



*City of*  
**Whittlesea**

# **MINUTES**

## **OF SCHEDULED COUNCIL MEETING**

**HELD ON**

**TUESDAY 1 JUNE 2021**

**AT 6.30PM**

**MEETING HELD REMOTELY  
VIA ZOOM**





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## ADMINISTRATORS

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LYDIA WILSON

CHAIR OF COUNCIL

PEITA DUNCAN

ADMINISTRATOR

CHRIS EDDY

ADMINISTRATOR

On 19 June 2020 the Acting Minister for Local Government, Daniel Andrews appointed the Panel of Administrators for the City of Whittlesea and appointed Lydia Wilson as Chair of the Panel. The Panel of Administrators comprises of Ms Lydia Wilson, the Honourable Bruce Billson and Ms Peita Duncan. On 3 March 2021, the Hon. Bruce Billson resigned from his position as Administrator with the City of Whittlesea. Effective from 12 May 2021, the Minister for Local Government appointed Mr Chris Eddy as the third Panel Member. Ms Lydia Wilson, Ms Peita Duncan and Mr Chris Eddy will undertake the duties of the Council of the City of Whittlesea until the October 2024 Local Government Election.



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## SENIOR OFFICERS

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CRAIG LLOYD

CHIEF EXECUTIVE OFFICER

KRISTI HIGH

EXECUTIVE MANAGER PUBLIC AFFAIRS

FRANK JOYCE

EXECUTIVE MANAGER GOVERNANCE

NICK MAZZARELLA

ACTING DIRECTOR INFRASTRUCTURE &  
ENVIRONMENT

KATE MCCAUGHEY

DIRECTOR COMMUNITY WELLBEING

AMY MONTALTI

DIRECTOR CORPORATE SERVICES

JUSTIN O'MEARA

DIRECTOR PLANNING & DEVELOPMENT



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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 1 June which is being livestreamed. The meeting is being held on line in accordance with State Government lockdown requirements in response to the recent COVID19 outbreak.

If technical problems are encountered that prevent the meeting from being broadcast to the public, the meeting will be adjourned until the technical problems are resolved or the meeting will be postponed to another time and date in accordance with Council’s Governance Rules.

I am Lydia Wilson, Chair of the Panel of Administrators and I would also like to introduce my Panel colleagues

Ms Peita Duncan

I am delighted to also introduce our new Administrator, Mr Chris Eddy. Mr Eddy was appointed as our third Panel Member, by the Minister for Local Government effective from 12 May 2021. Mr Eddy was sworn into office as an Administrator of the City of Whittlesea on 13 May 2021.

Mr Eddy has a distinguished career in Local Government including former Chief Executive Officer of Hobsons Bay and a number of key directorships including membership of a number of Audit and Risk Committees, interim Chief Executive Officer roles and public speaking and presenter assignments.

I would also like to introduce our Chief Executive Officer, Mr Craig Lloyd and ask that he in turn introduce the Council Officers in attendance today.”

“Good evening everyone, we also have with us:

Executive Manager Public Affairs, Ms Kristi High;

Executive Manager Governance, Mr Frank Joyce;

Director Community Wellbeing, Ms Kate McCaughey;

Director Corporate Services, Ms Amy Montalti;

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

Acting Director Infrastructure & Environment, Mr Nick Mazzarella

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

**1.2 OATH OF OFFICE**

<b>OATH OF OFFICE</b>
-----------------------

On 19 June 2020, the Acting Minister for Local Government, Daniel Andrews appointed the Panel of Administrators for the City of Whittlesea and appointed Lydia Wilson as Chair of the Panel.

The Panel of Administrators comprises of Ms Lydia Wilson, the Honourable Bruce Billson and Ms Peita Duncan. On 3 March 2021, the Hon. Bruce Billson resigned from his position as Administrator with the City of Whittlesea.

Effective from 12 May 2021, the Minister for Local Government appointed Mr Chris Eddy as the third Panel Member.

