\$43.45	\$44.10	1.50%	\$0.65	Non-Statutory
Whole Facility	Per hour	Y	\$286.45	\$290.75	1.50%	\$4.30	Non-Statutory

Part Community/ Part Business

Function Room with Kitchen	Per hour	Y	\$80.65	\$81.85	1.49%	\$1.20	Non-Statutory
Main Hall and Kitchen	Per hour	Y	\$116.70	\$118.45	1.50%	\$1.75	Non-Statutory
Main Hall Kitchen	Per hour	Y	\$18.05	\$18.30	1.39%	\$0.25	Non-Statutory
Meeting Room	Per hour	Y	\$13.80	\$14.00	1.45%	\$0.20	Non-Statutory
Workshop	Per hour	Y	\$32.85	\$33.35	1.52%	\$0.50	Non-Statutory
Whole Facility	Per hour	Y	\$212.20	\$215.40	1.51%	\$3.20	Non-Statutory

Name	Unit	GST (Yes/ (No)	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Community

Function Room with Kitchen	Per hour	Y	\$53.05	\$53.85	1.51%	\$0.80	Non-Statutory
Main Hall and Kitchen	Per hour	Y	\$77.45	\$78.60	1.48%	\$1.15	Non-Statutory
Main Hall Kitchen	Per hour	Y	\$12.75	\$12.95	1.57%	\$0.20	Non-Statutory
Meeting Room	Per hour	Y	\$9.60	\$9.75	1.56%	\$0.15	Non-Statutory
Workshop	Per hour	Y	\$22.25	\$22.60	1.57%	\$0.35	Non-Statutory
Whole Facility	Per hour	Y	\$143.25	\$145.40	1.50%	\$2.15	Non-Statutory

Senior Citizens

Function Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Main Hall	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Meeting Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Workshop	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

French Street Hall

Casual/Business – Main Hall	Per hour	Y	\$35.00	\$35.55	1.57%	\$0.55	Non-Statutory
Community/Business – Main Hall	Per hour	Y	\$26.50	\$26.90	1.51%	\$0.40	Non-Statutory
Community – Main Hall	Per hour	Y	\$18.05	\$18.30	1.39%	\$0.25	Non-Statutory
Senior Citizens – Main Hall	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

Galada Community Centre

Galada CAC Room Rental	Per hour	N	\$19.90	\$20.20	1.51%	\$0.30	Non-Statutory
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Casual/ Business

Kitchen	Per hour	Y	\$19.55	\$19.85	1.53%	\$0.30	Non-Statutory
MCH Programs Room	Per hour	Y	\$32.95	\$33.45	1.52%	\$0.50	Non-Statutory
Community Hall	Per hour	Y	\$56.25	\$57.10	1.51%	\$0.85	Non-Statutory
Meeting Whole (capacity 30 seated / 40 standing)	Per hour	Y	\$33.95	\$34.45	1.47%	\$0.50	Non-Statutory
Meeting Room 1 (capacity 12 seated / 15 standing)	Per hour	Y	\$18.05	\$18.30	1.39%	\$0.25	Non-Statutory
Meeting Room 2 (capacity 15 seated / 20 standing)	Per hour	Y	\$20.15	\$20.45	1.49%	\$0.30	Non-Statutory

Community

Kitchen	Per hour	Y	\$11.35	\$11.50	1.32%	\$0.15	Non-Statutory
MCH Programs Room	Per hour	Y	\$16.50	\$16.75	1.52%	\$0.25	Non-Statutory
Community Hall	Per hour	Y	\$28.65	\$29.10	1.57%	\$0.45	Non-Statutory
Meeting Room Whole	Per hour	Y	\$18.05	\$18.30	1.39%	\$0.25	Non-Statutory
Meeting Room 1	Per hour	Y	\$10.60	\$10.75	1.42%	\$0.15	Non-Statutory
Meeting Room 2	Per hour	Y	\$12.70	\$12.90	1.57%	\$0.20	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Senior Citizens

Kitchen	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
MCH Programs Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Community Hall	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Meeting Room Whole	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Meeting Room 1	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Meeting Room 2	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

Regular Group

Kitchen	Per hour	Y	\$16.50	\$16.75	1.52%	\$0.25	Non-Statutory
MCH Programs Room	Per hour	Y	\$25.75	\$26.15	1.55%	\$0.40	Non-Statutory
Community Hall	Per hour	Y	\$41.35	\$41.95	1.45%	\$0.60	Non-Statutory
Meeting Room Whole	Per hour	Y	\$23.35	\$23.70	1.50%	\$0.35	Non-Statutory
Meeting Room 1	Per hour	Y	\$13.80	\$14.00	1.45%	\$0.20	Non-Statutory
Meeting Room 2	Per hour	Y	\$15.90	\$16.15	1.57%	\$0.25	Non-Statutory

Ganbu Gulinj Community Centre**Casual/Business**

Casual – Community Room	Per hour	Y	\$30.95	\$30.95	0.00%	\$0.00	Non-Statutory
Casual – Consult Room 1 or 2	Per hour	Y	\$15.40	\$15.40	0.00%	\$0.00	Non-Statutory

Community

Community – Community Room	Per hour	Y	\$17.55	\$17.55	0.00%	\$0.00	Non-Statutory
Community – Consult Room 1 or 2	Per hour	Y	\$9.20	\$9.20	0.00%	\$0.00	Non-Statutory

Regular Group

Regular – Community Room	Per hour	Y	\$24.70	\$24.70	0.00%	\$0.00	Non-Statutory
Regular – Consult Room 1 or 2	Per hour	Y	\$12.35	\$12.35	0.00%	\$0.00	Non-Statutory

Senior Citizens

Seniors – Community Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Seniors – Consult Room 1 or 2	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

Greenbrook Community House

Casual/Business – Meeting Room 3 (p/hr)	Per hour	Y	\$11.45	\$11.65	1.75%	\$0.20	Non-Statutory
Community – Meeting Room 3	per hour	Y	\$8.20	\$8.35	1.83%	\$0.15	Non-Statutory
Regular – Community room	per hour	Y	\$17.00	\$17.25	1.47%	\$0.25	Non-Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Greenbrook Community House [continued]

Casual/Business – Community room	per hour	Y	\$22.85	\$23.20	1.53%	\$0.35	Non-Statutory
Community – Community room	per hour	Y	\$14.80	\$15.00	1.35%	\$0.20	Non-Statutory
Regular – Meeting Room 3 (p/hr)	per hour	Y	\$9.60	\$9.75	1.56%	\$0.15	Non-Statutory

Janefield Community Centre**Casual**

Activity Room	Per hour	Y	\$28.85	\$29.30	1.56%	\$0.45	Non-Statutory
Main Hall	Per hour	Y	\$37.10	\$37.65	1.48%	\$0.55	Non-Statutory
Meeting Room	Per Hour	Y	\$13.40	\$13.60	1.49%	\$0.20	Non-Statutory

Part Business/Community

Activity Room	Per Hour	Y	\$21.65	\$21.95	1.39%	\$0.30	Non-Statutory
Main Hall	Per hour	Y	\$28.85	\$29.30	1.56%	\$0.45	Non-Statutory
Meeting Room	Per Hour	Y	\$10.30	\$10.45	1.46%	\$0.15	Non-Statutory

Community

Activity Room	Per Hour	Y	\$14.40	\$14.60	1.39%	\$0.20	Non-Statutory
Main Hall	Per Hour	Y	\$19.55	\$19.85	1.53%	\$0.30	Non-Statutory
Meeting Room	Per Hour	Y	\$7.20	\$7.30	1.39%	\$0.10	Non-Statutory

Seniors

Activity Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Main Hall	Per Hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Meeting Room	Per Hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

Jindi Family and Community Centre**Casual/ Business**

Community Room Whole (capacity seated 75 / standing 100)	Per hour	Y	\$44.55	\$45.20	1.46%	\$0.65	Non-Statutory
Community Room 1 (capacity seated 45 / standing 60)	Per hour	Y	\$32.90	\$33.40	1.52%	\$0.50	Non-Statutory
Community Room 2 (capacity seated 30 / standing 40)	Per hour	Y	\$30.75	\$31.20	1.46%	\$0.45	Non-Statutory
Kitchen	Per hour	Y	\$12.70	\$12.90	1.57%	\$0.20	Non-Statutory

Community

Community Room Whole	Per hour	Y	\$22.30	\$22.65	1.57%	\$0.35	Non-Statutory
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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Community [continued]

Community Room 1	Per hour	Y	\$18.05	\$18.30	1.39%	\$0.25	Non-Statutory
Community Room 2	Per hour	Y	\$15.90	\$16.15	1.57%	\$0.25	Non-Statutory
Kitchen	Per hour	Y	\$7.40	\$7.50	1.35%	\$0.10	Non-Statutory

Senior Citizens

Community Room Whole	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Community Room 1	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Community Room 2	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Kitchen	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

Regular Group

Community Room Whole	Per hour	Y	\$32.90	\$33.40	1.52%	\$0.50	Non-Statutory
Community Room 1	Per hour	Y	\$25.45	\$25.85	1.57%	\$0.40	Non-Statutory
Community Room 2	Per hour	Y	\$23.35	\$23.70	1.50%	\$0.35	Non-Statutory
Kitchen	Per hour	Y	\$10.60	\$10.75	1.42%	\$0.15	Non-Statutory

Lalor Library Conference Room

Casual/Business	Per hour	Y	\$38.20	\$38.80	1.57%	\$0.60	Non-Statutory
Community/Business	Per hour	Y	\$28.65	\$29.10	1.57%	\$0.45	Non-Statutory
Community	Per hour	Y	\$19.10	\$19.40	1.57%	\$0.30	Non-Statutory
Senior Citizens	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

Laurimar Community Activity Centre**Casual/ Business**

Consultant Rooms	Per hour	Y	\$18.00	\$18.25	1.39%	\$0.25	Non-Statutory
MCH Program Room	Per hour	Y	\$17.50	\$17.75	1.43%	\$0.25	Non-Statutory
Community Room Kitchenette, Foyer & BBQ Area (capacity seated 30 / standing 40)	Per hour	Y	\$32.90	\$33.40	1.52%	\$0.50	Non-Statutory

Community

Consultant Rooms	Per hour	Y	\$9.50	\$9.65	1.58%	\$0.15	Non-Statutory
Consultant Rooms per day	Per hour	Y	\$42.95	\$43.60	1.51%	\$0.65	Non-Statutory
MCH Program Room	Per hour	Y	\$9.25	\$9.40	1.62%	\$0.15	Non-Statutory
Community Room, Kitchenette, Foyer & BBQ Area	Per hour	Y	\$18.05	\$18.30	1.39%	\$0.25	Non-Statutory

Senior Citizens

Consultant Rooms	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Senior Citizens [continued]

MCH Program Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Community Room, Kitchenette, Foyer & BBQ Area	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

Regular Group

Consultant Rooms	Per hour	Y	\$13.80	\$14.00	1.45%	\$0.20	Non-Statutory
MCH Program Room	Per hour	Y	\$13.80	\$14.00	1.45%	\$0.20	Non-Statutory
Community Room, Kitchenette, Foyer & BBQ Area	Per hour	Y	\$25.45	\$25.85	1.57%	\$0.40	Non-Statutory

May Road Senior Citizens Centre

Senior Citizens	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
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Mernda Villages Community Activity Centre**Casual/ Business**

MCH Program Room	Per hour	Y	\$17.50	\$17.75	1.43%	\$0.25	Non-Statutory
Community Hall (capacity 200 / seated 150)	Per hour	Y	\$56.25	\$57.10	1.51%	\$0.85	Non-Statutory
Meeting Room (capacity seated 8 / standing 10)	Per hour	Y	\$15.90	\$16.15	1.57%	\$0.25	Non-Statutory
Kitchen	Per hour	Y	\$20.15	\$20.45	1.49%	\$0.30	Non-Statutory

Community

MCH Programs Room	Per hour	Y	\$9.25	\$9.40	1.62%	\$0.15	Non-Statutory
Community Hall	Per hour	Y	\$28.65	\$29.10	1.57%	\$0.45	Non-Statutory
Meeting Room	Per hour	Y	\$9.55	\$9.70	1.57%	\$0.15	Non-Statutory
Kitchen	Per hour	Y	\$11.70	\$11.90	1.71%	\$0.20	Non-Statutory

Senior Citizens

MCH Programs Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Community Hall	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Meeting Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Kitchen	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

Regular Group

MCH Programs Room	Per hour	Y	\$13.40	\$13.60	1.49%	\$0.20	Non-Statutory
Community Hall	Per hour	Y	\$41.35	\$41.95	1.45%	\$0.60	Non-Statutory
Meeting Room	Per hour	Y	\$12.70	\$12.90	1.57%	\$0.20	Non-Statutory
Kitchen	Per hour	Y	\$17.00	\$17.25	1.47%	\$0.25	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Mill Park Community Centre**Casual/ Business**

Main Hall	Per hour	Y	\$53.05	\$53.85	1.51%	\$0.80	Non-Statutory
Activity Room	Per hour	Y	\$29.75	\$30.20	1.51%	\$0.45	Non-Statutory
Meeting Room	Per hour	Y	\$11.65	\$11.80	1.29%	\$0.15	Non-Statutory
Consultant Rooms	Per hour	Y	\$18.05	\$18.30	1.39%	\$0.25	Non-Statutory

Part Community/ Part Business

Main Hall	Per hour	Y	\$40.30	\$40.90	1.49%	\$0.60	Non-Statutory
Activity Room	Per hour	Y	\$22.30	\$22.65	1.57%	\$0.35	Non-Statutory
Meeting Room	Per hour	Y	\$8.50	\$8.65	1.76%	\$0.15	Non-Statutory
Consultant Rooms	Per hour	Y	\$13.80	\$14.00	1.45%	\$0.20	Non-Statutory

Community

Main Hall	Per hour	Y	\$27.60	\$28.00	1.45%	\$0.40	Non-Statutory
Activity Room	Per hour	Y	\$14.85	\$15.05	1.35%	\$0.20	Non-Statutory
Meeting Room	Per hour	Y	\$6.40	\$6.50	1.56%	\$0.10	Non-Statutory
Consultant Rooms	Per hour	Y	\$9.55	\$9.70	1.57%	\$0.15	Non-Statutory
Consultant Rooms	Per hour	Y	\$42.45	\$43.10	1.53%	\$0.65	Non-Statutory

Senior Citizens

Main Hall	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Activity Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Meeting Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Consultant Rooms	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

Nick Ascenzo Centre

Casual/Business	Per hour	Y	\$47.75	\$48.45	1.47%	\$0.70	Non-Statutory
Community/Business	Per hour	Y	\$36.05	\$36.60	1.53%	\$0.55	Non-Statutory
Community	Per hour	Y	\$23.35	\$23.70	1.50%	\$0.35	Non-Statutory
Senior Citizens	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

Painted Hills Community Room**Casual / Business**

Casual – Community Room	Per hour	Y	\$44.55	\$45.20	1.46%	\$0.65	Non-Statutory
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Community

Community – Community Room	Per hour	Y	\$22.30	\$22.65	1.57%	\$0.35	Non-Statutory
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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Regular Group

Regular – Community Room	Per hour	Y	\$32.90	\$33.40	1.52%	\$0.50	Non-Statutory
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Senior Citizens

Seniors – Community Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
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Playgroups – all sites

Playgroup 2 hour session (conditions apply)	Per 2 hour session	Y	\$20.00	\$20.00	0.00%	\$0.00	Non-Statutory
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Riverside Community Activity Centre**Regular Group**

Regulars – Community Room	Per hour	Y	\$25.45	\$25.85	1.57%	\$0.40	Non-Statutory
Regulars – Consult Room 1 or 2	Per hour	Y	\$15.85	\$16.10	1.58%	\$0.25	Non-Statutory
Regulars – Hall	Per hour	Y	\$38.20	\$38.80	1.57%	\$0.60	Non-Statutory
Regulars – Kitchen	Per hour	Y	\$10.60	\$10.75	1.42%	\$0.15	Non-Statutory
Regulars – Meeting Room	Per hour	Y	\$20.20	\$20.50	1.49%	\$0.30	Non-Statutory

Community

Community – Community Room	Per hour	Y	\$18.05	\$18.30	1.39%	\$0.25	Non-Statutory
Community – Consult Room 1 or 2	Per hour	Y	\$10.60	\$10.75	1.42%	\$0.15	Non-Statutory
Community – Hall	Per hour	Y	\$27.60	\$28.00	1.45%	\$0.40	Non-Statutory
Community – Kitchen	Per hour	Y	\$7.40	\$7.50	1.35%	\$0.10	Non-Statutory
Community – Meeting Room	Per hour	Y	\$14.85	\$15.05	1.35%	\$0.20	Non-Statutory

Senior Citizens

Seniors – Community Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Seniors – Consult Room 1 or 2	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Seniors – Hall	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Seniors – Kitchen	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Seniors – Meeting Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

Casual / Business

Casual – Community Room	Per hour	Y	\$31.95	\$32.45	1.56%	\$0.50	Non-Statutory
Casual – Consult Room 1 or 2	Per hour	Y	\$19.55	\$19.85	1.53%	\$0.30	Non-Statutory
Casual – Hall	Per hour	Y	\$48.40	\$49.15	1.55%	\$0.75	Non-Statutory
Casual – Kitchen	Per hour	Y	\$12.35	\$12.55	1.62%	\$0.20	Non-Statutory
Casual – Meeting Room	Per hour	Y	\$25.75	\$26.15	1.55%	\$0.40	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Spring Street Hall

Casual/Business	Per hour	Y	\$38.20	\$38.75	1.44%	\$0.55	Non-Statutory
Community/Business	Per hour	Y	\$29.70	\$30.15	1.52%	\$0.45	Non-Statutory
Community	Per hour	Y	\$19.10	\$19.40	1.57%	\$0.30	Non-Statutory
Senior Citizens	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

Whittlesea Community Activity Centre**Casual/ Business**

MCH Programs Room	Per hour	Y	\$27.80	\$28.20	1.44%	\$0.40	Non-Statutory
Memorial Hall (capacity seated 150 /standing 200)	Per hour	Y	\$56.25	\$57.10	1.51%	\$0.85	Non-Statutory
Memorial Hall – Room 1 (capacity seated 75 / standing 100)	Per hour	Y	\$43.50	\$44.15	1.49%	\$0.65	Non-Statutory
Memorial Hall – Room 2 (capacity seated 45 / standing 60)	Per hour	Y	\$32.90	\$33.40	1.52%	\$0.50	Non-Statutory
Memorial Hall – Room 3 (capacity seated 30 / standing 40)	Per hour	Y	\$28.65	\$29.10	1.57%	\$0.45	Non-Statutory
Kitchen	Per hour	Y	\$20.15	\$20.45	1.49%	\$0.30	Non-Statutory
Meeting Room 1 (capacity seated 30 / standing 40)	Per hour	Y	\$28.65	\$29.10	1.57%	\$0.45	Non-Statutory
Meeting Room 2 (capacity seated 20 / standing 30)	Per hour	Y	\$26.50	\$26.90	1.51%	\$0.40	Non-Statutory