On 13 May the Administrator, Chris Eddy, was sworn into office as Administrator of the City of Whittlesea. A copy of the Administrator's Oath of Office has been incorporated into these minutes.

# Oath of Office



City of  
Whittlesea

## Oath of Office

I, Chris Eddy, swear by Almighty God that I will undertake the duties of the office of Administrator in the best interests of the municipal community.

I will abide by the Administrator/Councillor Code of Conduct and uphold the standards of conduct set out in the Administrator/Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 or any other Act to the best of my skill and judgment.

Signature

Chris Eddy

Administrator

Date 13/5/21

Signature

Signed in the presence of the  
Chief Executive Officer

Craig Lloyd

Date 13/5/21

### Council Offices

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

Phone: 9217 2170

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

Email: [info@whittlesea.vic.gov.au](mailto:info@whittlesea.vic.gov.au)

Free telephone interpreter service



131 450

ABN 72 431 091 058

[whittlesea.vic.gov.au](http://whittlesea.vic.gov.au)

### 1.3 PRAYER BY THE CHIEF EXECUTIVE OFFICER

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

*Almighty God, we ask for your blessing upon this council to make informed and good decisions to benefit the people of the City of Whittlesea.*

*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*

### 1.4 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.”

### 1.5 PRESENT

#### Members:

Ms Lydia Wilson	Chair of Council
Ms Peita Duncan	Administrator
Mr Chris Eddy	Administrator

#### Officers:

Mr Craig Lloyd	Chief Executive Officer
Ms Kristi High	Executive Manager Public Affairs
Mr Frank Joyce	Executive Manager Governance
Ms Kate McCaughey	Director Community Wellbeing
Ms Amy Montalti	Director Corporate Services
Mr Justin O'Meara	Director Planning & Development
Mr Nick Mazzarella	Acting Director Infrastructure & Environment
Mr Nick Robinson	Strategic Planner
Mr Justin Fox	Planning Officer
Ms Sarah Rowe	Acting Manager Economic Development
Mr Julian Edwards	Manager Building & Planning
Mr Mark Montague	Chief Financial Officer

**1.6 ACKNOWLEDGEMENTS****RECONCILIATION WEEK**

Administrator Peita Duncan read the following statement:

“Tonight we would like to acknowledge that in light of the recent pandemic outbreak and the State of Victoria being in lockdown, this is right in the middle of our Reconciliation Week which runs from 27 May till 3 June.

This year's theme is 'More than a word. Reconciliation takes action'. The City of Whittlesea has a rich history of supporting Reconciliation through tangible actions including having one of the highest numbers of Aboriginal and Torres Strait Islander staff in Victorian local government.

Unfortunately due to the Covid outbreak, our Reconciliation Week events have been cancelled or postponed. But tonight we acknowledge that Reconciliation is a journey for all Australians – as individuals, families, communities, organisations and importantly as a nation. And that at the heart of this journey are relationships between the broader Australian community and Aboriginal and Torres Strait Islander people. This is the 20th anniversary of the Whittlesea Reconciliation Group and I am very, very proud as are my fellow administrators and the Council are, that we are one of the oldest Reconciliation Groups across Australia that is something for us to be proud of as a municipality.

Thank you Chair.”

**COVID-19 PANDEMIC**

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

Thank you, Administrator Duncan. I completely echo your comments, I am also looking forward to the Reconciliation Events occurring sometime hopefully in the near future.

We also felt it important to make a few comments regarding the current situation in relation to the COVID-19 pandemic and the 7 day lockdown that was announced last Thursday.

It is clear to me that the thought of Covid being prevalent again in our community, must be raising feelings of uncertainty, concern and anxiety for many people.

Immediately since news of Covid cases in the City of Whittlesea the Victorian Department of Health commenced rapid testing, tracking and tracing.

Council Officers have worked tirelessly to support these efforts and I sincerely thank them and health workers on behalf of our community for their efforts - establishing pop up testing sites, sharing information with our community and providing our Plenty Ranges Arts & Convention Centre for a mass walk-up vaccination site.

This situation, as the case has always been with Covid, is constantly evolving. We implore everyone to stay up to date with the latest exposure sites, and to follow health advice and instructions that will help us to get the spread of Covid within the community under control as quickly as possible.

We have two constant local testing sites at Northern Health and in Mernda, and Council is providing venues for Department of Health pop up testing sites as needed. We list these on our social and digital channels and they are also included on the Department of Health website.

Please get tested if you are unwell or have visited an exposure site as this is key to stopping Covid from spreading further.

One of the most effective preventative measure to protect yourself from Covid is to be vaccinated.

If you are eligible for the vaccination, I would encourage you to do so. As the Minister for Health noted “It is the only ticket out of this”

It is important to also remember that, if 2020 taught us anything, it is that we are a resilient and supportive community.

There is a lot of information on Council’s website including details of relevant support services so please, if you or someone you know is in need, get in touch with one of them.

Stay safe, stay healthy and let’s work together to get through this as soon as possible.

## 2. APOLOGIES

NIL

## 3. DECLARATIONS OF INTEREST

NIL

## 4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

<b>COUNCIL RESOLUTION</b>
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**MOVED:** *Administrator Duncan*

**SECONDED:** *Chair of Council Wilson*

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

Scheduled Meeting of Council held 4 May 2021

**CARRIED**

## 5. QUESTIONS, PETITIONS AND JOINT LETTERS

### 5.1 QUESTIONS TO ADMINISTRATORS

### 5.2 PETITIONS

NIL REPORTS

### 5.3 JOINT LETTERS

NIL REPORTS



**6. OFFICERS' REPORTS**

**Chief Executive Officer Explanatory Note**

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



**6.1 CONNECTED COMMUNITIES****ITEM 6.1.1 FOR DECISION - ADOPTION OF AMENDED GOVERNANCE RULES**

**Attachments:**

1	Assessment of Community Feedback <a href="#">↓</a>
2	Governance Rules 2021 <a href="#">↓</a>

**Responsible Officer:** Executive Manager Governance

**Author:** Principal Governance Advisor

**RECOMMENDATION SUMMARY**

The report recommends that Council adopt the amended Governance Rules as contained in Attachment 2 having invited and considered community input on the proposed amendments.

**BRIEF OVERVIEW**

The Governance Rules were adopted on 1 September 2020 and are a requirement under the *Local Government Act 2020*. The Rules regulate proceedings at Council Meetings and may be amended by Council at any time as required.

**RATIONALE FOR RECOMMENDATION**

Council has had an opportunity to assess the effectiveness of the Rules and has identified amendments aimed at improving the operation of Council meetings and improving access to meetings by the community.

**IMPACTS OF RECOMMENDATION**

The amended Rules will facilitate Council meetings and improve access to Council meetings by the community. Members of the community will be able to ask questions at a Council meeting and persons who submit petitions or joint letters will be able to speak to their petition or joint letter at the Council meeting.

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

The Governance Rules will be reviewed on an ongoing basis to provide Council with an opportunity to assess the effectiveness of the Rules and make further amendments as 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 the preparation of business papers for Council meetings.

At its meeting on 6 April 2021, Council resolved to:

1. Endorse proposed amendments to the Governance Rules;
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 at the 1 June 2021 Council meeting 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.

**PROPOSAL**

At the close of the community consultation period, four (4) survey responses were received from the community which are summarised in the table together with officer comments and proposed action. (See Attachment 1).

All survey respondents agreed that the proposed changes to the Rules will improve the operation of Council meetings and the community's ability to understand and participate in Council decision making. Written comments were provided by three of the survey respondents and the feedback provided can be addressed under existing provisions.

Having considered community feedback, it is recommended that the amended Governance Rules be adopted. A copy of the amended Rules is attached. (See Attachment 2).

The following is a summary of the amendments.