Community

MCH Programs Room	Per hour	Y	\$15.45	\$15.70	1.62%	\$0.25	Non-Statutory
Memorial Hall Whole	Per hour	Y	\$28.65	\$29.10	1.57%	\$0.45	Non-Statutory
Memorial Hall – Room 1	Per hour	Y	\$22.30	\$22.65	1.57%	\$0.35	Non-Statutory
Memorial Hall – Room 2	Per hour	Y	\$18.05	\$18.30	1.39%	\$0.25	Non-Statutory
Memorial Hall – Room 3	Per hour	Y	\$17.00	\$17.25	1.47%	\$0.25	Non-Statutory
Kitchen	Per hour	Y	\$11.70	\$11.90	1.71%	\$0.20	Non-Statutory
Meeting Room 1	Per hour	Y	\$15.90	\$16.15	1.57%	\$0.25	Non-Statutory
Meeting Room 2	Per hour	Y	\$14.85	\$15.05	1.35%	\$0.20	Non-Statutory

Senior Citizens

MCH Programs Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Memorial Hall – Whole	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Memorial Hall – Room 1	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Memorial Hall – Room 2	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Memorial Hall – Room 3	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Kitchen	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Meeting Room 1	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
Meeting Room 2	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Regular Group

MCH Programs Room	Per hour	Y	\$21.65	\$21.95	1.39%	\$0.30	Non-Statutory
Memorial Hall Whole	Per hour	Y	\$41.35	\$41.95	1.45%	\$0.60	Non-Statutory
Memorial Hall – Room 1	Per hour	Y	\$32.90	\$33.40	1.52%	\$0.50	Non-Statutory
Memorial Hall – Room 2	Per hour	Y	\$25.45	\$25.85	1.57%	\$0.40	Non-Statutory
Memorial Hall – Room 3	Per hour	Y	\$22.30	\$22.65	1.57%	\$0.35	Non-Statutory
Kitchen	Per hour	Y	\$17.00	\$17.25	1.47%	\$0.25	Non-Statutory
Meeting Room 1	Per hour	Y	\$22.30	\$22.65	1.57%	\$0.35	Non-Statutory
Meeting Room 2	Per hour	Y	\$20.15	\$20.45	1.49%	\$0.30	Non-Statutory

Wollert

Casual/Business	Per hour	Y	\$41.35	\$41.95	1.45%	\$0.60	Non-Statutory
Community/Business	Per hour	Y	\$32.90	\$33.40	1.52%	\$0.50	Non-Statutory
Community	Per hour	Y	\$21.20	\$21.50	1.42%	\$0.30	Non-Statutory
Senior Citizens	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

10 Packs – Large Halls (over 200sq metre)

\$50 Discount applies for 10 sessions of Hall + Kitchen purchased up front	Per booking	Y			Applied ad hoc		Non-Statutory
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New & Emerging Groups – all sites

New or Emerging Group Introductory program (criteria applies)	Upon advice	Y			Upon advice		Non-Statutory
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Sporting Fields

Harvest Home Road Recreation Reserve South – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Harvest Home Road Recreation Reserve Synthetic – Class A	Per season	Y	\$1,607.30	\$1,631.40	1.50%	\$24.10	Non-Statutory
Harvest Home Road Recreation Reserve West – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Mosaic Recreation Reserve Synthetic – Class A	Per season	Y	\$1,607.30	\$1,631.40	1.50%	\$24.10	Non-Statutory
Mosaic Recreation Reserve East – Class A	Per season	Y	\$1,607.30	\$1,631.40	1.50%	\$24.10	Non-Statutory
Painted Hills Recreation Reserve Synthetic – Class A	Per season	Y	\$1,607.30	\$1,631.40	1.50%	\$24.10	Non-Statutory
Painted Hills Recreation Reserve West – Class A	Per season	Y	\$1,607.30	\$1,631.40	1.50%	\$24.10	Non-Statutory
Casa D'Abruzzo (North) – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Casa D'Abruzzo (South) – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Doreen Rec Reserve, Doreen – Class C	Per season	Y	\$1,029.10	\$1,044.55	1.50%	\$15.45	Non-Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Sporting Fields [continued]

Duffy St Reserve, Epping – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Epping Recreation Reserve East – Class A	Per season	Y	\$1,607.30	\$1,631.40	1.50%	\$24.10	Non-Statutory
Epping Recreation Reserve West – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Findon Reserve (Cricket) – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Findon Reserve North (Main Pitch) – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Findon Reserve South East – Class C	Per season	Y	\$1,029.10	\$1,044.55	1.50%	\$15.45	Non-Statutory
Hillsview Reserve – West – Class A	Per season	Y	\$1,607.30	\$1,631.40	1.50%	\$24.10	Non-Statutory
Hillsview Reserve – East – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
HR Uren Reserve South – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
HR Uren Reserve North – Class A	Per season	Y	\$1,607.30	\$1,631.40	1.50%	\$24.10	Non-Statutory
Huskisson Reserve – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Kelynack Reserve, Mill Park – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Lalor Rec. Reserve – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Laurimar East – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Laurimar West – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Lowalde Reserve, Epping – Class C	Per season	Y	\$1,029.10	\$1,044.55	1.50%	\$15.45	Non-Statutory
Main Street Reserve East – Class A	Per season	Y	\$1,607.30	\$1,631.40	1.50%	\$24.10	Non-Statutory
Main Street Reserve West – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Meadowglen Reserve – Class C	Per season	Y	\$1,029.10	\$1,044.55	1.50%	\$15.45	Non-Statutory
Mernda Rec. Reserve, Mernda – Class C	Per season	Y	\$1,029.10	\$1,044.55	1.50%	\$15.45	Non-Statutory
Mill Park Lakes Reserve – East – Class A	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Mill Park Lakes Reserve – West – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Mill Park Reserve, Mill Park – Class A	Per season	Y	\$1,607.30	\$1,631.40	1.50%	\$24.10	Non-Statutory
Partridge Street Reserve West – Class A	Per season	Y	\$1,607.30	\$1,631.40	1.50%	\$24.10	Non-Statutory
Partridge Street Reserve East – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Partridge Street Reserve Rooball – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Redleap Reserve – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
RGC Cook Reserve West – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Sporting Fields [continued]

RGC Cook Reserve East – Class C	Per season	Y	\$1,029.10	\$1,044.55	1.50%	\$15.45	Non-Statutory
Sycamore Reserve North (Main) – Class A	Per season	Y	\$1,607.30	\$1,631.40	1.50%	\$24.10	Non-Statutory
Sycamore Reserve Central South – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Sycamore Reserve Cricket – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Thomas Street Reserve – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Thomastown East Reserve North – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Thomastown East Reserve South – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
W.A. Smith Reserve South – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
W.A. Smith Reserve North – Class C	Per season	Y	\$1,029.10	\$1,044.55	1.50%	\$15.45	Non-Statutory
Walker Reserve, Whittlesea – Class B	Per season	Y	\$1,284.80	\$1,304.05	1.50%	\$19.25	Non-Statutory
Whittlesea Secondary College – Class C	Per season	Y	\$1,029.10	\$1,044.55	1.50%	\$15.45	Non-Statutory
Waterview Recreation Reserve – Class A (both grounds)	Per season	Y	\$1,603.00	\$1,627.05	1.50%	\$24.05	Non-Statutory

Sports Pavilions

Bond	One off fee	N	\$500.00	\$507.50	1.50%	\$7.50	Non-Statutory
Harvest Home Road – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
Mosaic Recreation Reserve – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
Painted Hills Recreation Reserve – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
Duffy St Reserve, Epping – Class 3	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
Epping Rec Reserve, Epping – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
Findon Reserve – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
Hillsview Reserve – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
HR Uren Reserve South – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
Huskisson Reserve – Class 2	Per season	Y	\$964.30	\$978.75	1.50%	\$14.45	Non-Statutory
Kelynack Reserve, Mill Park – Class 2	Per season	Y	\$964.30	\$978.75	1.50%	\$14.45	Non-Statutory
Lalor Rec. Reserve – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
Laurimar – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
Main Street Reserve East – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
Mernda Rec. Reserve, Mernda – Class 3	Per season	Y	\$771.30	\$782.85	1.50%	\$11.55	Non-Statutory

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Name	Unit	GST (Yes/ (No)	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Sports Pavilions [continued]

Mill Park Lakes Reserve – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
Mill Park Reserve, Mill Park – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
Partridge Street Reserve – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
Redleap Reserve – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
RGC Cook Reserve West – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
Sycamore Reserve – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
Thomas Street Reserve – Class 2	Per season	Y	\$964.30	\$978.75	1.50%	\$14.45	Non-Statutory
Thomastown East Reserve – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
W.A. Smith Reserve – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory
Walker Reserve, Whittlesea – Class 1	Per season	Y	\$964.30	\$978.75	1.50%	\$14.45	Non-Statutory
Waterview Recreation Reserve – Class 1	Per season	Y	\$1,124.60	\$1,141.45	1.50%	\$16.85	Non-Statutory

Sports – Casual

Charity Events	Per booking	Y	\$92.30	\$93.70	1.52%	\$1.40	Non-Statutory
Commercial Use	Per booking	Y	\$1,227.50	\$1,245.90	1.50%	\$18.40	Non-Statutory
Schools	Per booking	Y	\$171.90	\$174.50	1.51%	\$2.60	Non-Statutory
Community Groups	Per booking	Y	\$171.90	\$174.50	1.51%	\$2.60	Non-Statutory
Utility Fee	Per booking	Y	\$48.80	\$49.55	1.54%	\$0.75	Non-Statutory
Personal Trainers	Per booking	Y	\$171.90	\$174.50	1.51%	\$2.60	Non-Statutory
Pavilion Fees	Per hour	Y	\$37.10	\$37.65	1.48%	\$0.55	Non-Statutory
Pavilion Fees (daily)	Per Day	Y	\$171.90	\$174.50	1.51%	\$2.60	Non-Statutory
Line Marking Fee AFL	Per use	Y	\$466.80	\$473.80	1.50%	\$7.00	Non-Statutory
Line Marking Fee Cricket	Per use	Y	\$135.80	\$137.85	1.51%	\$2.05	Non-Statutory
Line Marking Fee Soccer	Per use	Y	\$197.30	\$200.25	1.50%	\$2.95	Non-Statutory

Sports – Sole User per year**Epping Soccer Stadium****Bond**

Bond Fee	One off fee	N	\$1,700.50	\$1,726.00	1.50%	\$25.50	Non-Statutory
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Ground Hire

Training session Ground Hire – Max. 2 hours field time	Per booking	Y	\$343.70	\$348.85	1.50%	\$5.15	Non-Statutory
Match Session Ground Hire – Max. 3 hours field time	Per booking	Y	\$736.20	\$747.25	1.50%	\$11.05	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Lighting Charge

Lighting Fee	Per booking	Y	\$178.20	\$180.85	1.49%	\$2.65	Non-Statutory
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Line Marking

Line Marking Fee	Per use	Y	\$197.30	\$200.25	1.50%	\$2.95	Non-Statutory
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Miscellaneous

Installation and Removal of Nets	Per use	Y	\$197.30	\$200.25	1.50%	\$2.95	Non-Statutory
Installation & Removal of portable goals & Nets	Per use	Y	\$197.30	\$200.25	1.50%	\$2.95	Non-Statutory

Cleaning

Pavilion Only	Per booking	Y	\$306.60	\$311.20	1.50%	\$4.60	Non-Statutory
Entire Facility	Per booking	Y	\$2,453.90	\$2,490.70	1.50%	\$36.80	Non-Statutory

Hillsview Synthetic Soccer Ground**Synthetic Pitch – Training**

Local Club	Per hour	Y	\$110.30	\$111.95	1.50%	\$1.65	Non-Statutory
Utility Fee	Per hour	Y	\$13.80	\$14.00	1.45%	\$0.20	Non-Statutory
Local School	Per hour	Y	\$110.30	\$111.95	1.50%	\$1.65	Non-Statutory
Non Local Club	Per hour	Y	\$141.10	\$143.20	1.49%	\$2.10	Non-Statutory
Non Local School	Per hour	Y	\$141.10	\$143.20	1.49%	\$2.10	Non-Statutory
Local Community Event/Fundraising	Per hour	Y	\$110.30	\$111.95	1.50%	\$1.65	Non-Statutory
Commercial Use	Per hour	Y	\$183.50	\$186.25	1.50%	\$2.75	Non-Statutory
Local Club – pre Season (3 hour session – no lights)	Per 3 hour session	Y	\$105.00	\$106.55	1.48%	\$1.55	Non-Statutory

Synthetic Pitch – Matches

Local Club	Per match	Y	\$214.30	\$217.50	1.49%	\$3.20	Non-Statutory
Local School	Per match	Y	\$214.30	\$217.50	1.49%	\$3.20	Non-Statutory
Non Local Club	Per match	Y	\$269.40	\$273.45	1.50%	\$4.05	Non-Statutory
Non Local School	Per match	Y	\$269.40	\$273.45	1.50%	\$4.05	Non-Statutory
Local Community Event/Fundraising	Per match	Y	\$214.30	\$217.50	1.49%	\$3.20	Non-Statutory
Commercial Use	Per match	Y	\$368.10	\$373.60	1.49%	\$5.50	Non-Statutory
Utility Fee	Per hour	Y	\$13.80	\$14.00	1.45%	\$0.20	Non-Statutory
Commercial Night Use	Per match	Y	\$428.60	\$435.05	1.50%	\$6.45	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Mill Park Secondary College**Synthetic Pitch – Training**

Local Club	Per hour	Y	\$110.30	\$111.95	1.50%	\$1.65	Non-Statutory
Local School	Per hour	Y	\$110.30	\$111.95	1.50%	\$1.65	Non-Statutory
Non Local Club	Per hour	Y	\$146.40	\$148.60	1.50%	\$2.20	Non-Statutory
Non Local School	Per hour	Y	\$146.40	\$148.60	1.50%	\$2.20	Non-Statutory
Local Community Event/Fundraising	Per hour	Y	\$110.30	\$111.95	1.50%	\$1.65	Non-Statutory
Commercial Use	Per hour	Y	\$183.50	\$186.25	1.50%	\$2.75	Non-Statutory
Local Club – pre Season (3 hour session – no lights)	Per 3 hour session	Y	\$110.30	\$111.95	1.50%	\$1.65	Non-Statutory

Synthetic Pitch – Matches

Local Club	Per match	Y	\$214.30	\$217.50	1.49%	\$3.20	Non-Statutory
Local School	Per match	Y	\$214.30	\$217.50	1.49%	\$3.20	Non-Statutory
Non Local Club	Per match	Y	\$269.40	\$273.45	1.50%	\$4.05	Non-Statutory
Non Local School	Per match	Y	\$269.40	\$273.45	1.50%	\$4.05	Non-Statutory
Local Community Event/Fundraising	Per match	Y	\$214.30	\$217.50	1.49%	\$3.20	Non-Statutory
Commercial Use	Per match	Y	\$430.70	\$437.15	1.50%	\$6.45	Non-Statutory

Ancillaries

Utility Fee night	Per hour	Y	\$13.80	\$14.00	1.45%	\$0.20	Non-Statutory
Cleaning Fee	Per training session	Y	\$26.50	\$26.90	1.51%	\$0.40	Non-Statutory
Cleaning Fee	Per match	Y	\$98.70	\$100.20	1.52%	\$1.50	Non-Statutory

Tennis**Ground Hire**

Tennis	Per court	Y	\$262.00	\$265.95	1.51%	\$3.95	Non-Statutory
Tennis	Per Pavilion	Y	\$303.40	\$307.95	1.50%	\$4.55	Non-Statutory

Bocce**Ground Hire**

Bocce	Per Court	Y	\$127.30	\$129.20	1.49%	\$1.90	Non-Statutory
Bocce	Per Pavilion	Y	\$293.90	\$298.30	1.50%	\$4.40	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Whittlesea Secondary College Basketball Stadium**Court Hire**

Basketball Stadium Hire	Per court, Per hour	Y	\$30.00	\$30.45	1.50%	\$0.45	Non-Statutory
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Hire of Mini Bus**Group 2 (Part Community/Par Business)**

Hourly	per hour	Y	\$29.70	\$30.15	1.52%	\$0.45	Non-Statutory
Daily (8 hours)	per day (8 hours)	Y	\$143.20	\$145.35	1.50%	\$2.15	Non-Statutory
Weekend	Per weekend	Y	\$371.30	\$376.85	1.49%	\$5.55	Non-Statutory

Group 3 (Internal and Community)

Hourly	Per hour	Y	\$22.30	\$22.65	1.57%	\$0.35	Non-Statutory
Daily (8 hours)	per day (8 hours)	Y	\$116.70	\$118.45	1.50%	\$1.75	Non-Statutory
Weekend	per weekend	Y	\$307.70	\$312.30	1.49%	\$4.60	Non-Statutory

Meadowglen Athletics Track

Association carnivals	Per Carnival	Y	\$628.40	\$637.85	1.50%	\$9.45	Non-Statutory
Athletics club junior – seasonal fee per member	Per member	Y	\$13.40	\$13.60	1.49%	\$0.20	Non-Statutory
Athletics club senior – seasonal fee per senior member	Per member	Y	\$24.70	\$25.05	1.42%	\$0.35	Non-Statutory
Casual track hire schools – per hour	Per hour	Y	\$31.00	\$31.45	1.45%	\$0.45	Non-Statutory
Casual track sporting clubs – per hour	per hour	Y	\$36.10	\$36.65	1.52%	\$0.55	Non-Statutory
CoW school sports day – basic equipment hire	Per Carnival	Y	\$484.10	\$491.35	1.50%	\$7.25	Non-Statutory
Non CoW school sports day – basic equipment hire	Per Carnival	Y	\$581.00	\$589.70	1.50%	\$8.70	Non-Statutory
Personal trainers – per hour	per hour	Y	\$50.50	\$51.25	1.49%	\$0.75	Non-Statutory
Stadium Lighting – per hour	per hour	Y	\$13.80	\$14.00	1.45%	\$0.20	Non-Statutory

Meadowglen Stadium Function Room

Bond	Per booking	N	\$300.00	\$304.50	1.50%	\$4.50	Non-Statutory
Commercial user – full day	Day hire	Y	\$566.50	\$575.00	1.50%	\$8.50	Non-Statutory
Commercial user – up to 4 hours	Half day hire	Y	\$463.50	\$470.45	1.50%	\$6.95	Non-Statutory
Community user – full day	Day hire	Y	\$463.50	\$470.45	1.50%	\$6.95	Non-Statutory
Community user – up to 4 hours	Half day hire	Y	\$360.50	\$365.90	1.50%	\$5.40	Non-Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Meadowglen Stadium Function Room [continued]