- 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; (Rule 11.2)
- Provide for Officers to present reports and speak for up to the 5 minutes and a further 2 minutes by extension; (Rule 12.5)
- Included the Public Questions Time process and capacity for public to ask questions at Council meetings into the Governance Rules instead of a separate *Public Question Time Policy and Procedural Guidelines*; (Rule 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; (Rule 18)
- Confirming assistance will be available to any community member seeking or requiring support to submit a question or to present to Council. (Rules 17.4, 17.7 and 18.10)

- Changed wording relating to records of Meetings and administrator attendance records with register of attendance being published on Council's website quarterly. (Rules 51 and 52)
- Minor drafting changes to amend obsolete or incorrect legislative references and consequential amendments to ensure the Rules are legally consistent including an amendment to rule 12.4 to require the Chief Executive Officer to consult the chairperson on the business to be listed for consideration at a Council Meeting.

## **CONSULTATION**

Community input was invited on the amended Governance Rules on Council's website for a four-week period in line with Council's Community Engagement Policy.

The consultation included 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. This included a summary sheet with the key elements of change and seeking feedback on whether the changes are supported and if there is any other feedback on the Governance Rules.

## **CRITICAL DATES**

It is proposed that the Rules will be adopted at the 1 June 2021 Council meeting and 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*

The *Local Government Act 2020* requires Council to adopt Governance Rules and prescribes what must be included. The Act also requires Council to ensure that a process of community engagement is followed in adopting or amending its Governance Rules.

The Rules include discretionary matters not prescribed by the *Act* such as public question time which provides the community with the opportunity to submit questions at Council meetings.

### **City of Whittlesea policies and guidelines**

#### *Election Period Policy*

The Election Period Policy is incorporated in the 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 are being revoked. Public Questions are governed under revised Rule 17 of the amended Governance Rules.

Procedural Guidelines containing detailed procedures relating to the asking of public questions at Council Meetings will support the administration of Rule 17.

Community Engagement Policy

Consultation on the Governance Rules is required in accordance with the Council's Community Engagement Policy and has occurred 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**

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

**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 adopt the amended Governance Rules as contained in Attachment 2. The amended Rules aim to facilitate the operation of Council meetings and improve access to Council meetings by the community.

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

THAT Council resolve to:

1. Note the feedback received from the community in relation to proposed amendments to the Governance Rules and Council's response to the feedback contained in Attachment 1 of this report;
2. Adopt the amended Governance Rules contained in Attachment 2 of this report to commence operation from 2 June 2021;
3. Revoke the Governance Rules made on 1 September 2020 upon the amended Governance Rules coming into operation; and

4. Revoke Council's Public Question Time Policy and Procedural Guidelines dated 1 October 2020.

<b>COUNCIL RESOLUTION</b>
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**MOVED:** *Chair of Council Wilson*

**SECONDED:** *Administrator Eddy*

**THAT Council resolve to:**

1. Note the feedback received from the community in relation to proposed amendments to the Governance Rules and Council's response to the feedback contained in Attachment 1 of this report;
2. Adopt the amended Governance Rules contained in Attachment 2 of this report to commence operation from 2 June 2021;
3. Revoke the Governance Rules made on 1 September 2020 upon the amended Governance Rules coming into operation;
4. Revoke Council's Public Question Time Policy and Procedural Guidelines dated 1 October 2020; and
5. Conduct a review of the Governance Rules by July 2022 to further assess the effectiveness of the new Rules.