Regular user – per hour	Per hour	Y	\$47.40	\$48.10	1.48%	\$0.70	Non-Statutory
Regular User (Not-for-profit – per hour)	Per hour	Y	\$34.00	\$34.50	1.47%	\$0.50	Non-Statutory
School Carnival Hire	Per Carnival	Y	\$128.80	\$130.75	1.51%	\$1.95	Non-Statutory

Edgars Creek Secondary College**Synthetic Pitch – Training**

Commercial Use	Per hour	Y	\$183.50	\$186.25	1.50%	\$2.75	Non-Statutory
Local Club – pre season	Per 3 hour session	Y	\$110.30	\$111.95	1.50%	\$1.65	Non-Statutory
Local Club (per hour)	per hour	Y	\$110.30	\$111.95	1.50%	\$1.65	Non-Statutory
Local Community Event/Fundraising (per hour)	per hour	Y	\$110.30	\$111.95	1.50%	\$1.65	Non-Statutory
Local School (per hour)	per hour	Y	\$110.30	\$111.95	1.50%	\$1.65	Non-Statutory
Non Local Club (per hour)	per hour	Y	\$146.40	\$148.60	1.50%	\$2.20	Non-Statutory
Non Local School (per hour)	per hour	Y	\$146.40	\$148.60	1.50%	\$2.20	Non-Statutory

Synthetic Pitch – Matches

Commercial Use	Per match	Y	\$430.70	\$437.15	1.50%	\$6.45	Non-Statutory
Local Club	Per match	Y	\$214.30	\$217.50	1.49%	\$3.20	Non-Statutory
Local Community Event/Fundraising	Per match	Y	\$214.30	\$217.50	1.49%	\$3.20	Non-Statutory
Local School		Y	\$214.30	\$217.50	1.49%	\$3.20	Non-Statutory
Non Local Club	Per match	Y	\$269.40	\$273.45	1.50%	\$4.05	Non-Statutory
Non Local School	Per match	Y	\$269.40	\$273.45	1.50%	\$4.05	Non-Statutory

Ancillaries

Cleaning Fee	Per training session	Y	\$26.50	\$26.90	1.51%	\$0.40	Non-Statutory
Cleaning Fee	Per match	Y	\$98.70	\$100.20	1.52%	\$1.50	Non-Statutory
Utility Fee night	Per hour	Y	\$13.80	\$14.00	1.45%	\$0.20	Non-Statutory

Meadowglen Stadium Event Hire

Commercial – Full Day	Day hire	Y	\$2,575.00	\$2,613.65	1.50%	\$38.65	Non-Statutory
Commercial – Half day (up to 4 hours)	Half day hire	Y	\$1,287.50	\$1,306.80	1.50%	\$19.30	Non-Statutory
Community – Full Day	Day hire	Y	\$618.00	\$627.25	1.50%	\$9.25	Non-Statutory
Community – Half day (up to 4 hours)	Half day hire	Y	\$309.00	\$313.65	1.50%	\$4.65	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Ageing Well

Agency Fee – Delivered Meals	Per Meal	N	\$31.80	\$32.30	1.57%	\$0.50	Non-Statutory
Agency Fee – Home Support	Per hour	N	\$120.00	\$121.80	1.50%	\$1.80	Non-Statutory
Agency Fee – Property Maintenance	Per hour	N	\$120.00	\$121.80	1.50%	\$1.80	Non-Statutory
Agency Fee– Planned Activity Group (PAG)	Per Session	N	\$120.00	\$121.80	1.50%	\$1.80	Non-Statutory
Delivered Meals	Per Meal	N	\$12.00	\$12.20	1.67%	\$0.20	Non-Statutory
Domestic Assistance	Per hour	N	\$10.00	\$10.00	0.00%	\$0.00	Non-Statutory
Flexible Respite	Per hour	N	\$7.00	\$7.10	1.43%	\$0.10	Non-Statutory
Personal Care	Per hour	N	\$7.00	\$7.10	1.43%	\$0.10	Non-Statutory
Property Maintenance	Per hour	N	\$17.50	\$17.75	1.43%	\$0.25	Non-Statutory
Public Home Support Holiday Service	Per hour	N	\$15.00	\$15.25	1.67%	\$0.25	Non-Statutory
Social Support Individual	Per Session	N	\$7.00	\$7.10	1.43%	\$0.10	Non-Statutory
Social Support Services – 3 hour sessions		N	\$12.00	\$12.00	0.00%	\$0.00	Non-Statutory
Social Support Services – 5 hour sessions	Per Session	N	\$20.00	\$15.00	-25.00%	-\$5.00	Non-Statutory
Transportation		N	\$0.00	\$5.00	∞	∞	Non-Statutory

Lunch in a bunch

Lunch In A Bunch	Per unit	N	\$11.20	\$12.00	7.14%	\$0.80	Non-Statutory
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Leap Program

LEAP full day trips	Per person, per event	N	\$38.00	\$40.00	5.26%	\$2.00	Non-Statutory
Twilight Activity Program	Per person, per event	N	\$7.00	\$7.00	0.00%	\$0.00	Non-Statutory
Seniors Active Ageing Program Fee	Per person, per event	N	\$5.00	\$5.00	0.00%	\$0.00	Non-Statutory
LEAP Movies	Per person, per event	N	\$8.00	\$10.00	25.00%	\$2.00	Non-Statutory
Senior Luncheon	Per person, per event	N	\$20.00	\$25.00	25.00%	\$5.00	Non-Statutory

Respite/ Support for Carers Program**Respite/ Support for Carers Program**

Connections Program (3 hour support & information sessions for carers)	Per day session	N	\$10.50	\$10.65	1.43%	\$0.15	Non-Statutory
Two night Getaways for Carers & Care Recipients	Per Carer & Care recipient	N	\$105.00	\$106.60	1.52%	\$1.60	Non-Statutory
Day Programs	Per day	N	\$16.00	\$16.25	1.56%	\$0.25	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Leisure Centres

Whittlesea Swim Centre

Aquatics

Adult Swim	per entry	Y	\$6.70	\$6.80	1.49%	\$0.10	Non-Statutory
10 pass Adult Swim	per adult	Y	\$60.30	\$61.20	1.49%	\$0.90	Non-Statutory
Child Swim – Single Entry	per entry	Y	\$4.40	\$4.45	1.14%	\$0.05	Non-Statutory
10 pass Child Swim	per child	Y	\$39.60	\$40.20	1.52%	\$0.60	Non-Statutory
Concession/Student Swim – Single Entry	per entry	Y	\$5.20	\$5.30	1.92%	\$0.10	Non-Statutory
10 pass Concession/Student Swim	Per concession	Y	\$46.80	\$47.50	1.50%	\$0.70	Non-Statutory
Family Swim – Single Entry	per entry	Y	\$16.60	\$16.85	1.51%	\$0.25	Non-Statutory
10 pass Family Swim	per family pass	Y	\$149.40	\$151.65	1.51%	\$2.25	Non-Statutory
Super Summer Single Pass (start of season)	per season pass	Y	\$163.00	\$165.45	1.50%	\$2.45	Non-Statutory
Super Summer Single Pass (from 1st Feb)	per season pass	Y	\$81.60	\$82.80	1.47%	\$1.20	Non-Statutory

Swim Lessons

Primary, Preschool, Teen, Adult	Per swim lesson	N	\$18.30	\$18.55	1.37%	\$0.25	Non-Statutory
Private Lesson 1:1	Per swim lesson	N	\$39.90	\$40.50	1.50%	\$0.60	Non-Statutory
Fortnightly Debit	One off fee	N	\$18.30	\$18.55	1.37%	\$0.25	Non-Statutory
Special Needs 1:1 lesson	Per swim lesson	N	\$23.20	\$23.55	1.51%	\$0.35	Non-Statutory
Join Fee	One off fee	N	\$33.80	\$34.30	1.48%	\$0.50	Non-Statutory

Schools Swim lessons

Schools group entry	Per entry	N	\$3.40	\$3.45	1.47%	\$0.05	Non-Statutory
School Carnival	Per booking	N	\$1,350.60	\$1,370.85	1.50%	\$20.25	Non-Statutory
School Lessons 1-10 ratio 45 minutes	Per swim lesson	N	\$9.40	\$9.55	1.60%	\$0.15	Non-Statutory
School Lessons 1-7 ratio 45 minutes	Per swim lesson	N	\$11.70	\$11.90	1.71%	\$0.20	Non-Statutory
School Lessons 1-1 ratio 45 minutes	Per swim lesson	N	\$33.10	\$33.60	1.51%	\$0.50	Non-Statutory

Group Exercise

Aqua Class– Single Entry	Per entry	Y	\$8.70	\$8.85	1.72%	\$0.15	Non-Statutory
10 pass Group Fitness Class	Per adult	Y	\$75.90	\$77.05	1.52%	\$1.15	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Older Adult program

Pryme Movers, Access, LEAP Group Fitness Class	Per class	Y	\$8.70	\$8.85	1.72%	\$0.15	Non-Statutory
10 Visit Pryme Movers, Access LEAP Group Fitness Class	Per person	Y	\$75.90	\$77.05	1.52%	\$1.15	Non-Statutory

Children's Programs

Birthday Party Un-catered	Per child	Y	\$19.90	\$20.20	1.51%	\$0.30	Non-Statutory
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Facility Hire

Lane Hire	Per lane, per hour	Y	\$44.30	\$44.95	1.47%	\$0.65	Non-Statutory
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Miscellaneous

Dive in Movie Single	Per single entry	Y	\$10.30	\$10.45	1.46%	\$0.15	Non-Statutory
Dive in Movie Family	Per family entry	Y	\$33.40	\$33.90	1.50%	\$0.50	Non-Statutory

Thomastown Recreation & Aquatic Centre & Mill Park Leisure**Aquatics**

20 Adult Swim, Spa and Sauna Pass	Per adult	Y	\$208.80	\$211.95	1.51%	\$3.15	Non-Statutory
20 Concession Swim, Spa and Sauna Pass	Per concession	Y	\$171.00	\$173.55	1.49%	\$2.55	Non-Statutory
20 Family Swim Pass	Per family	Y	\$325.00	\$329.85	1.49%	\$4.85	Non-Statutory
20 Swim – Adult	Per adult	Y	\$126.00	\$127.90	1.51%	\$1.90	Non-Statutory
20 Swim – Child	Per child	Y	\$99.00	\$100.50	1.52%	\$1.50	Non-Statutory
20 Swim – Concession	Per concession	Y	\$99.00	\$100.50	1.52%	\$1.50	Non-Statutory
Adult Swim – Women's Swimming Program	Per lesson	Y	\$5.50	\$5.60	1.82%	\$0.10	Non-Statutory
Adult Swim	Per entry	Y	\$7.00	\$7.10	1.43%	\$0.10	Non-Statutory
Child Swim	Per entry	Y	\$5.50	\$5.60	1.82%	\$0.10	Non-Statutory
Concession Swim	Per concession	Y	\$5.50	\$5.60	1.82%	\$0.10	Non-Statutory
Family Swim	Per entry	Y	\$17.50	\$17.75	1.43%	\$0.25	Non-Statutory
10 pass Adult Swim	Per adult	Y	\$63.00	\$63.95	1.51%	\$0.95	Non-Statutory
10 pass Child Swim	Per child	Y	\$49.50	\$50.25	1.52%	\$0.75	Non-Statutory
10 pass Concession Swim	Per concession	Y	\$49.50	\$50.25	1.52%	\$0.75	Non-Statutory
10 pass Family Swim	Per entry	Y	\$157.50	\$159.85	1.49%	\$2.35	Non-Statutory
Adult Swim, Spa and Sauna	Per entry	Y	\$11.60	\$11.75	1.29%	\$0.15	Non-Statutory
Concession Swim, Spa and Sauna	Per concession	Y	\$9.50	\$9.65	1.58%	\$0.15	Non-Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Aquatics [continued]

10 pass Adult Swim, Spa and Sauna	Per entry	Y	\$104.40	\$105.95	1.48%	\$1.55	Non-Statutory
10 pass Concession Swim, Spa and Sauna	Per concession	Y	\$85.50	\$86.80	1.52%	\$1.30	Non-Statutory
Swim, Spa and Sauna after class	Per entry	Y	\$5.40	\$5.50	1.85%	\$0.10	Non-Statutory

Swim Lessons

Access 1-1 ratio lesson 30 mins fortnightly fee	Per lesson	N	\$50.50	\$51.25	1.49%	\$0.75	Non-Statutory
Aquasafe Holiday Program	Per program	N	\$66.50	\$67.50	1.50%	\$1.00	Non-Statutory
Joining Fees	One off fee	Y	\$31.70	\$32.20	1.58%	\$0.50	Non-Statutory
Child swim lesson – 30 mins	Per lesson	N	\$18.10	\$18.35	1.38%	\$0.25	Non-Statutory
Adult swim lesson – 45mins	Per lesson	N	\$28.60	\$29.05	1.57%	\$0.45	Non-Statutory
Access 1-1 ratio lesson 30 mins	Per lesson	N	\$25.20	\$25.60	1.59%	\$0.40	Non-Statutory
Private Swim Lesson	Per lesson	N	\$53.30	\$54.10	1.50%	\$0.80	Non-Statutory
Aquatic Ed Membership Fortnightly Fee – Child	Per lesson	Y	\$36.20	\$36.75	1.52%	\$0.55	Non-Statutory
Aquatic Ed Membership Fortnightly Fee – Adult	Per lesson	Y	\$57.20	\$58.05	1.49%	\$0.85	Non-Statutory

Schools Swim lessons

1 – 10 ratio 45 minutes. including bus	Per lesson	N	\$14.20	\$14.40	1.41%	\$0.20	Non-Statutory
1 – 7 ratio 45 minutes, including bus	Per lesson	N	\$16.70	\$16.95	1.50%	\$0.25	Non-Statutory
Water Safety Session	Per lesson	N	\$17.90	\$18.15	1.40%	\$0.25	Non-Statutory
1-10 ratio 45 minutes – per child	Per lesson	N	\$9.10	\$9.25	1.65%	\$0.15	Non-Statutory
1-7 ratio 45 minutes – per child	Per lesson	N	\$11.50	\$11.65	1.30%	\$0.15	Non-Statutory
1-1 ratio 30 minutes	Per lesson	N	\$32.40	\$32.90	1.54%	\$0.50	Non-Statutory
Additional child (if less than 2 hour booking)	One off fee	N	\$4.00	\$4.05	1.25%	\$0.05	Non-Statutory

Group Exercise

Challenge Fitness Camp (Member)	Per program	Y	\$144.00	\$146.15	1.49%	\$2.15	Non-Statutory
Challenge Fitness Camp (Non-Member)	Per program	Y	\$181.40	\$184.10	1.49%	\$2.70	Non-Statutory
Group Fitness – all classes	Per entry	Y	\$15.30	\$15.55	1.63%	\$0.25	Non-Statutory
Group Fitness – all classes Concession	Per entry	Y	\$12.30	\$12.50	1.63%	\$0.20	Non-Statutory
Group Fitness 1/2 Hour Class	Per entry	Y	\$7.70	\$7.80	1.30%	\$0.10	Non-Statutory
10 pass Group Fitness	Per entry	Y	\$137.70	\$139.75	1.49%	\$2.05	Non-Statutory
10 pass Group Fitness Concession	Per concession	Y	\$110.70	\$112.35	1.49%	\$1.65	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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LEAP Program

LEAP Aqua / Movers / Gym	Per entry	Y	\$7.50	\$7.60	1.33%	\$0.10	Non-Statutory
10 pass LEAP	Per entry	Y	\$67.50	\$68.50	1.48%	\$1.00	Non-Statutory
LEAP Gym Fitness Assessment and Program	Per entry	Y	\$39.15	\$39.75	1.53%	\$0.60	Non-Statutory

Personal Training

Member 1 x 30 min session	per half hour	Y	\$42.10	\$42.75	1.54%	\$0.65	Non-Statutory
Non Member 1 x 30 min session	per half hour	Y	\$47.60	\$48.30	1.47%	\$0.70	Non-Statutory
Member 10 x 30 min sessions	per pass	Y	\$399.00	\$405.00	1.50%	\$6.00	Non-Statutory
Non Member 10 x 30 min sessions	per pass	Y	\$452.70	\$459.50	1.50%	\$6.80	Non-Statutory
Member 1 x 60 min session	per hour	Y	\$68.50	\$69.55	1.53%	\$1.05	Non-Statutory
Non Member 1 x 60 min session	per hour	Y	\$77.10	\$78.25	1.49%	\$1.15	Non-Statutory
Member 10 x 60 min sessions	per pass	Y	\$649.00	\$658.75	1.50%	\$9.75	Non-Statutory
Non Member 10 x 60 min sessions	per pass	Y	\$732.00	\$743.00	1.50%	\$11.00	Non-Statutory
Share 2 person – Member 1 x 60 min	per hour	Y	\$83.40	\$84.65	1.50%	\$1.25	Non-Statutory
Share 2 person – Non Member 1 x 60 min	per hour	Y	\$100.30	\$101.80	1.50%	\$1.50	Non-Statutory
Share 2 person – Member 10 x 60 min	per pass	Y	\$792.00	\$803.90	1.50%	\$11.90	Non-Statutory
Share 2 person – Non Member 10 x 60 min	per pass	Y	\$952.00	\$966.30	1.50%	\$14.30	Non-Statutory

Childrens' Programs

Additional staff for 16 children or more	One off fee	Y	\$70.60	\$71.65	1.49%	\$1.05	Non-Statutory
Aqua Play	Per child	Y	\$10.90	\$11.05	1.38%	\$0.15	Non-Statutory
Aqua Play 10 Visit Pass	per pass	Y	\$98.10	\$99.55	1.48%	\$1.45	Non-Statutory
Birthday Party – catered, per child	per child	Y	\$27.60	\$28.00	1.45%	\$0.40	Non-Statutory
Birthday Party non-catered (Standard 12-15 children) per child	per child	Y	\$16.70	\$16.95	1.50%	\$0.25	Non-Statutory

Creche

20 pass – 1 child per 1 hour	per pass	Y	\$129.60	\$131.55	1.50%	\$1.95	Non-Statutory
20 pass – 2 children per 1 hour	per pass	Y	\$163.80	\$166.25	1.50%	\$2.45	Non-Statutory
20 pass – 3 or more children per 1 hour	per pass	Y	\$199.80	\$202.80	1.50%	\$3.00	Non-Statutory
Child care – 1/2 child per hour	per hour	Y	\$3.60	\$3.65	1.39%	\$0.05	Non-Statutory
Child Care – 1/4 Child per hour	per hour	Y	\$1.80	\$1.85	2.78%	\$0.05	Non-Statutory
1 child per 1 hour	per hour	Y	\$7.20	\$7.30	1.39%	\$0.10	Non-Statutory
2 children per 1 hour	per hour	Y	\$9.10	\$9.25	1.65%	\$0.15	Non-Statutory
3 or more children per 1 hour	per hour	Y	\$11.10	\$11.25	1.35%	\$0.15	Non-Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Creche [continued]

10 pass – 1 child per 1 hour	per pass	Y	\$64.80	\$65.75	1.47%	\$0.95	Non-Statutory
10 pass – 2 children per 1 hour	per pass	Y	\$81.90	\$83.15	1.53%	\$1.25	Non-Statutory
10 pass – 3 or more children per 1 hour	per pass	Y	\$99.90	\$101.40	1.50%	\$1.50	Non-Statutory

Occasional Care

Per child per hour	per hour	Y	\$8.90	\$9.05	1.69%	\$0.15	Non-Statutory
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Facility Hire

Wellness suites	Per month	Y	\$1,797.30	\$1,824.25	1.50%	\$26.95	Non-Statutory
Full Court – after 4pm weekdays and weekends	Per hour	Y	\$47.80	\$48.50	1.46%	\$0.70	Non-Statutory
Full Court – before 4pm weekdays	Per hour	Y	\$40.00	\$40.60	1.50%	\$0.60	Non-Statutory
Group fitness room rental per hour	per hour	Y	\$42.10	\$42.75	1.54%	\$0.65	Non-Statutory
Childcare room rental per hour	per hour	Y	\$42.10	\$42.75	1.54%	\$0.65	Non-Statutory
Meeting Room Hire (next to cafe)	Per hour	Y	\$42.10	\$42.75	1.54%	\$0.65	Non-Statutory
25m Pool Lane Hire – Permanent	Per lane, per hour	Y	\$28.60	\$29.05	1.57%	\$0.45	Non-Statutory
25m Pool Lane Hire – Casual	Per lane, per hour	Y	\$43.10	\$43.75	1.51%	\$0.65	Non-Statutory
Hydro Pool Hire (1/2 pool)	Per hour	Y	\$83.10	\$84.35	1.50%	\$1.25	Non-Statutory
Hydro Pool Hire	Per hour	Y	\$165.50	\$168.00	1.51%	\$2.50	Non-Statutory
Warm Water Pool Hire including Meeting Room	Per hour	Y	\$248.20	\$251.90	1.49%	\$3.70	Non-Statutory
Warm Water Pool Hire	Per hour	Y	\$208.10	\$211.20	1.49%	\$3.10	Non-Statutory

Miscellaneous

Locker	per locker	Y	\$2.50	\$2.55	2.00%	\$0.05	Non-Statutory
RFID Band	per RFID band	Y	\$13.50	\$13.70	1.48%	\$0.20	Non-Statutory

Club Memberships (New fee structure)

Bronze – Joining Fee	One off fee	Y	\$79.00	\$80.20	1.52%	\$1.20	Non-Statutory
Bronze – Weekly Fee	Per week	Y	\$15.90	\$16.15	1.57%	\$0.25	Non-Statutory
Bronze Concession – Joining Fee	One off fee	Y	\$55.00	\$55.85	1.55%	\$0.85	Non-Statutory
Bronze Concession – Weekly Fee	Per week	Y	\$11.10	\$11.25	1.35%	\$0.15	Non-Statutory
Gold – Joining Fee	One off fee	Y	\$99.00	\$100.50	1.52%	\$1.50	Non-Statutory
Gold – Weekly Fee	Per week	Y	\$19.90	\$20.20	1.51%	\$0.30	Non-Statutory
Gold Concession – Joining Fee	One off fee	Y	\$69.00	\$70.05	1.52%	\$1.05	Non-Statutory
Gold Concession – Weekly Fee	Per week	Y	\$13.90	\$14.10	1.44%	\$0.20	Non-Statutory

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Club Memberships (New fee structure) [continued]

MX Training Zone Membership – Joining Fee	One off Fee	Y	\$99.00	\$100.50	1.52%	\$1.50	Non-Statutory
MX Training Zone Membership – Weekly Fee	Per week	Y	\$45.00	\$45.70	1.56%	\$0.70	Non-Statutory
Platinum – Joining Fee	One off fee	Y	\$99.00	\$100.50	1.52%	\$1.50	Non-Statutory
Platinum – Weekly Fee	Per week	Y	\$22.00	\$22.35	1.59%	\$0.35	Non-Statutory
Silver – Joining Fee	One off fee	Y	\$89.00	\$90.35	1.52%	\$1.35	Non-Statutory
Silver – Weekly Fee	Per week	Y	\$17.90	\$18.15	1.40%	\$0.25	Non-Statutory
Silver Concession – Joining Fee	One off fee	Y	\$62.00	\$62.95	1.53%	\$0.95	Non-Statutory
Silver Concession – Weekly Fee	Per week	Y	\$12.50	\$12.70	1.60%	\$0.20	Non-Statutory

Growling Frog Golf Course**Golf Fees****Golf Fees – 18 Holes**

Adult	Per round	Y	\$49.00	\$49.75	1.53%	\$0.75	Non-Statutory
After 2pm golf	Per round	Y	\$30.00	\$30.45	1.50%	\$0.45	Non-Statutory
Group	Per round	Y	\$44.00	\$44.65	1.48%	\$0.65	Non-Statutory
Leap (Tuesday only)	Per round	Y	\$24.50	\$24.85	1.43%	\$0.35	Non-Statutory
Lifestyle	Per round	Y	\$24.50	\$24.85	1.43%	\$0.35	Non-Statutory
Member / Pass Holder Guest	Per round	Y	\$44.00	\$44.65	1.48%	\$0.65	Non-Statutory
Online	Per round	Y	\$44.00	\$44.65	1.48%	\$0.65	Non-Statutory
Partner	Per round	Y	\$39.00	\$39.60	1.54%	\$0.61	Non-Statutory
Residents (City of Whittlesea) Weekday only – exclude public holidays	Per round	Y	\$34.00	\$34.50	1.47%	\$0.50	Non-Statutory
Seniors (Weekday only, exclude public holiday)	Per round	Y	\$29.00	\$29.45	1.55%	\$0.45	Non-Statutory
Under 21	Per round	Y	\$29.00	\$29.45	1.55%	\$0.45	Non-Statutory

Golf Fees – 9 Holes

Adult	Per Round	Y	\$30.00	\$30.45	1.50%	\$0.45	Non-Statutory
Leap (Tuesday only)	Per round	Y	\$15.00	\$15.25	1.67%	\$0.25	Non-Statutory
Lifestyle	Per round	Y	\$15.00	\$15.25	1.67%	\$0.25	Non-Statutory
Partner	Per round	Y	\$24.00	\$24.35	1.46%	\$0.35	Non-Statutory
Residents (City of Whittlesea) Weekday only– exclude public holidays	Per round	Y	\$21.00	\$21.30	1.43%	\$0.30	Non-Statutory
Seniors (Weekday only, exclude public holiday)	Per round	Y	\$18.00	\$18.25	1.39%	\$0.25	Non-Statutory
Under 21	Per round	Y	\$18.00	\$18.25	1.39%	\$0.25	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Range Balls

10 bucket price (35)	Per 10 Bucket	Y	\$52.00	\$52.80	1.54%	\$0.80	Non-Statutory
10 bucket price (70)	Per 10 Bucket	Y	\$90.00	\$91.35	1.50%	\$1.35	Non-Statutory
Large bucket 70 balls	Per bucket	Y	\$12.00	\$12.20	1.67%	\$0.20	Non-Statutory
Small bucket 35 balls	Per bucket	Y	\$7.00	\$7.10	1.43%	\$0.10	Non-Statutory

Season Pass

Growling Frog Lifestyle – Annual	Annual	Y	\$295.00	\$299.40	1.49%	\$4.40	Non-Statutory
Juniors Under 21 – Annual	Annual	Y	\$699.00	\$709.50	1.50%	\$10.51	Non-Statutory
Juniors Under 21 – Monthly	Per month	Y	\$64.00	\$64.95	1.48%	\$0.95	Non-Statutory
Partner Pass – Annual	Annual	Y	\$49.00	\$49.75	1.53%	\$0.75	Non-Statutory
Seniors Weekday – Annual (excluding public holidays)	Annual	Y	\$699.00	\$709.50	1.50%	\$10.51	Non-Statutory
Seniors Weekday – Monthly (excluding public holidays)	Per month	Y	\$64.00	\$64.95	1.48%	\$0.95	Non-Statutory
Unlimited – Annual	Annual	Y	\$1,596.00	\$1,619.95	1.50%	\$23.95	Non-Statutory
Unlimited – Monthly	Per month	Y	\$146.00	\$148.20	1.51%	\$2.20	Non-Statutory
Weekday – Annual	Annual	Y	\$995.00	\$1,009.95	1.50%	\$14.95	Non-Statutory
Weekday – Monthly	Per month	Y	\$91.00	\$92.35	1.48%	\$1.35	Non-Statutory

Hire**Cart****18 Hole**

Annual Cart Pass	Per cart	Y	\$880.00	\$893.20	1.50%	\$13.20	Non-Statutory
Plus \$10 Passenger fee on weekends and public holidays.							
Cart Trail Fee	Per cart	Y	\$10.00	\$10.15	1.50%	\$0.15	Non-Statutory
Groups (All carts prepaid)	Per cart	Y	\$36.00	\$36.55	1.53%	\$0.55	Non-Statutory
Motorised Cart -18 Holes	Per cart	Y	\$44.00	\$44.65	1.48%	\$0.65	Non-Statutory
Partner & Pass holder	Per cart	Y	\$36.00	\$36.55	1.53%	\$0.55	Non-Statutory
Seniors	Per cart	Y	\$36.00	\$36.55	1.53%	\$0.55	Non-Statutory
Tuesday Leap	Per cart	Y	\$20.00	\$20.30	1.50%	\$0.30	Non-Statutory

9 Hole

Cart Trail Fee	Per cart	Y	\$5.01	\$5.08	1.40%	\$0.08	Non-Statutory
Motorised Cart– 9 Holes	Per round	Y	\$30.00	\$30.45	1.50%	\$0.45	Non-Statutory
Partner & Pass holder	Per cart	Y	\$24.00	\$24.37	1.54%	\$0.37	Non-Statutory
Seniors	Per cart	Y	\$24.00	\$24.35	1.46%	\$0.35	Non-Statutory
Tuesday Leap	Per cart	Y	\$20.00	\$20.30	1.50%	\$0.30	Non-Statutory

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase %	Increase \$	Basis of Fee
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Other

Buggies	Per hire	Y	\$7.00	\$7.10	1.43%	\$0.10	Non-Statutory
Clubs	Per hire	Y	\$19.00	\$19.30	1.58%	\$0.30	Non-Statutory

ITEM 6.5.4 FOR NOTING - GOVERNANCE ARRANGEMENTS UNDER ADMINISTRATORS - FIRST TWELVE MONTHS

Attachments:

- 1 Administrator Action Plan 2020-2024 [↓](#)
- 2 Activities of the Administrators [↓](#)

Responsible Officer: Executive Manager Governance

Author: Executive Manager Governance

RECOMMENDATION SUMMARY

THAT Council resolve to note the report and provide a copy of it to the Minister for Local Government, Local Government Victoria and to all local Members of Parliament.

BRIEF OVERVIEW

This report provides an overview of good governance provided by the City of Whittlesea Panel of Administrators, working as Council, during the first 12 months since the panel's appointment by the Victorian Government in March 2020.

It also includes the Administrator Action Plan 2020-2024 that has been developed to ensure continued good governance during Council's four-year term. This Action Plan outlines priorities in line with the Community Vision, *Whittlesea 2040: A place for all*, and considers the *Local Government Act* and needs of the community in responding and recovering from the COVID 19 pandemic.

RATIONALE FOR RECOMMENDATION

Transparency via regular reporting to the community plays a critical role in demonstrating good governance. This report is also in line with recommendations made in the Municipal Monitor's report tabled in Parliament on 17 March 2020.

IMPACTS OF RECOMMENDATION

The Administrator Action Plan 2020-2024 will be updated and reported to community bi-annually. The Action Plan will evolve and adapt according to community feedback, including engagement outcomes during the development of the Council Plan 2021-2025.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Monitoring and reviewing the Administrator Action Plan will occur every six months.

REPORT

BACKGROUND

The April 2021 Council Meeting marks the 12-month milestone since Ms Lydia Wilson was appointed by the Minister for Local Government to the role of Interim Administrator on 21 March 2020.

On 19 June 2020, the Panel of Administrators was appointed, where Ms Wilson became the Chair and was joined by The Hon Bruce Billson and Ms Peita Duncan. The Hon Bruce Billson resigned as Administrator effective 5 March 2021. It is anticipated that the Victorian Government will announce a replacement Administrator for the City of Whittlesea by the end of April 2021.

A six-monthly report was tabled at the Council Meeting held on 6 October 2020, which provided an overview of the Panel's activities working with the community, stakeholders and the organisation.

The 12-monthly report provides an overview of governance and representational activities between March 2020 and March 2021.

A key emphasis throughout this period has been embedding good governance at the City of Whittlesea as recommended in the Municipal Monitor's report tabled in Parliament on 17 March 2020 which recommended: *"Administrators develop, implement and publicly report on an action plan to embed good governance at the Council taking into account the reform opportunities in the Local Government Bill 2019."*

The focus on good governance has included progressive implementation of the provisions of the *Local Government Act 2020* and restoring stability to the organisation following a significant period of turmoil and disruption.

In addition to re-established good governance and effective decision-making, the Council has been diligent in re-building the reputation of the City of Whittlesea through community engagement, improving staff morale and developing clear strategic directions and an action plan, which serves as a roadmap for a successful future. (Attachment 1)

This reporting period also captures activities during the evolving challenges associated with COVID-19.

ROLE OF ADMINISTRATORS

Administrators have a dual role:

1. Decision-making (as the Council); and
2. Representing the community.

This section of the report outlines the Interim Administrator and the Panel of Administrators' (Council) activities since March 2020.

Priorities, Commitments and Approach

- The Administrators have been united from the outset in the view that **they are not simply a Board of Directors but a Council** - fulfilling Mayoral and Councillor roles and responsibilities and civic duties along with a demonstrated commitment to a strong representational role. This ensures that residents do not feel disenfranchised by the fact that they are not elected representatives.

- The Panel of Administrators has expended considerable effort to ensure the **rebuilding of the City's reputation and stability as well as trust**, both internally and externally.
- Ongoing work with the CEO, the Executive Leadership Team and the Audit and Risk Committee to ensure **rigid legislative and statutory compliance and accountability**.
- **Rigour** in relation to budget oversight - operational and capital, income and expenditure, and responsible long term financial management.
- **A rigorous and strategic approach was implemented during the recruitment of a permanent CEO with a mindset of being 'community-first'** coupled with leading LGA ambition and a determination to 'reset' the leadership team and stabilise the organisation.
- Active participation and prominence in a range of **community engagement and consultation activities** at both local and strategic levels including encouragement of active and constructive citizenry.
- A commitment to work in **partnership with the CEO and his Executive Leadership Team**, while respecting each other's unique roles and responsibilities and all statutory requirements.
- Each Administrator has **actively participated as part of Council or community advisory committees**.
- Administrators have each been instrumental in reviewing the opportunities for **establishing additional advisory structures** where there are current gaps e.g. business/economic development, planning and development.
- Revised and introduced **'best of breed' governance and Council policies**, embracing leading examples, contemporary guidance, relevant reviews in the sector and internal/VAGO audit findings.
- A unilateral commitment to leave **a lasting legacy for the municipality** in terms of good governance but also in genuine community engagement, capital and project delivery, strategic planning and policy development, and long-term financial rigour.
- The Panel of Administrators, together with the Executive Leadership Team, has focused on, and emphasised, a number of **overarching Council priorities** including environmental sustainability, key urban design frameworks, investment attraction, local employment, economic development, civic affairs (customer service and community engagement) and the availability of housing choices, balanced growth and development with a focus on both established and new areas.
- Administrators have sought to push the boundaries to be an **'exemplar' and innovative Council** representing the whole municipality. This has included a focus on **key social issues** including affordable housing; social inclusion; Aboriginal reconciliation; multiculturalism; mental health; disadvantage etc.
- A commitment to work in **partnership with key stakeholders** including diverse communities, business, community organisations, Members of Parliament, Authorities (Department of Environment Land Water and Planning, the Victorian Planning Authority, the Environment Protection Authority, Melbourne Market Authority, Water Corporations), the Audit and Risk Committee, emergency services, education and health institutions, the private sector.

- A **strong advocacy** role on behalf of the municipality has been adopted and will be strengthened by a more focused approach on strategic issues for the municipality including, but not limited, transport, housing, infrastructure, the North and West City Deal (Beveridge Intermodal Freight Terminal and Epping Food Innovation Hub), the Green Wedge and infrastructure funding.

Decision making activities

Administrators have adopted an extremely collaborative, open and impartial approach in working together to make the best decisions for the City of Whittlesea. They have demonstrated at all times careful consideration of briefing documents and reports, and made ongoing enquiries into officer's recommendations.

Administrators have also developed a respectful and collaborative approach to working with the Chief Executive Officer and Council's Executive Leadership Team in restoring good governance and informed decision making at the City of Whittlesea. Hallmarks of this approach have been their organisational visibility, effective ongoing communication and respectful manner with staff.

Administrators attend weekly briefing sessions on key strategic issues for the municipality including:

- The *Local Government Act 2020*
- Council Budget
- Council Plan development
- Community Engagement
- *Whittlesea 2040 Vision*
- Strategic and statutory planning
- Advocacy priorities
- The North and West City Deal
- Leisure and community services infrastructure projects
- Other major contracts and projects.

The *Local Government Act 2020* received Royal Assent on 24 March 2020. Implementation of the Act is staged over many years, and some parts of the *Local Government Act 1989* remain in place.

Council is focused on ensuring rigorous compliance with the new Act and has been systematically considering reports at Council Meetings that will ensure effective governance and rigid statutory compliance.

A summary of the key governance decisions made in the past six months include:

- Confirmation of Council Meetings for 2021 (including two Council meetings held in community) at the 7 December 2020 Council Meeting.
- Adoption of a new Administrator/Councillor Code of Conduct at the 2 February 2021 Council Meeting.
- Adoption of a new Gift policy at the 2 February 2021 Council Meeting.
- Adoption of a new Community Engagement Policy at the 1 March 2021 Council Meeting.