**CARRIED UNANIMOUSLY**



## Assessment Table - Community Feedback on Amended Governance Rules

No.	Community Feedback	Comments/Response	Action
1	<p><b>Rule 11.2</b></p> <p>Prayers should not be read at council meetings unless this is inclusive of all religious faiths</p>	<p>Prayers have traditionally been read at Council meetings and the rule provides an option to read a prayer and or good governance pledge at Council's discretion.</p> <p>Council will investigate alternative non-denominational prayers that reflect the diversity of beliefs and religions in the municipality and will work with the Whittlesea Interfaith Network to prepare draft text for consideration by Council.</p>	No change to the Rules is proposed.
2	<p><b>Rule 17</b></p> <p>1. Councillors pre-organise community members to ask Dorothy Dixier questions. This would be to highlight achievements or to humiliate their colleagues. How will you deal with that?</p> <p>Will the code of conduct be updated to limit this?</p> <p>2. A submitted question is deemed appropriate, however, when the community member stands they ask an inappropriate question not submitted. Is their mic turned off? What happens when they continue to shout the question?</p>	<p>1. Rule 17 allows the Chairperson to disallow a question if they determine that it is malicious or defamatory or is aimed at embarrassing an Administrator or a member of Council staff.</p> <p>Under the existing Administrator Code of Conduct, Administrators have agreed to treat fellow Administrators, Council staff and members of the public with dignity, courtesy and respect.</p> <p>2. Under Rule 37.2 a visitor may be ordered by the Chairperson to leave the Council Meeting if they are called to order by the Chairperson for any improper or disorderly conduct and they do not comply with the direction.</p> <p>Under Rule 10.3, the Chairperson may adjourn a Council Meeting if they are of the opinion that disorder in the Council Chamber or in the public gallery makes it desirable.</p>	<p>No change to the Rules is proposed.</p> <p>No change to the Rules is proposed.</p>

### Assessment Table - Community Feedback on Amended Governance Rules

	<p>3. Will question time be broadcast on YouTube? Will this intimidate people from asking questions? Will this change the context of the questions from genuine questions of enquiry to questions to wedge Councillors?</p> <p>4. Is the Chair the appropriate person to assess the questions? Should this be a senior officer? What happens when the chair allows nothing but Dorothy Dixers for their aligned colleagues and offensive humiliating questions for non-aligned colleagues?</p> <p>5. Will there be a minimum time that questions need to be submitted? This may assist with an answer being prepared.... but I do dislike those prepared mealy mouthed responses.</p>	<p>3. All proceedings of Council Meetings are live-streamed and recordings of the proceedings retained and published on Council's website with the exception of confidential matters considered in the section of the meeting closed to the public.</p> <p>4. Rule 17.12 provides for the Chairperson to nominate an Administrator 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.</p> <p>5. There is no minimum time that questions need to be submitted provided they are submitted before the Council Meeting.</p> <p>Priority will be given to questions received up to 3 hours prior to the Council Meeting as this will allow sufficient time for an informed response to the question to be prepared.</p>	<p>No change to the Rules is proposed.</p> <p>No change to the Rules is proposed.</p> <p>No change to the Rules is required.</p>
3	<p><b>Rule 18</b></p> <p>It is time petitions can be constructed electronically. Paper and pen signatures are very last century.</p>	<p>Online (electronic) petitions are not permitted under the Governance Rules as it is not possible to identify the address of the petitioners. Online petitions typically include a higher number of signatories from outside the municipal district, even outside Australia.</p> <p>The requirement for petitions to be received in writing is in line with the Model Governance rules for the sector and consistent with neighbouring Councils.</p>	<p>No change to the Rules is proposed.</p>





# Governance Rules

1 June 2021  
(Version 2.14)



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*A place for all*

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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.

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## Definitions

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

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.

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Words	Meaning
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
Council Meeting	includes a Scheduled Council Meeting and an Additional Council Meeting.
Council Website	Council's website at <a href="http://www.whittlesea.vic.gov.au">www.whittlesea.vic.gov.au</a> .
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: <ul style="list-style-type: none"> <li>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;</li> <li>b) stating the address of each signatory; and</li> <li>c) setting forth a matter on which a remedy or relief is sought.</li> </ul>
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

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Words	Meaning
Online Petition	a Petition which is signed online through a form on a website or a similar process.
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;
- (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

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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.