Employment of a permanent CEO

The recruitment of the CEO is a key responsibility of the Council.

The process is managed by the CEO Employment Matters Advisory Committee (CEMAC), which is an Advisory Committee of the Council.

Membership of CEMAC comprises all Administrators and the Council appointed Independent Person Margaret Devlin. Ms Devlin was appointed by the Council in July 2020 to the position of Independent Person on CEMAC. The term of appointment is two years.

Following a rigorous recruitment process, and supported by a contracted specialist recruitment company, Council appointed Mr Craig Lloyd to the position of CEO on 7 September 2020 and he commenced in the CEO role on 12 October 2020.

CEMAC met on 23 November 2020 and approved the CEO Key Performance indicators for the first twelve months of tenure. CEMAC met again on 8 February 2021 to review the first 90-day report from the CEO. A further CEMAC meeting is scheduled on 4 May 2021 to undertake the CEO's probationary review.

Representing Council in the community

The Council has universally adopted a strong representational role to ensure that the interests and varying views of the whole community are recognised.

This leadership is aimed at two-way communication between the community and Council to ensure informed decision making and citizen participation.

Visibility in the community has been difficult due to COVID-19 restrictions that have been in place in varying degrees since April 2020.

The Administrators have nonetheless actively participated in online forums, events and activities regularly and since restrictions have eased have commenced attending meetings and events in person.

This has included active participation in all internal and external Council Advisory Committees, meetings with local Members of Parliament, business webinars, community engagement activities with residents and briefings with groups and stakeholders.

Recent face to face community engagement has included:

- Community consultations on Masons Road
- Three community Consultations in Laurimar 1C estate, Doreen
- Site visits arranged across the municipality
- Conduct of a Community Forum and March 2021 Council meeting within a community centre at the Whittlesea township
- Council Plan "Pop ups" sessions – Thomastown; All Abilities Playspace
- Attendance at many launches/openings including the opening of the Ganbu Gulinj Community Centre; opening of the String Street Kindergarten; turning of the Sod at the Whittlesea Basketball Stadium; opening of the Yarra Plenty Regional Library new branch library at Ivanhoe
- Listening to Land exhibition launch
- All Abilities Play Space launch
- South Morang Farmers and Makers Market.

Council has issued more than 169 media releases and Administrators have each engaged with community radio and podcasts, which have appeared on Council's external channels and Plenty Valley FM.

The Chair has published regular messages of support to the community via Council's external channels and in local newspapers.

A full listing of the activities of the Administrators is appended to this report in *Attachment 2*.

Advocating for our community

The Panel of Administrators continues to develop excellent rapport with local Members of Parliament to advocate on behalf of the community.

The City of Whittlesea has secured over \$10 million in capital grant funding from State and Federal Government over the past twelve months and have submitted further capital grant requests of \$12.6 million.

This has included more than \$2.4 million in Victorian Government funding to help build vital community infrastructure, including a new respite facility in Mernda.

The Growing Suburbs Fund contribution will assist the City of Whittlesea to deliver five key projects that focus on creating liveable and sustainable neighbourhoods. The projects include:

- A new social support respite facility in Mernda for older residents
- An outdoor learning area at Mill Park Library
- Safety and streetscape improvements at the Rochdale Square shopping precinct in Lalor
- A program to improve energy efficiency in the City of Whittlesea
- A new playground and landscaping at Carrington Boulevard Children's Centre in Thomastown.

Further works to improve Lalor and Thomastown streetscapes has been fast-tracked after a \$1 million funding boost from the Victorian Government's Building Works Stimulus Package.

The \$7.4 million streetscape redevelopments are important for job creation and re-activating local shopping precincts after COVID-19.

Council continues to advocate for funding to enable sporting facilities to be upgraded for better female friendly facilities.

A \$1 million funding boost from the State Government's Community Sports Infrastructure Stimulus Program will fast-track the much-needed upgrade of Mill Park Basketball Stadium. Council has invested the balance of \$1.8 million

The \$2.8 million redevelopment of this popular precinct will include new female and family change rooms, seating upgrades, accessible public toilets, a modern kitchen and fit-for purpose spaces to help the local association and clubs grow.

Council has successfully obtained funding of up to \$1.32m through the Jobs Victoria Advocates program for the purpose of employing four Jobs Victoria Advocates within the Metro - Northern region to support long term unemployed and support local employment.

State Government funding (\$570,000) was obtained to support the hospitality sector for outdoor dining and entertainment.

Council successfully advocated for 33 new social housing dwellings. This will result in a total of 208 new affordable housing dwellings to be delivered across three locations in the City.

Responding to COVID-19

The COVID-19 pandemic has significantly impacted the way people across Victoria live and work since the State of Emergency was declared on 16 March 2020.

Significant periods of lockdown across Victoria have financially and socially impacted on our residents and businesses.

At the height of the pandemic in June-August 2020, the City of Whittlesea was the fourth highest LGA for COVID-19 cases.

In April 2020 Council established an initial \$200,000 Pandemic Emergency Relief Fund to respond to emerging social and economic hardship being felt by the community and businesses as the first wave of impacts of the COVID-19 pandemic began to accumulate under the declared State of Emergency.

A COVID-19 Hardship Policy was developed that has enabled residents and businesses to enter into a payment plan or defer payments interest-free until June 2021. 208 applications have been received and 161 have been approved.

Council has worked closely with its network of community and social services agencies working across the City of Whittlesea with a direct line of sight to those most vulnerable in our municipality.

The initial Emergency Relief Fund has directly helped with the provision of emergency food and critical aid to hundreds of families and individuals in need. Since 6 April 2020, 21 local organisations have received financial support under the Emergency Relief Fund, totalling \$424,428. Council has received approximately 200 requests for support from 50 organisations.

In respect to support for businesses, Stage 1 pandemic relief and response funding of \$90,000 was allocated via a Business Support Package to increase business mentoring sessions and the development of promotional campaigns, webinars and business development programs. A dedicated Business Support Line was also established and is ongoing.

At the September 2020 Council Meeting, further financial relief was endorsed including \$300,000 for a second round of Emergency Relief Funding to be distributed via not-for-profit groups. A Business Relief and Resilience Program was also implemented with 103 local businesses funded a total of \$450,000. An additional \$120,000 is still to be allocated.

A Community Recovery Fund of \$2 million was approved in the adopted Council Budget for 2020-21. A series of online and in person activities commenced in March with residents, clubs, businesses and groups to co-design the expenditure of the community recovery fund.

Chair Administrator Lydia Wilson welcomed participants in the online workshop to the participatory budget program and on 31 March was presented with ideas around how to allocate the funds. Council is currently considering these ideas.

Council received \$13 million funding from the State Government's Working for Victoria initiative to employ 294 people who lost their jobs as a result to COVID-19 impacts on six-month contracts. These roles were directly employed into Council to assist in community relief and recovery efforts while some were re-deployed into not-for-profit groups that are supporting residents in need. The program concludes at the end of May and a number of contract positions have been successful in gaining longer-term contracts or full time employment at Council as a result of this successful program.

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

Good governance in partnership

The Council joins the CEO and Executive Leadership Team at weekly briefing sessions on Council matters. On 16 December 2020, a combined planning day was held between the Council and Executive to identify key priorities for the term of the Council that would later support the development of the Council Plan 2021-25.

Administrator Action Plan 2020-2024

Council has developed an Administrator Action Plan 2020-2024 (refer attachment 1) and commits to publicly reporting on outcomes and achievements from this plan every six months.

THE ACTION PLAN AHEAD

Key priorities and a roadmap to achieving community outcomes have been marked out by the Panel of Administrators in partnership with the CEO and Executive Leadership Team. This action plan outlines the strategies and actions that have been identified to ensure good governance at the City of Whittlesea through to October 2024.

The actions are outlined under the five priority areas of Council as outlined in the Council Plan and Community Vision, *Whittlesea2040: A place for all* and additional priorities of Good Governance/Effective implementation of the *Local Government Act 2020* and Covid Response and Recovery.

1. Good Governance/Effective implementation of LG Act 2020
2. COVID19 Response and Recovery
3. Connected Communities
4. Liveable Neighbourhoods
5. Strong Local Economy
6. Sustainable Environment.
7. High Performing Organisation

Progress and achievement against this Action Plan will be publicly reported at a Council meeting every six months.

FINANCIAL IMPLICATIONS

Administrators, appointed as the Council, are responsible for the financial health and wellbeing of the Council and the adoption of the annual budget. The Annual Budget was adopted at the July Council Meeting for 2020-21. Highlights included \$84M for community infrastructure and a \$2M COVID-19 Community Recovery Fund. Funding will also be committed in due course through budget processes to deliver on the commitments that emerge through community consultation and engagement activities for the development of the Council Plan 2021-2025.

POLICY STRATEGY AND LEGISLATION

The Panel of Administrators were appointed under the provisions of the *Local Government (Whittlesea City Council) Act 2020* by the Minister for Local Government.

The Chair of the Panel of Administrators takes on the role functions and duties of the Mayor and the Administrators take on the roles, duties and functions of a Councillor. Together the Panel of Administrators form the Council of the City of Whittlesea.

The laws regulations, policies and procedures that apply to the Council and to Councillors also apply to Administrators.

LINK TO STRATEGIC RISKS

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

The Panel of Administrators have been put in place to ensure good governance as Council under the Local Government Act.

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

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 past 12 months has been an exceptionally busy period for the Panel of Administrators, working as Council, with considerable demonstrated achievements. In addition to the re-establishment of good governance and effective decision-making, considerable efforts have been made to re-build the reputation of the City of Whittlesea, to engage with the community and to improve staff morale. A clear action plan and priorities for the future have been identified which will be progressively implemented in partnership with the CEO and Executive Leadership Team. Progress against this plan will be publicly reported on a six-monthly basis.

Administrators will continue to be vigilant in relation to the current COVID-19 challenges and supporting COVID-19 recovery whilst enhancing their visibility in the community.

RECOMMENDATION

THAT Council resolve to note the report, and to provide a copy of the report, to the Minister for Local Government The Hon. Shaun Leane, Local Government Victoria and all local Members of Parliament as a formal record of the activities of the Panel of Administrators over the past 12 months and its Action Plan going forward.

COUNCIL RESOLUTION

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

THAT Council resolve to adopt the Recommendation.

CARRIED

Administrator Action Plan 2020-2024



Ms Lydia Wilson was appointed by the Minister for Local Government to the role of Interim Administrator on 21 March 2020. On 19 June 2020, the Panel of Administrators was appointed to work as Council, where Ms Wilson became the Chair of Administrators and was joined by The Hon Bruce Billson and Ms Peita Duncan.

The Hon Bruce Billson resigned as Administrator effective 5 March 2021. During his time as a member of the Panel of Administrators, Administrator Billson worked alongside Administrators Duncan and Wilson to support our Executive and staff to deliver a range of service and governance improvements, support our community through COVID-19, and embark on a significant consultation to develop a new Council Plan. We are looking forward to the Victorian Government announcing a replacement Administrator for the City of Whittlesea.

The Council is fully committed to our work and the roadmap we have set for the future of the City of Whittlesea, including an ambitious outcome-focused program for the remainder of our term.

The Council is committed to embedding good governance at the City of Whittlesea in accordance with the State Government-appointed Municipal Monitor's report tabled in Parliament on 17 March 2020 which recommended: *"Administrators develop, implement and publicly report on an action plan to embed good governance at the Council taking into account the reform opportunities in the Local Government Bill 2019."*

This action plan outlines the strategies and actions that have been identified to ensure good governance at the City of Whittlesea through to October 2024. The actions are outlined under Council's five priority areas from the City of Whittlesea's Community Vision *Whittlesea2040: A place for all* and additional priorities of Effective implementation of *LG Act 2020* and Covid Response and Recovery.

1. Good Governance/Effective implementation of LG Act 2020
2. COVID19 Response and Recovery
3. Connected Communities
4. Liveable Neighbourhoods
5. Strong Local Economy
6. Sustainable Environment.
7. High performing organisation

Good Governance/Effective implementation of the LG Act 2020



Action/Focus area	Status as at April 2021	Future Actions
Governance rules	Endorsed 1 September 2020	Further review being completed for endorsement in April 2021 for public consultation with intention to increase civic participation at Council meetings.
Review of conduct of Scheduled Council Meetings	Confirmation of Council meeting schedule for 2021 at 7 December 2020 Council meeting. Conduct of first community-based Council Meeting on 1 March 2021	Ongoing review of community participation at Council Meetings and regular community-based meetings. Next Community Council Meeting scheduled 7 September 2021.
Public Transparency policy	Endorsed 1 September 2020	Future review.
Administrator/Councillor Code of Conduct	Endorsed 2 February 2021	Conduct of Administrators will continue in line with the code of conduct.
Audit and Risk Committee	Meetings held May 2020, August 2020, November 2020, February 2021. Charter reviewed and updated to reflect personal interest returns.	Continue quarterly meetings and six-monthly report to Council by Independent Chair.
Community Engagement Policy	Endorsed 1 March 2021	Numerous engagement activities in line with the policy.
Administrator/Councillor Gift Policy	Endorsed 1 March 2021	Future review.

Good Governance/Effective implementation of the LG Act 2020



Action/Focus area	Status as at April 2021	Future Actions
Council Budget 2021/22	Community engagement commenced. In progress for adoption at June 2021 Council meeting.	To be completed and endorsed June 2021.
Revenue and Rating Plan		To be completed and endorsed June 2021.
Council Plan 2021-25	Active community consultation and engagement including 370 individual responses and 3172 pieces of feedback received. Engagement has included budgeting workshops for COVID19 \$2million recovery fund.	To be completed and approved June 2021. LG Act requires endorsement by 31 October 2021
Community Vision – Whittlesea 2040	Current - Refreshed as part of community consultation.	Continue to align all work to this vision.
Ten year Financial Plan	Existing long term financial plan in place.	To be completed and endorsed by 31 October 2021 in accordance with LG Act requirements.
Annual Report 2020/21	Annual report 2019/20 submitted.	To be completed and endorsed by 31 October 2021 in accordance with LG Act requirements.
CEO Employment Matters Advisory Committee (CEMAC)	CEMAC terms of reference in place and review commenced in consideration of Policy requirements. Independent Member appointed July 2020.	To be completed and endorsed by 31 December 2021 in accordance with LG Act requirements.
Workforce plan	Current plan in place	To be completed and endorsed by 31 December 2021 in accordance with LG Act requirements.
Complaints Policy	Current policy in place	To be completed and endorsed by 31 December 2021 in accordance with LG Act requirements.

Good Governance/Effective implementation of the LG Act 2020



Action/Focus area	Status as at April 2021	Future Actions
Procurement Policy	Current policy in place	To be completed and endorsed by 31 December 2021 in accordance with LG Act requirements.
Preparing for 2024 Council elections	Initial discussions held in February 2021 with VLGA and MAV in relation to engaging and supporting community leadership capability building Multicultural civic participation and leadership program commenced	Future sessions and information with community to increase awareness of Council and Councillor roles and to build capability. Formal civic leadership program to commence late 2021.
Development and progressive implementation of adopted Council Advocacy Program	Advocacy Briefing held with Council February 2021 Meetings and forums held with local Members of Parliament	Delivery of adopted Advocacy Plan Continued meetings and partnerships work
Partnership approach	Key partnerships with Interface Councils and Northern Councils Alliance	Review of developer contribution plans with Interface Group of Councils. Active participation by CEO and Chair Administrator in joint planning and advocacy.

COVID19 response and recovery



Action/Focus area	Status as at April 2021	Future Actions
Financial investment into supporting recovery and response.	<p>Covid Hardship policy developed with 161 applications approved to support residents and businesses.</p> <p>21 local organisations have received financial support under the Emergency Relief Fund, totalling \$424,428.</p>	<p>Further financial support will be considered in 2021/22 budget preparations.</p> <p>Financial modelling to occur post COVID19.</p>
Supporting business and employment	<p>103 applications were funded through the Business Assistance Grants Program totalling approximately \$450,000.</p> <p>\$570,000 State Government grant funding received to support food and hospitality businesses with outdoor eating and entertainment.</p> <p>294 people employed by Council through the Working for Victoria Program with 147 working in community and partner organisations and 147 directly with Council.</p>	<p>Acquittal of grants to occur.</p> <p>Evaluation report of Working for Victoria being prepared by State Government.</p>
\$2mil codesigned recovery	<p>Pandemic readiness and recovery plan endorsed.</p> <p>Monthly updates provided at Council meetings</p> <p>Community recovery budgeting workshops held 18 and 25 March 2021 to co-design priorities for budgeting response.</p>	<p>Continue co-design with community for the prioritisation of expenditure of the recovery fund.</p>

COVID19 response and recovery



Action/Focus area	Status as at April 2021	Future Actions
Council services adapting to COVID19 restrictions.	Business Continuity plans activated. Regular changes to service to respond to State Government restrictions, ensuring CovidSafe and essential services were maintained. QR code installed in all Council premises and COVID safe plans prepared.	Continue to adapt services and implement business continuity plan as required.
Partnerships in relief and recovery.	Ongoing meetings and communication with Emergency Services Victoria, local agencies and Local Government Victoria to plan and respond to the pandemic.	Continue working relationships and communications to ensure effective response and relief to our local communities.

Connected Communities — socially cohesive community, healthy and safe community, a participating community



Action/Focus area	Status as at April 2021	Future Actions
Disability access and inclusion	Attendance at monthly meeting of the Whittlesea Disability Network	Whittlesea Disability Network now moved to face to face meetings with residents and carers to improve inclusion.
Supporting Young People	Youth Advisory Committee participation	Further engagement with Youth Advisory Committee to inform Council decisions and support civic leadership development
Emergency Management – preparing for forthcoming fire season	Municipal Fire Management Planning Committee meetings.	Future meetings and planning.
Future service models	Briefings held on key strategic projects and opportunities including Youth Services Advisory Committee, Aged Care Reform, Early Years and 3-year-old kindergarten.	Continue work on strategic modelling.
Advisory groups	Attendance at relevant advisory group meetings and monthly reporting back to Council. Details have been recorded in monthly Council meetings and outlined in the attachments to the <i>Governance Arrangements under Administrators – 12-month report</i> .	Confirmation of participation of advisory committees by Administrators will occur June 2021 once new Administrator has commenced.

Connected Communities — socially cohesive community, healthy and safe community, a participating community



Action/Focus area	Status as at April 2021	Future Actions
Supporting reconciliation	Stretch Reconciliation Action Plan in place Whittlesea Reconciliation Group meets bi-monthly with Administrator involvement	Review of Reconciliation Action Plan Recording/capturing stories The Gathering Place initiative Advocacy to be undertaken with Commonwealth and State Government in relation to treaty, land rights
Australia Day review	Decision at Council meeting December to change Australia Day Awards to be Community Awards on a later date. Citizenship ceremony proceeded.	Community Awards to be implemented during 2021. Review of Council festivals and events by July 2020.
Celebrating Cultural Diversity	Supporting and attending events that celebrate Cultural Diversity Citizenship ceremonies – two held 26 January 2021 with over 100 conferees	Continue supporting events that celebrate cultural diversity Support Welcoming Cities accreditation Regular citizenship ceremonies to continue

Connected Communities — socially cohesive community, healthy and safe community, a participating community



Action/Focus area	Status as at April 2021	Future Actions
Community Engagement	<p>Laurimar 1C and other Street Tree Replacement Programs</p> <p>Playspace Replacement Program</p> <p>Various Council Plan engagements occurred including attendance at numerous Pop up sessions.</p> <p>2 x online Council Plan Webinars (culminating in 200 plus attendance and approximately 1,000 individual comments)</p> <p>2 x online Community recovery budgeting workshops held 18 and 25 March 2021 to co-design priorities for budgeting response.</p> <p>Community forum prior to 1 March 2021 Council meeting.</p> <p>Radio engagement</p> <p>Meetings with local Members of Parliament and community members</p> <p>Attendance/officiating at multiple civic events/openings including:</p> <ul style="list-style-type: none"> • All Abilities Playspace in Mill Park • Turning of Sod – Mill Park Basketball Stadium • South Morang Farmers Market • Ganbu Gully Community Centre Wollert • Spring Street Kindergarten Thomastown 	Continued engagement initiatives

Connected Communities — socially cohesive community, healthy and safe community, a participating community



Action/Focus area	Status as at April 2021	Future Actions
Participating Community – building community leadership capacity	Four themed Community Activate Toolkit Webinars planned and designed to support community capacity building.	<p>Deliver the webinars: 'Engaging your community' in April, 'Project and event management' and 'Evaluating community projects' in May, 'Communicating your message effectively' in June</p> <p>Community leadership program to be developed and delivered to build civic leadership capability in community.</p>

Liveable Neighbourhoods – smart connected transport network, well designed neighbourhoods and vibrant town centres, housing for diverse needs



Action/Focus area	Status as at April 2021	Future Actions
Urban Design Framework	Initial ELT and Council Briefings held February. Feedback provided contributing to the development of the Key findings and opportunities report. Community consultation planning underway	Community consultation. Present Key Opportunities and Findings Report to ELT and Council. Next step: prepare draft Thomastown / Lalor Urban design Framework to bring to Council for endorsement for public consultation Partnership workshop to inform Epping Urban Design Framework
Affordable Housing initiatives	Big Housing Build announcement – successful work to advocate for 33 new social housing dwellings. This will result in total of 208 new affordable housing dwellings to be delivered across three locations in the City.	Continued work with State Government and developers for future affordable housing options.
Major integrated residential, commercial, health/hospital hubs	Consistent with the Mernda Strategy Plan 2008 (incorporated structure plan), the Mernda Civic Precinct implementation is currently in planning. Mernda Sports and Leisure Centre planning is also in process.	Determine an operational model for Mernda Town Centre Hub, seek grants and allocate appropriate funding. Determine Mernda Sports and Leisure centre masterplan.

Liveable Neighbourhoods – smart connected transport network, well designed neighbourhoods and vibrant town centres, housing for diverse needs



Action/Focus area	Status as at April 2021	Future Actions
Capital program and new works program delivery	Regular monthly updates on status of program. Substantial new grants obtained from Commonwealth and State Governments (over \$10m)	Continue to implement new works delivery. Continued advocacy for additional government infrastructure funding.
Planning forum or committee	Consideration of effective models that take into account broader engagement and decision making delegations to be presented to Council as a holistic package.	Consideration of options of planning forum or committee. Consideration of recommendations from IBAC Operation Sandon.
Cemeteries and heritage sites – preservation and showcasing.	Ongoing assessment of heritage places and dry stone walls – use of councils municipal dry stone wall heritage study successful VCAT decision Feb 2021 Scoping for aboriginal heritage study Investigating future management models for our historic cemeteries and increased community engagement with cemetery heritage. Working with Major Road Projects Victoria on heritage impacts of 3 major road projects.	Preferred approach to historic cemetery management to be confirmed. Stage Aboriginal heritage study to commence 21/22 Relocation of historic Wollert church part of E6 2021 Investigate appropriate statutory protection mechanisms for dry stone wall protection
Addressing traffic congestion and supporting transport corridors.	Major Road Projects Victoria (MRPV) presentation on suburban roads upgrade package 22 March 2021. Major works in Findon Road extension.	Continued advocacy and works to improve roads and address congestion.

Strong Local Economy – increased local employment, education opportunities for all, successful innovative local businesses.



Action/Focus area	Status as at April 2021	Future Actions
COVID Business Grants (Round 1 and Round 2)	103 applications were funded through the Business Assistance Grants Program totalling approximately \$450,000.	Acquittal process to be finalised. Further allocation of \$120,000 grants
Local employment	Investment attraction strategy currently being developed to guide Council to support attracting new and retaining current investment, which will aim to create employment growth and diversity. Continue to support the viability of existing business through support programs highlighted in the Municipal Readiness and Recovery Plan to ensure employment retainment and encourage job growth and promote self-employment opportunities.	Begin Economic Development Strategy review by June 2021.
Supporting effective resourcing in economic development.	Additional temporary positions have been appointed on 12-month fixed term to support Investment Attraction, Business Engagement and Economic Development.	Review resourcing in line with Council Plan priorities and future budgets.
Economic Development/Business Advisory Committee	Benchmarking and effective models across the sector being investigated	Economic Development/Business Advisory Committee to be considered as part of the overall business engagement framework.
Social enterprise stimulation	Continued support for new and existing social enterprises. Increased promotion of what social enterprise is and its opportunities.	Determine priorities and partnership opportunities to develop and support social enterprises.
Investment Attraction Strategy	URBIS appointed as consultants and attended Council briefing March 2021.	Strategy to be prepared for endorsement by Council mid year.

Strong Local Economy – increased local employment, education opportunities for all, successful innovative local businesses.



Action/Focus area	Status as at April 2021	Future Actions
North and West City Deal including Beveridge Intermodal Freight Terminal (BIFT) and Melbourne Food and Innovation Hub	Advocacy and partnership work has commenced.	Ongoing advocacy by Council.
Whittlesea Community Farm and Food Collective project (with Whittlesea Community Connections, Melbourne Polytechnic, Yarra Valley Water and Council)	Active participation on Steering committee by CEO. Currently developing a farm operational plan and site design. A community interest group has been formed by Whittlesea Community Connections.	Consideration of Planning permit anticipated from Yarra Valley Water.
Partnership – Yarra Plenty Valley Regional Libraries Service (YPRL)	Briefings held February 2021. Ongoing membership of YPRL Steering Committee. Chair of Administrators is current Chair of YPRL. Strategic planning session held on 25 March 2021.	Ongoing chairing membership of YPRL Board and active participation in strategic planning and oversight.

Sustainable Environment – valued natural landscapes and biodiversity, climate ready, leaders in clean, sustainable living.



Action/Focus area	Status as at April 2021	Future Actions
Climate change	<p>Council Briefings on Greening Whittlesea City Forest Strategy held February 2021.</p> <p>Green Wedge Management Plan Review Project Plan endorsed in December 2020. Draft discussion Paper complete.</p> <p>Climate Change Strategy and Action Plan. Science Derived Target Calculated. Community Consultation Commenced End Feb with Inclusion in Council Plan Survey, Community Pops Ups, Youth Forum and Focus Group.</p>	<p>Endorsement of Greening Whittlesea Strategy – planned 6 April 2021</p> <p>Action Greening Whittlesea Strategy Implementation Plan</p> <p>Stage 1 Community consultation launch 30 April. Stage 2 consultation August.</p> <p>Delivery of Municipal Context Package, Institutional and Business Stakeholder Consultation</p>
Water Management	<p>Integrated Water Management (IWM) Strategy endorsed– implementation of Year 1 Actions including establishment of IWM Hub.</p>	<p>Mapping & feasibility of future alternative water harvesting opportunities.</p> <p>Continued partnership work with Community, Yarra Valley Water, Melbourne Water, Developers, Management Committees and other Agencies.</p> <p>Active involvement in Yarra Integrated Water Management Forum.</p>

Sustainable Environment – valued natural landscapes and biodiversity, climate ready, leaders in clean, sustainable living.



Action/Focus area	Status as at April 2021	Future Actions
Energy	440 kW of solar PV and 185 kWh of batteries to be installed by end of 2020-2021 FY, taking the total capacity of solar PV installed to 1.65 MW on 66 sites.	Proposal for an additional 225 kW of solar PV and 220 kWh of battery systems in the 2021-2022 FY. The council is participating in the LG Power Purchase Agreement – proposed start date 1 July 2021.
Waste	Draft Towards Zero Waste Strategy out for public consultation. An innovative, ten-year Food Organics and Garden Organics processing contract was endorsed by Council on 7 December 2020.	The final Towards Zero Waste Strategy will be presented to Council in June 2021. Commence the Food Organics and Garden Organics processing contract in the 2021/22 financial year. Negotiations for extension of the current Bundled Branches and Recycling Processing contracts to be finalised by June 2021.

Building a high performing organisation



Action/Focus area	Status as at April 2021	Future Actions
Recruitment and performance monitoring of CEO by Administrators and CEO Employment matters advisory committee (CEMAC)	CEO commenced 12 October 2020 following a rigorous recruitment process. CEMAC meetings held 23 December 2020 and 8 February 2021 (90 day review). 6 month review to be held 4 May 2021	Ongoing CEMAC meetings on regular basis in accordance with terms of reference.
Build strong relationships with CEO and Executive.	Weekly briefings held on strategic matters. Joint strategic planning day held 16 December 2020. Joint attendance at events including Staff Q & A and civic events.	Continued weekly briefings and joint event attendance.
Workforce plan	Progressive implementation of Workforce Plan	Staff metrics to be reported to Council at least annually.
Information Technology	IT steering committee and development of strategic plan Digital transformation with focus on improving customer experience Website redevelopment	Continued roll out of Digital transformation initiatives and strategic plan.
Organisational realignment – led by CEO	New executive in place – November 2020 Realignment of functions and services to support Whittlesea 2040 implementation including new management structure– March 2021. Staff Live Q&A involving CEO, Administrators and various staff presenters held on a weekly basis	CEO recruiting for any vacant Manager positions to finalise structure.

Building a high performing organisation



Action/Focus area	Status as at April 2021	Future Actions
Policy and Strategy Framework Review	At 1 March 2021 Council meeting endorsed new integrated Strategic Framework to develop key strategies to align to the Whittlesea 2040 vision and Council Plan goals of: Connected Community, Liveable Neighbourhoods, Strong Local Economy, Sustainable Environment and High Performing Organisation.	Development of the five core strategies by June 2022. Consultation with Community on the strategies and action plans.
Financial Management	Fees and Charges Review Aggressive pursuit of alternative funding streams Council Property Strategy review briefing 2021/22 Budget preparations and review prior to community consultation.	Council Property strategy to be endorsed. Ongoing budget and financial reporting to Council. Consultation to prepare 2022/23 budget to commence later 2021.

Reporting and Governance

This Action Plan is the responsibility of Council. Progress of the action plan will be reported on 6 monthly via Council meetings.

Activities of the Administrators

For the period 22 September 2020 to 18 March 2021

ADMINISTRATOR REPRESENTATION ON VARIOUS ORGANISATIONS AND COMMITTEES			
Committee	Meeting	Meeting Date	Administrator in Attendance
Audit and Risk Committee	Committee Meeting	12/11/2020	Lydia Wilson (Chair) The Hon Bruce Billson
	Committee Meeting	25/02/2021	Lydia Wilson (Chair) The Hon Bruce Billson
CEO Employment Matters Advisory Committee	Committee Meeting	23/11/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
	Committee Meeting	08/02/2021	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
City of Whittlesea Australia Day Awards Committee	Nil Meetings		
City of Whittlesea Youth Advisory Committee	Committee Meeting	09/11/2020	The Hon Bruce Billson Peita Duncan
Interface Councils Group	Committee Meeting	03/03/2021	Lydia Wilson (Chair)
Metro Local Government Waste Forum	Information Session	20/11/2020	The Hon Bruce Billson
Northern Councils Alliance	Committee Meeting	10/12/2020	Lydia Wilson (Chair)
Victorian Local Governance Association	Nil Meetings		
Whittlesea Community Connections	Board Meeting	16/11/2020	Lydia Wilson (Chair)
	Board Meeting	14/12/2020	Lydia Wilson (Chair)
	Board Development Session	27/01/2021	Lydia Wilson (Chair)
	Sub Committee	12/02/2021	Lydia Wilson (Chair)
	Board Meeting	15/03/2021	Lydia Wilson (Chair)
Whittlesea Community Futures Partnership	Committee Meeting	07/12/2020	The Hon Bruce Billson
	Committee Meeting	01/03/2021	Peita Duncan
Whittlesea Disability Network	Committee Meeting	13/10/2020	The Hon Bruce Billson
	Committee Meeting	08/12/2020	The Hon Bruce Billson
	Committee Meeting	09/02/2021	The Hon Bruce Billson
Whittlesea Reconciliation Group	Committee Meeting	26/11/2020	Lydia Wilson (Chair) Peita Duncan
	Committee Meeting	25/02/2021	Peita Duncan
Yarra Plenty Regional Library	Board Meeting	17/12/2020	The Hon Bruce Billson
	Board Meeting	25/02/2021	Lydia Wilson (Chair)

MEETING WITH COMMUNITY MEMBERS / COMMUNITY GROUPS / OTHER STAKEHOLDERS		
Details	Meeting Date	Administrator in Attendance
Chair of Administrators from Shire of Central Goldfields, City of Casey and Shire of South Gippsland	01/10/2020	Lydia Wilson (Chair)
Creeds Farm Annual General Meeting	27/10/2020	Lydia Wilson (Chair)
Danielle Green MP	19/11/2020	Lydia Wilson (Chair)
Craig Ondarchie MP	02/12/2020	Lydia Wilson (Chair)
Chair of Administrators from City of Casey and Shire of South Gippsland	03/12/2020	Lydia Wilson (Chair)
Danielle Green MP	22/12/2020	Lydia Wilson (Chair)
External: Meeting with Urbis	18/02/2021	The Hon Bruce Billson
Meeting with Resident	22/02/2021	Lydia Wilson (Chair)
Meeting with Resident	04/03/2021	Lydia Wilson (Chair)
Chair of Administrators from City of Casey and Shire of South Gippsland	18/03/2021	Lydia Wilson (Chair)

COMMUNITY CONSULTATION / ENGAGEMENT		
Details	Meeting Date	Administrator in Attendance
Laurimar 1C Tree Removal – Community Consultation	07/12/2020	Lydia Wilson (Chair) Peita Duncan
Laurimar 1C Tree Removal – Community Consultation	08/12/2020	The Hon Bruce Billson
Laurimar 1C Tree Removal – Community Consultation	12/12/2020	Lydia Wilson (Chair)
Internal: Online Launch Webinar – Council Plan Engagement Program *Session 1	18/02/2021	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Internal: Online Launch Webinar – Council Plan Engagement Program *Session 2	22/02/2021	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Community Forum <i>*Meeting held in Whittlesea Township</i>	01/03/2021	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Council Plan Engagement Program – Community Pop Up Session – Mill Park	06/03/2021	Lydia Wilson (Chair)
Council Plan Engagement Program – Community Pop Up Session – Thomastown	10/03/2021	Lydia Wilson (Chair)
Climate Change Focus Group	15/03/2021	Lydia Wilson (Chair)

MEDIA COMMITMENTS		
Details	Meeting Date	Administrator in Attendance
Interview – Whittlesea Leader “Get to Know the Administrators”	28/09/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Interview – Northern Star Weekly “Get to Know the Administrators”	05/10/2020	Lydia Wilson (Chair) The Hon Bruce Billson
Interview – Whittlesea Review “Get to Know the Administrators”	05/10/2020	Lydia Wilson (Chair) The Hon Bruce Billson
Interview – Plenty Valley FM “Get to Know the Administrators”	20/10/2020	Lydia Wilson (Chair) Peita Duncan
Interview – 3AW Australia Day	09/12/2020	The Hon Bruce Billson
Interview: Plenty Valley FM Community Engagement Program	18/02/2021	Lydia Wilson (Chair)
Photoshoot: Clean Up Australia Day	25/02/2021	Lydia Wilson (Chair)
Photoshoot: Wollert East Community Centre – Concrete Pour	26/02/2021	Peita Duncan
Filming: International Women’s Day	01/03/2021	Lydia Wilson (Chair) Peita Duncan

INTERNAL AND EXTERNAL EVENTS		
Details	Event Date	Administrator in Attendance
External: Unlocking High Value Jobs in Melbourne’s North: A Plan for Activating Industrial Land	22/10/2020	Lydia Wilson (Chair)
Internal: Ready to Rock – Launch of Seniors Festivals	29/10/2020	Peita Duncan
External: Northern Business Achievement Award – Grand Finale	03/12/2020	Lydia Wilson (Chair) The Hon Bruce Billson
Internal: Senior Citizens Liaison Meeting	15/12/2020	Lydia Wilson (Chair)
Internal: Tour of Municipality	14/01/2021	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Internal: Annual Community Art Exhibition – Judging Panel	21/01/2021	Lydia Wilson (Chair)
Citizenship Ceremonies Two (2) Sessions held on the Australia Day Public Holiday	26/01/2021	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
External: Victorian Planning Authority – Stakeholders	11/02/2021	Lydia Wilson (Chair)
External: Indian Women’s Day hosted by Indian Women in Australia	08/03/2021	Lydia Wilson (Chair)
Internal: Listening to Land – Exhibition Launch	10/03/2021	Lydia Wilson (Chair)
Internal: International Women’s Day	11/03/2021	Lydia Wilson (Chair) Peita Duncan
Internal: All Abilities Playspace – Official Opening	12/03/2021	Lydia Wilson (Chair)

COMMITTEE OF COUNCIL		
Details	Meeting Date	Administrator in Attendance
To Consider Public Submissions and Make Recommendations – Request for Boundary Change of a Locality – 182 Greenhills Road, Thomastown	15/12/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan

COUNCIL BRIEFINGS		
Details	Meeting Date	Administrator in Attendance
Items discussed: <ul style="list-style-type: none"> • Council Properties Review • Epping Cemetery Overview and History • Governance Update – Public Question Time Policy and the Procedural Matters Local Law • Riverlee Development 	22/09/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Items discussed: <ul style="list-style-type: none"> • Advocacy Workshop – Sustainable Environment • Community Engagement Policy • Integrated Community Engagement • Sporting and Community Pavilion Guidelines and Sports Lighting Policy Update • Yan Yean Road Stage 2 Upgrade Project 	29/09/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Items discussed: <ul style="list-style-type: none"> • Discussion on Item 6.5.1 – Management and Operation of Mill Park Leisure Centre and Whittlesea Swim Centre – Tender Evaluation 	06/10/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Items discussed: <ul style="list-style-type: none"> • Legal Update – Changes to Conflict of Interest Provisions • Street Tree Renewal Program 	20/10/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Items discussed: <ul style="list-style-type: none"> • Child Safe Training • Child Safe Policy and Code • Wollert East CAC Tender Evaluation • Integrated Water Management Strategy • Pandemic Response Registration Fee Waivers for Businesses 	27/10/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan

COUNCIL BRIEFINGS		
Details	Meeting Date	Administrator in Attendance
<p>Items discussed:</p> <ul style="list-style-type: none"> • Review of the Road Management Plan and Endorsement of Draft for Public Exhibition • Traffic Management – Masons Road • Lalor Streetscape Improvement Works (Stage 2) Contract 2019-131 – Council Variation Report • Thomastown Streetscape Improvement Works (Stage 2) Contract 2020-82 – Contract Variation Report • Sporting and Community Pavilion Guidelines and Sports Lighting Policy Update • Assemblies of Administrators – 17 November 2020 • COVID Update • Council Appointments to Organisations and Committees Review 	09/11/2020	<p>Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan</p>
<p>Items discussed:</p> <ul style="list-style-type: none"> • Draft Administrator Code of Conduct 2020 • Draft Administrator Gift and Benefits Policy • Scheduled Council Meetings for 2021 – 7 December 2020 Council Meeting Report • Procedural Matters Local Law – Outcome of Public Submissions Process 	17/11/2020	<p>Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan</p>
<p>Items discussed:</p> <ul style="list-style-type: none"> • Mernda Aquatic Indoor Sports Centre (MAISC) – Project Briefing • Long Term Financial Plan and New Works Project Update • Epping Community Services Hub Annual Report • Whittlesea Community Connections Annual Report • Waste and Resource Recovery Services Overview and Initial Strategy Consultation Workshop • 2020-68 – Food Organics Waste Disposal and Processing - Tender Evaluation • Cooper Street West Resource Recovery Hub – Expression of Interest Evaluation • Draft Annual Report 2019-2020 	24/11/2020	<p>Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan</p>

COUNCIL BRIEFINGS		
Details	Meeting Date	Administrator in Attendance
Items discussed: <ul style="list-style-type: none"> Whittlesea Green Wedge Management Plan Review (20/21 CAP Item) Kelynack Recreation Reserve Master Plan Quarterly Financial Report for the Period Ended 30 September 2020 2020/2021 New Works Program – First Quarter Report Council Action Plan 2020/2021 – Q1 Progress Report Community Engagement and Council Plan Development 	01/12/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Items discussed: <ul style="list-style-type: none"> Climate Change Strategy Council Zero Net Emissions Plan Victorian Government Big House Build Initiative 	07/12/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Items discussed: <ul style="list-style-type: none"> Golf Services Management (GSM) of Growling Frog Golf Course Victorian Government Big Housing Build Initiative Unconfirmed Minutes of Audit and Risk Committee Meeting and Annual Committee Performance Assessment Municipal Pandemic Recovery Plan Administrator Code of Conduct Workshop 	15/12/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Items discussed: <ul style="list-style-type: none"> Administrator/Councillor Gift and Benefits Policy Administrator/Councillor Code of Conduct 2021 Green Wedge and Agricultural Land Review Submission Laurimar 1C – Street Renewal Project 	11/01/2021	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Items discussed: <ul style="list-style-type: none"> Council Meeting Forward Plan Community Council Meetings 2021 Informal Meetings of Administrators – February 2021 Public Submissions Committee Recommendations Report – Request for Boundary Change of a Locality – 182 Greenhills Road, Thomastown Road Safety and Traffic Management: Harvest Home Road, Epping North Petition Response – Remove Existing Naturestrip Trees in Samuel Court, Bundoora Municipal Public Health and Wellbeing Plan – Progress Report and Proposed Integration 	25/01/2021	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan

COUNCIL BRIEFINGS		
Details	Meeting Date	Administrator in Attendance
Items discussed: <ul style="list-style-type: none"> • Council Meeting Forward Plan • Proposed Administrator/Councillor Workshop – High Street Corridor Urban Design Frameworks • Debt Recovery Plan • Sport and Recreation Victoria Stimulus Grant Application – HR Uren Recreation Reserve 	08/02/2021	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Items discussed: <ul style="list-style-type: none"> • Adoption of Community Engagement Policy • Financial Performance Report 2020-21 – Quarter ended 31 December 2020 and 2020-21 Mid-Year Budget Review • 2020-21 New Works Program – Second Quarter Report • City of Whittlesea Integrated Planning Framework • VLGA Presentation to Council • Appointment of Council Representation on Organisations and Committees • Planning Scheme Amendment C252WSEA – Application of the Public Acquisition Overlay at the Intersection of Epping and Boundary Roads, Wollert – Adoption of Amendment • Council Action Plan 2020-2021 – Q2 Progress Report • Planning Application 719502 – Construction of Four Dwellings at 17 Juniper Crescent, Thomastown • Planning Application 719338 – Construction of Five Dwellings at 30 Paddock Street, Whittlesea • 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 	15/02/2021	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Items discussed: <ul style="list-style-type: none"> • Mill Park Leisure Centre Opening – Belgravia Leisure • MAV Presentation • Council Meeting Forward Plan • Green Whittlesea City Forest Strategy • Aged Care Reform Project • Submission to Victoria's 30-Year Infrastructure Strategy • Adoption of Community Engagement Policy • Yarra Plenty Regional Library Service Agreement 	23/02/2021	Lydia Wilson (Chair) Peita Duncan

COUNCIL BRIEFINGS		
Details	Meeting Date	Administrator in Attendance
Items discussed: <ul style="list-style-type: none"> • Council Meeting Forward Plan • 2021/22 Proposed Budget • Mill Park Basketball Stadium Redevelopment 	01/03/2021	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Items discussed: <ul style="list-style-type: none"> • Investment Attraction Strategy Stage 1 Opportunities Report Research and Feedback • Youth Advisory Committee Next Steps • Appointment of Council Representation on Organisations and Committees • 2020/21 Growing Suburbs Fund – Project Applications • Domestic Animal Management Plan 2021-25 • Epping Animal Welfare Facilities Contract Review 	15/03/2021	Lydia Wilson (Chair) Peita Duncan

SCHEDULED COUNCIL MEETINGS		
Details	Meeting Date	Administrator in Attendance
Scheduled Council Meeting	06/10/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Scheduled Council Meeting	17/11/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Scheduled Council Meeting	07/12/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Scheduled Council Meeting	02/02/2021	The Hon Bruce Billson Peita Duncan
Scheduled Council Meeting <i>*Meeting held in Whittlesea Township</i>	01/03/2021	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan

PROFESSIONAL DEVELOPMENT		
Details	Meeting Date	Administrator in Attendance
MAV Mayoral Welcome and Induction	17/12/2020	Lydia Wilson (Chair)
	18/12/2020	Lydia Wilson (Chair)
MAV Councillor Welcome and Induction	27/11/2020	The Hon Bruce Billson
	03/12/2020	The Hon Bruce Billson

Activities of the Administrators

For the period of 23 March 2020 to 21 September 2020

ADMINISTRATOR REPRESENTATION ON VARIOUS ORGANISATIONS AND COMMITTEES			
Committee	Meeting	Meeting Date	Administrator Attendee
Audit and Risk Committee	Committee Meeting	28/05/2020	Lydia Wilson (Chair)
	Committee Meeting	20/08/2020	Lydia Wilson (Chair) The Hon Bruce Billson
CEO Employment Matters Advisory Committee	CEMAC Independent Panel Interviews	26/06/2020	Lydia Wilson (Chair) The Hon Bruce Billson
	Consultant Interview – CEO Recruitment	01/07/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
	Panel Workshop	13/07/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
	CEO Recruitment	24/07/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
	CEO Recruitment	31/07/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
	CEO Recruitment	19/08/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
	CEO Recruitment	31/08/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
City of Whittlesea Australia Day Awards Committee	Nil Meetings		
Interface Councils Group	Group Meeting	03/06/2020	Lydia Wilson (Chair)
	Interface Week Briefing	22/07/2020	Lydia Wilson (Chair)
	Group Meeting	02/09/2020	Lydia Wilson (Chair)
MAV	Virtual Mayoral Forum	02/04/2020	Lydia Wilson (Chair)
	Virtual Mayoral Forum	30/07/2020	Lydia Wilson (Chair)
	Representative Forum	11/09/2020	Lydia Wilson (Chair)
Metro Local Government Waste	Forum	13/08/2020	The Hon Bruce Billson
Municipal Fire Management Planning Committee	Committee Meeting	26/05/2020	Lydia Wilson (Chair)
Northern Councils Alliance	Committee Meeting	25/06/2020	Lydia Wilson (Chair)
	Committee Meeting	27/08/2020	Lydia Wilson (Chair)
Victorian Local Governance Association	Nil Meetings		

ADMINISTRATOR REPRESENTATION ON VARIOUS ORGANISATIONS AND COMMITTEES			
Committee	Meeting	Meeting Date	Administrator Attendee
Whittlesea Community Connections	Board Meeting	20/04/2020	Lydia Wilson (Chair)
	Board Meeting	18/05/2020	Lydia Wilson (Chair)
	Board Meeting	15/06/2020	Lydia Wilson (Chair)
	Board Meeting	20/07/2020	Lydia Wilson (Chair)
	Board Development	29/07/2020	Lydia Wilson (Chair)
	CEO Review	13/08/2020	Lydia Wilson (Chair)
	Board Development	14/08/2020	Lydia Wilson (Chair)
	Board Meeting	17/08/2020	Lydia Wilson (Chair)
	CEO Review	21/08/2020	Lydia Wilson (Chair)
	Board Meeting	21/09/2020	Lydia Wilson (Chair)
	Annual General Meeting	29/09/2020	Lydia Wilson (Chair)
Whittlesea Community Futures Partnership	Committee Meeting	14/09/2020	The Hon Bruce Billson Peita Duncan
Whittlesea Disability Network	Committee Meeting	12/05/2020	Lydia Wilson (Chair)
	Committee Meeting	09/06/2020	Lydia Wilson (Chair)
	Committee Meeting	14/07/2020	Lydia Wilson (Chair)
	Committee Meeting	08/09/2020	The Hon Bruce Billson
Whittlesea Reconciliation Group	Committee Meeting	14/05/2020	Lydia Wilson (Chair)
	Committee Meeting	02/07/2020	Lydia Wilson (Chair)
	Committee Meeting	27/08/2020	Lydia Wilson (Chair) Peita Duncan
	Planning Session – Session 1	17/09/2020	Lydia Wilson (Chair)
	Planning Session – Session 2	24/09/2020	Lydia Wilson (Chair) Peita Duncan
City of Whittlesea Youth Advisory Committee	Committee Meeting	18/05/2020	Lydia Wilson (Chair)
	Committee Meeting	17/08/2020	The Hon Bruce Billson Peita Duncan
Yarra Plenty Regional Library	Extraordinary Board	08/04/2020	Lydia Wilson (Chair)
	Audit Committee & Board	23/04/2020	Lydia Wilson (Chair)
	CEO Performance Review	12/05/2020	Lydia Wilson (Chair)
	Extraordinary Board	14/05/2020	Lydia Wilson (Chair)
	CEO Performance Review	11/06/2020	Lydia Wilson (Chair)
	Audit Committee & Board	18/06/2020	Lydia Wilson (Chair)
	Emergency Board Briefing	08/07/2020	The Hon Bruce Billson Peita Duncan
	Audit Committee & Board	17/08/2020	The Hon Bruce Billson

MEETINGS WITH COMMUNITY MEMBERS/COMMUNITY GROUPS		
Details	Meeting Date	Administrator Attendance
Masons Road – Site Visit	30/04/2020	Lydia Wilson (Chair)
Danielle Green MP State Member for Yan Yean	20/05/2020	Lydia Wilson (Chair)
Craig Ondarchie State Member for Northern Metropolitan	21/05/2020	Lydia Wilson (Chair)
Andrew Giles Federal Member for Scullin	27/05/2020	Lydia Wilson (Chair)
Dr Samantha Ratnam State Member for Northern Metropolitan	11/06/2020	Lydia Wilson (Chair)
Budget Submissions – Advisory Committee Meeting	11/06/2020	Lydia Wilson (Chair)
Fiona Patten State Member for Northern Metropolitan Region	15/06/2020	Lydia Wilson (Chair)
Guest Speaker – Young Women’s Leadership Program	15/06/2020	Lydia Wilson (Chair)
Wendy Lovell State Member for Northern Victoria Region	26/06/2020	Lydia Wilson (Chair)
Rob Mitchell Federal Member for McEwan	22/06/2020	Lydia Wilson (Chair)
Colin Brooks State Member for Bundoora	22/06/2020	Lydia Wilson (Chair)
Lily D’Ambrosio State Member for Mill Park	24/06/2020	Lydia Wilson (Chair)
Minister Leane – Update Re: COVID	07/07/2020	Lydia Wilson (Chair)
Minister Leane – Update Re: COVID	14/07/2020	Lydia Wilson (Chair)
Minister Leane – Introduction	16/07/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Bronwyn Halfpenny State Member for Thomastown	27/07/2020	Lydia Wilson (Chair)
Minister Leane – Update Re: COVID	29/07/2020	Lydia Wilson (Chair)
Masons Road Online Community Forum *Four (4) sessions were held	29/07/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Northern Business Achievement Awards	06/08/2020	Lydia Wilson
Tania Maxwell State Member for Northern Victoria	24/08/2020	Lydia Wilson (Chair)
City Deals Virtual Launch	24/08/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Minister Leane – Update Re: COVID	28/08/2020	Lydia Wilson (Chair)
Economic Development Webinar Series - Negotiating Rent Relief	04/09/2020	The Hon Bruce Billson

MEETINGS WITH COMMUNITY MEMBERS/COMMUNITY GROUPS		
Details	Meeting Date	Administrator Attendance
Economic Development Webinar Series - Running a Home Based Business	07/09/2020	Lydia Wilson (Chair)
Economic Development Webinar Series - Moving Your Business Online	09/09/2020	Peita Duncan
Aboriginal Community Meeting with Administrators	14/09/2020	The Hon Bruce Billson Peita Duncan
Citizenship Ceremony	16/09/2020	Lydia Wilson (Chair)

MEDIA COMMITMENTS		
Details	Date	Administrator Attendance
Message to Community	16/04/2020	Lydia Wilson (Chair)
Message to Community Re: COVID	07/05/2020	Lydia Wilson (Chair)
Plenty Valley Community FM	08/05/2020	Lydia Wilson (Chair)
Message to Community Re: National Volunteer Week	11/05/2020	Lydia Wilson (Chair)
Filming – World Elder Abuse Awareness Day	15/05/2020	Lydia Wilson (Chair)
Visit - Epping Animal Welfare Centre	25/05/2020	Lydia Wilson (Chair)
Visit - Mill Park Community House	25/05/2020	Lydia Wilson (Chair)
Visit - Aboriginal Elders in Lalor	01/06/2020	Lydia Wilson (Chair)
Visit - Whittlesea Community Connections	01/06/2020	Lydia Wilson (Chair)
Plenty Valley Community FM	21/08/2020	Peita Duncan
Plenty Valley Community FM	04/09/2020	The Hon Bruce Billson

INDUCTIONS *Note: Full Day Inductions		
Details	Meeting Date	Administrator Attendance
Induction <ul style="list-style-type: none"> Administrators Sworn in to Office Getting to know you CEO Overview Governance Distribution of equipment 	29/06/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Induction <ul style="list-style-type: none"> Council Plan 2017-2021 (Update 2020) 2020-2021 Council Budget Overview 	30/06/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan

ADMINISTRATOR BRIEFINGS *Note: Some of these included Inductions		
Details	Meeting Date	Administrator Attendance
Administrator Briefing <ul style="list-style-type: none"> • Planning Statutory and Strategic • Procurement 	03/04/2020	Lydia Wilson (Chair)
Administrator Briefing <ul style="list-style-type: none"> • Draft Council Plan 2017-2021 (Update 2020) Including Draft Council Action Plan 2020-2021 • Proposed Annual Budget 2020-2021 and Proposed Strategic Resource Plan 2020-2024 	14/04/2020	Lydia Wilson (Chair)
Administrator Briefing <ul style="list-style-type: none"> • Parks Maintenance Contract 2016-201 • Advocacy Priorities Update • 2019-2020 Q3 ELT Performance Report – Council Action Plan – Further Update 	21/04/2020	Lydia Wilson (Chair)
Administrator Briefing <ul style="list-style-type: none"> • Greening Whittlesea City Forest Strategy Draft • Waste and Recycling Update • Housing Diversity Strategy Implementation Heritage at the City of Whittlesea	28/04/2020	Lydia Wilson (Chair)
Administrator Briefing <ul style="list-style-type: none"> • 2019-2020 Third Quarter New Works Program Report 	12/05/2020	Lydia Wilson (Chair)
Administrator Briefing <ul style="list-style-type: none"> • Contract 2020-2 Facilities Maintenance Tender Evaluation 	19/05/2020	Lydia Wilson (Chair)
Administrator Briefing <ul style="list-style-type: none"> • Improving Safety Outcomes Regulatory Framework 	26/05/2020	Lydia Wilson (Chair)
Administrator Briefing <ul style="list-style-type: none"> • Proposed Budget 2020-2021 Pre-Advisory Committee Review • Call in List Discussion 	09/06/20202	Lydia Wilson (Chair)
Administrator Briefing <ul style="list-style-type: none"> • Administrator Protocols • Land Acquisition Woodstock 	13/07/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan

ADMINISTRATOR BRIEFINGS *Note: Some of these included Inductions		
Details	Meeting Date	Administrator Attendance
Administrator Briefing and Induction <ul style="list-style-type: none"> • Customer Requests and Complaint Handling • Social Media Discussion, 2020 Guidelines and Draft Protocols • Councillor Expenses and Reimbursement Policy • Review of Council Delegations to the CEO and Members of Council Staff • Public Transparency Policy • Draft Governance Rules 2020 • Overview of Current Legal Matters and Investigations 	21/07/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Administrator Briefing and Induction <ul style="list-style-type: none"> • Whittlesea 2040 Overview, Engagement Approach and Advocacy Framework • Proposed Advocacy Priorities 2020-2021 • Administrator Engagement with Business, Developers, Investors • BIFT – Beveridge Intermodal Freight Terminal • Whittlesea Reconciliation Group Pre-Meeting Brief 	28/07/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Administrator Briefing and Induction <ul style="list-style-type: none"> • City of Whittlesea – Profile of Our Community • Information Technology and Digital Innovation Strategy 	04/08/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Administrator Briefing and Induction <ul style="list-style-type: none"> • Strategic and Statutory Planning Overview • Reactive Hearings • CoW Australia Day Celebration Event: Review and Recommendation • Developer Contributions Program 	10/08/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan

ADMINISTRATOR BRIEFINGS *Note: Some of these included Inductions		
Details	Meeting Date	Administrator Attendance
Administrator Briefing and Induction <ul style="list-style-type: none"> Community and Leisure Infrastructure Provision and Casa D'Abruzzo Indoor Sports Stadium Proposal Amended Council Meeting Schedule for 2020 and Council Meeting Schedule for 2021 Whittlesea Reconciliation Group Presentation 	18/08/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Administrator Briefing and Induction <ul style="list-style-type: none"> 2019-2020 Year End Financial Results (Operational and New Works) Draft Integrated Water Management Strategy 	25/08/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Administrator Briefing and Induction <ul style="list-style-type: none"> Major Infrastructure – Priority, Stimulus and Recovery 	01/09/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Administrator Briefing <ul style="list-style-type: none"> Advocacy Workshop Mernda Aquatic and Indoor Sports Centre (MAISC) Project Briefing 	07/09/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Administrator Briefing <ul style="list-style-type: none"> Advocacy Workshop – Gambling, Mental Health, Suicide Prevention and Family Violence Wollert East Community Centre, Partnership Delivery with VSBA Approval of 25 Hunters Road and 80 McArthurs Road, South Morang Development Plan 	15/09/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan

ORDINARY COUNCIL MEETINGS		
Details	Meeting Date	Administrator Attendance
Ordinary Council Meeting	07/04/2020	Lydia Wilson (Chair)
Adjourned Council Meeting	16/04/2020	Lydia Wilson (Chair)
Ordinary Council Meeting	05/05/2020	Lydia Wilson (Chair)
Ordinary Council Meeting	02/06/2020	Lydia Wilson (Chair)
Ordinary Council Meeting	07/07/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan

ORDINARY COUNCIL MEETINGS		
Ordinary Council Meeting	04/08/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Ordinary Council Meeting	01/09/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan

SPECIAL / ADDITIONAL COUNCIL MEETINGS		
Details	Meeting Date	Administrator Attendance
Adjourned Special Council Meeting	26/03/2020	Lydia Wilson (Chair)
Special Council Meeting	16/04/2020	Lydia Wilson (Chair)
Special Council Meeting	25/06/2020	Lydia Wilson (Chair)
Adjourned Special Council Meeting	07/07/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan
Additional Council Meeting	01/09/2020	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan

7. NOTICES OF MOTION

NIL REPORTS

8. QUESTIONS TO OFFICERS

NIL

9. URGENT BUSINESS

NIL

10. REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES**ITEM 10.1 FOR NOTING - INFORMAL MEETINGS OF ADMINISTRATORS AND
DELEGATE MEETINGS - 6 APRIL 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 20 February 2021 to 22 March 2021 as set out in the tables below in this 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.

On 3 March 2021, the Hon Bruce Billson resigned from his position as Administrator with the City of Whittlesea. The State Government will make a new appointment to the vacant position.

Ms Lydia Wilson and Ms Peita Duncan will continue to 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: Additional Community Engagement Session 22 February 2021	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan	CEO	1. Council Plan Engagement Program. <i>Nil disclosures</i>
Internal: Council Briefing 23 February 2021	Lydia Wilson (Chair) Peita Duncan	CEO CSPED DCSP DCW DIE DPD DPE EMG MAW	1. Mill Park Leisure Centre Opening – Belgravia Leisure. <i>Externals in attendance from Belgravia Leisure:</i> <i>Nick Cox, Chief Executive Officer</i> <i>Scott McDonald, General Manager Business Development</i> <i>Aylie Spence, Area Manager</i> <i>Amanda Watson, Centre Manager Mill Park Leisure</i> 2. MAV Presentation to Council. <i>Externals in attendance:</i> <i>Kerry Thompson, Chief Executive Officer</i> <i>Troy Edwards, Director, Policy and Advocacy</i> 3. Council Meeting Forward Plan.

Informal Meetings	Administrator attendees	Officer attendees	Matters discussed
		MLCF MPUD MSPED SAA TLLF	<ol style="list-style-type: none"> Greening Whittlesea City Forest Strategy. Aged Care Reform Project. Submission to Victoria's 30 Year Infrastructure Strategy. Adoption of Community Engagement Policy. Yarra Plenty Regional Library Service Agreement. <i>External in attendance from Yarra Plenty Regional Library: Jane Cowell, Chief Executive Officer</i> General Business: <ol style="list-style-type: none"> Covid-19 Update. School Crossing Incident. Round 2 of Outdoor Dining Grants Out. Greenwaste transition to Repurpose It occurred 22 February 2021. <p><i>Nil disclosures</i></p>
Meeting with Community Member 25 February 2021	Lydia Wilson (Chair)	DCW	<ol style="list-style-type: none"> Various matters relating to disability access and engagement. <p><i>Nil disclosures</i></p>
Internal: Council Briefing 1 March 2021	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan	CEO CFO DCSP DCW DIE DPD EMCA EMG MLCF MMP TLBS TLFS	<ol style="list-style-type: none"> Council Meeting Forward Plan. 2021/22 Proposed Budget. Mill Park Basketball Stadium Redevelopment. General Business: <ol style="list-style-type: none"> Covid-19 Update. Further Audits being planned. Potential Planning Permit Request. Community Forum. <p><i>Nil disclosures</i></p>
Internal: Council Briefing 15 March 2021	Lydia Wilson (Chair) Peita Duncan	CEO DCW DPD EMCA EMG MCSA MFCYP MMP MSPED PMIA TLBS TLED TLGA TLO YDOWP YSC	<ol style="list-style-type: none"> Council Meeting Forward Plan. Investment Attraction Strategy Stage 1 Opportunities Report Research and Feedback. Youth Advisory Committee Next Steps. Appointment of Council Representation on Organisations and Committees. 2020/21 Growing Suburbs Fund – Project Applications. Domestic Animal Management Plan 2021-25. Epping Animal Welfare Facilities Contract Review. General Business: <ol style="list-style-type: none"> Covid-19 Update. DJVR Grant. Administrator Self-Assessment. Sorry Space. School Crossings – unwarranted. Council Plan Engagement. <p><i>Nil disclosures</i></p>

Informal Meetings	Administrator attendees	Officer attendees	Matters discussed
External: General catch up with Administrator Chairs of City of Casey and Shire of South Gippsland 18 March 2021	Lydia Wilson (Chair)	N/A	General catch up and includes meeting with MAV Representative.
Meeting with Resident 18 March 2021	Lydia Wilson (Chair)	CEO DPD	1. Doreen RSL.
Internal: Community Recovery Budgeting Workshop 18 March 2021	Lydia Wilson (Chair)	SCEA PRC	1. Covid-19 Community Recovery Fund 2. Council commitment to receive, consider and respond publicly to recommendations on spending priorities for that fund to be developed and delivered to Council on 31 March 2021 by the Community Recovery Budgeting Workshop participant group <i>Nil disclosures</i>
Internal: Council Briefing 22 March 2021	Lydia Wilson (Chair) Peita Duncan	AMCDT CEO CFO DCSP DCW DIE DPD EMCA EMG TLBS TLGA TLRS	1. Consider Public Submissions and make recommendations – Public Submissions Committee Meeting – Request for Boundary Change of a Locality – 182 Greenhills Road Thomastown. 2. Council Meeting Forward Plan. 3. Administrator Protocols. 4. Review of Governance Rules. 5. Debt Recovery (Further Update). 6. Proposed Annual Budget 2021-22. 7. MRPV Suburban Roads Upgrade Package. <i>Externals in attendance:</i> <i>Dipal Sorathia, Program Director – Northern Roads Upgrade</i> <i>Dian Witono, Senior Project Manager – Childs Road & Structure Projects</i> <i>James Brauer, Senior Project Manager – Bridge Inn Road Project</i> <i>Peter Long, Project Manager – Bridge Inn Road Project & Epping Road Projects</i> <i>Carlos Ibarra, Head of Communications & Stakeholder Engagement</i> 8. General Business: a) Weekend Market. b) Women in Building Surveyor Program. c) Break in at Epping Animal Welfare Facility. d) Community Consultation on Council Plan. e) Climate Change Training. f) All Abilities Playspace Carparking. g) Road Management Plan Consultation. h) Covid-19 Immunisation. i) Mill Park Leisure Centre. j) Counter Terrorist Attack. k) Gathering Place. l) Covid-10 Impact Report. m) Organisation Structure Update. <i>Nil disclosures</i>

Delegate Meetings attended by Administrators are detailed in the following table:

Committee Meetings	Administrator attendees	Officer attendees	Matters discussed
Internal: City of Whittlesea Audit and Risk Committee 25 February 2021	Lydia Wilson (Chair) The Hon Bruce Billson	CEO DCSP DCW DIE DPD EMG ICO RCO	<ol style="list-style-type: none"> 1. Confirmation of Minutes of Previous Meeting. 2. Matters Arising from Previous Meeting(s). 3. Audit & Risk Committee Work Plan. 4. CEO's Update. 5. Financial Report: <ol style="list-style-type: none"> a) Performance Report for the period ended 31 December 2020. b) Shell Annual Financial Report for the year ending 30 June 2021. c) New Accounting Standards – Update for the year ending 30 June 2021. 6. Risk Management: <ol style="list-style-type: none"> a) Risk Management Update. b) Fraud Risk Assessment. c) Annual IT Penetration Test – Progress Report. 7. Internal Audit: <ol style="list-style-type: none"> a) Internal Audit Status Report. b) Internal Audit Reviews. c) Outstanding Action Items from Internal Audit Reports. d) Child Safe Audit Implementation Update. 8. External Audit: <ol style="list-style-type: none"> a) External Audit Strategy. b) Outstanding Action Items from External Audit Reports. 9. Systems of Internal Control: <ol style="list-style-type: none"> a) Credit Card Policy and Staff Expense Reimbursement Policy. b) Administrator Expenses. c) Chief Executive Officer and CEO Executive Assistants' Corporate Credit Card Expenses. 10. Compliance: <ol style="list-style-type: none"> a) Internal Compliance Reviews. b) Quarterly Compliance Update – Monitoring Compliance with the Governance Principles. c) Procurement – Update. d) External Agency Examinations. 11. Other Responsibilities: <ol style="list-style-type: none"> a) Local Government Performance Report Framework Quarter 2 – Performance Report. b) Audit & Risk Committee Report to Council Template. 12. Correspondence. 13. General Business Items. 14. Confirmation of Date of Next Meetings. <i>Independent members in attendance:</i> <i>Geoff Harry, Chairperson, Michael Ulbrick & Theresa Glab</i> <i>Externals in attendance:</i> <i>Martin Thompson, Partner & Lynda Cooper, Manager – Crowe Howath</i> <i>Kathie Teasdale, Partner – RSD</i>

Nil disclosures

External: Yarra Plenty Regional Library Board 25 February 2021	Lydia Wilson (Chair)	DCW	<ol style="list-style-type: none"> 1. Election of YPRL Chair and Deputy Chair. 2. YPRL Committee Appointments. 3. YPRL Strategy 2021-2025: Presentation and Discussion. 4. Draft Budget 2021/2022 and Strategic Resource Plan 2022/2025. 5. Draft 2021/2022 Priority Action Plan. 6. Privacy Policy. 7. Digital Inclusion Strategy Update. 8. OH&S Six Monthly Report.
Internal: Whittlesea Reconciliation Group 25 February 2021	Peita Duncan	DPD	<ol style="list-style-type: none"> 1. Election of Co Chairs. 2. Change the Date. 3. Aboriginal Gathering Place. 4. Black Lives Matter.
Internal: Whittlesea Community Futures Partnership Meeting 1 March 2021	Peita Duncan	DCW	<p>Updates provided on:</p> <ol style="list-style-type: none"> 1. The Orange Door Access Point and Outposts. 2. Family Violence Working Group. 3. Whittlesea Housing and Homelessness Action Group. 4. Victoria's Big Housing Build Initiative. <p>Other items discussed:</p> <ol style="list-style-type: none"> 5. Implementing the new Terms of Reference. 6. Funding Support for community service organisations resourcing for COVID Recovery. 7. Council's 2021-2025 Community Plan Consultation. 8. Emerging Directors: Health and Wellbeing Partnership Plan (integrated into Council Plan 2021-2025). 9. NDIS Service Needs Research.
External: Interface Council Group 3 March 2021	Lydia Wilson (Chair)	CEO	<ol style="list-style-type: none"> 1. Growing Suburbs Fund. 2. Interface Week. 3. Royal Commission into Victoria's Mental health System.
External: Whittlesea Community Connections Board Meeting 15 March 2021	Lydia Wilson (Chair)	Nil	<ol style="list-style-type: none"> 1. Comprehensive CEO Update on major projects and receipt of funding 2. Monthly financial report 3. Introduction of new Aboriginal Officer, Sharna Brown

Media Commitments

Media Commitments	Date	Administrator attendees
Internal: Photoshoot for Clean Up Australia Day	25 February 2021	Lydia Wilson (Chair)
Internal: Photoshoot for Wollert East Community Centre	26 February 2021	Peita Duncan
Internal: Filming for International Women's Day	1 March 2021	Lydia Wilson (Chair) Peita Duncan

The table below represents an Index of Officer titles:

Initials	Title of Officer	Initials	Title of Officer
AMCDT	Acting Manager City Design & Transport – Arashdeep Singh	MMP	Manager Major Projects – Nick Mazzarella
CEO	Chief Executive Officer – Craig Lloyd	MPUD	Manager Parks & Urban Design – Susan Hecker
CFO	Chief Financial Officer – Mark Montague	MSPED	Manager Strategic Planning & Economic Development – George Saisanas

Initials	Title of Officer	Initials	Title of Officer
CSPED	Coordinator Strategic Planning & Economic Development – Liam Wilkinson	PMIA	Project Manager Investment Attraction – Kate Weatherley
DCSP	Director Corporate Services & Performance – Amy Montalti	RCO	Risk Coordinator – Samantha Boyle
DCW	Director Community Wellbeing – Kate McCaughey	SAA	Senior Advocacy Advisor – Michele Purtle
DIE	Director Infrastructure & Environment – Debbie Wood	TLBS	Team Leader Business Support – Rod Cann
DPD	Director Planning & Development – Justin O'Meara	TLED	Team Leader Economic Development – Sarah Rowe
DPE	Directorate Projects Executive – Jack Jansen	TLFS	Team Leader Financial Services – Allan Cochrane
EMCA	Executive Manager Corporate Affairs – Kristi High	TLGA	Team Leader Governance Administration – Amanda Marijanovic
EMG	Executive Manager Governance – Frank Joyce	TLLF	Team Leader Leisure Facilities – Jacinda Hunt
ICO	Internal Compliance Officer – David Gauci	TLO	Team Leader Operations – Michael Papathanasiou
MAW	Manager Ageing Well – Ann Hindell	TLRS	Team Leader Revenue Services – Zoran Krstevski
MCSA	Manager City Safety & Amenity – Andrew Mason	YDOWP	Youth Development Officer Wellbeing Portfolio – Liz Wyndham
MFCYP	Manager Family Children & Young People – Steve Ward	YSC	Youth Services Coordinator – Blair Colwell
MLCF	Manager Leisure & Community Facilities – Benjamin Waterhouse	SCEA	Senior Community Engagement Officer – Luke Hambly
PRC	Pandemic Recovery Coordinator – Catherine Simcox		

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

Goal **High Performing Organisation**

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

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.

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.

Administrator Peita Duncan provided the following verbal report:

Whittlesea Reconciliation Group

"I attended the Whittlesea Reconciliation Group meeting which was a very, very good meeting, I thought, and we are really trying to effect change through that group. There's a new election of the co-chairs which is taking place so I just want to express my thanks to the WRG."

Whittlesea Community Future Partnership

"I attended the Whittlesea's Community Future Partnership meeting and there was lots of discussions from all of those groups around implementing the...through the COVID-19 pandemic, discussion around our consultation for the council plan, so that was very worthwhile as well"

Community Consultation Groups

"We also attended Community Consultation Groups online because it was during our short lockdown to discuss the council plan with residents and I felt we did I think two of those groups and I thought that was very, very rewarding for us to hear directly what the concerns are from the community so that we could really listen and get a feel for what's happening and

as I said now we're out and about a bit more, we will get to really understand the vibes in the community.

Launch of Riverlee

"I think it was just last week we attended the launch of the Riverlee site which is absolutely ground breaking and game changing I think in Local Government and I'm really proud of that, what we've done with Riverlee, Ramsey healthcare and all of the partners that are involved in that site. I'm excited to see that come to fruition during our tenure, chair."

Chair of Council, Lydia Wilson provided the following verbal reports:

Audit and Risk Committee

"I just wanted to note obviously my attendance at the City of Whittlesea Audit and Risk Committee and we referred to the minutes of that meeting earlier which was a really comprehensive committee meeting with multiple very important matters on the agenda."

Yarra Plenty Regional Library Board Meeting

"The Yarra Plenty Regional Library Board meeting that I attended on 25 February and was elected chair of the Yarra Plenty Library Corporation and the start of some really important discussions regarding strategic directions going forward and the draft budget of the library corporation going forward."

Interface Group of Councils

"Also I attended, on 3 March, the interface group of councils. We need strong representation with other interface councils and a number of important items were discussed at that particular meeting, including the growing suburbs fund and interface week and also the Royal Commission into Victoria's mental health system."

Whittlesea Community Connections

"The last item I would like to note is the Whittlesea Community Connections Board which I'm a member on and we had a very comprehensive update on a number of major projects and our finances. That's all I particularly wanted to note."

RECOMMENDATION

THAT Council resolve to note the records of the Informal Meetings of Administrators and Delegate Meetings to the period 20 February 2021 to 22 March 2021 in the table set out in the report.

COUNCIL RESOLUTION

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

THAT Council resolve to adopt the Recommendation.

CARRIED

11. CONFIDENTIAL BUSINESS

11.1 CONNECTED COMMUNITIES

NIL REPORTS

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

12. CLOSURE

THERE BEING NO FURTHER BUSINESS THE CHAIR OF COUNCIL CLOSED THE MEETING AT 7.48PM.

CONFIRMED THIS 4TH DAY OF MAY 2021.



LYDIA WILSON
CHAIR OF COUNCIL