## Council Meeting Procedure

### 1. Purpose of Council Meetings

Council holds Scheduled 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.*

#### 2.5 Appointment of Acting Mayor

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

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### **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 Chairperson 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.





- 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 after consulting the Chairperson; 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.
- 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](mailto: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, they will be required to nominate which 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;

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- 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

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- 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.
- 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.

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## 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.

## 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.*

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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.

## 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;

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- (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.
- 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.

### **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;

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- 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

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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 1 - 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

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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 Closure	That the question be now put	An Administrator /Councillor who has not moved, seconded or spoken to the motion or any amendment of it	No	Any matter	(NB A closure motion shall not be accepted by the Chairperson unless the Chairperson considers there has been sufficient debate for and against the original motion or amendment)	Motion or amendment in respect of which the closure carried is put to the vote immediately	Debate continues unaffected
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		<p>Motion and amendments not further discussed or voted on until:</p> <p>(a) Council resolves to take the question from the table at the same Council Meeting</p> <p>(b) Matter is placed on an Agenda and the Council resolves to take the question from the table</p>	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
Proceeding to the Next Business	That the Meeting proceed to the next business	An Administrator /Councillor who has not moved, seconded or spoken to the matter to which the motion relates	Yes	Any matter		<p>(a) If carried in respect of a motion, its effect is to remove that motion from consideration</p> <p>(b) If carried in respect of an amendment, its effect is to dispose of the amendment and debate resumes upon the substantive motion</p>	Debate resumed at point of interruption
Suspension of Standing Orders	That Standing Orders be suspended to ...' (reason must be provided)	Any Administrator	Yes	To allow full discussion or clarification of an issue		<p>The rules of the meeting are temporarily suspended for the specific reason given in the motion</p> <p>No debate or decision on any matter, other than a decision to resume Standing Orders, is permitted</p>	The meeting 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
Resumption of Standing Orders	That Standing Orders be suspended to ...' (reason must be provided	Any Administrator	Yes			The temporary suspension of the rules of the meeting is removed and the rules of the meeting resume	The meeting cannot continue
Alter the order of business	That the item listed at xx on the agenda be considered before/after the item listed as xy	Any Administrator	Yes	Any matter	(a) At a Meeting to elect the Mayor; or (b) During any debate	Alters the order of business for the meeting	Items are considered in the order as listed in the Agenda

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## 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 Chairperson 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

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.<sup>1</sup>

### 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;

<sup>1</sup> Division 1A of Part 4 of the *Local Government Act 1989* was repealed on 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 Chairperson; 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 Chairperson.

## **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.

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## 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.

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## 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.

<b><i>election period</i></b>	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.
<b><i>publish</i></b>	Means publish by any means, including by publication on the Internet.
<b><i>public consultation</i></b>	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.
<b><i>significant decision</i></b>	In the context of this policy, significant decisions include: <ol style="list-style-type: none"> <li>decisions that may irrevocably commit the incoming Council to substantial expenditure or to other significant actions; and</li> <li>decisions that may have an irrevocable and significant impact on the municipality or a significant section of the community.</li> </ol>
<b><i>inappropriate decisions</i></b>	Inappropriate decisions made by a Council during an election period includes any of the following: <ol style="list-style-type: none"> <li>decisions that would affect voting in an election; and</li> <li>decisions that could reasonably be made after the election.</li> </ol>

#### 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.



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



- 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

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.

#### **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.

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#### **5.6 Cessation of Ward Specific Publications**

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**

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

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.



## 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.



### **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

<b>Spokesperson for the Council</b>	
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.

<b>Media releases, Media Services and Media enquiries</b>	
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.

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

<b>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.</b>	
Approved by:	No change to existing approval process.

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<b>Existing Brochures</b>	
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.

<b>New Brochures</b>	
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.

<b>New or modified Whittlesea internet (not intranet) and Social Media</b>	
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.

<b>Previously published material on the City of Whittlesea Website, Social Media, on displays at the reception desk and other Council facilities</b>	
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><b>Growling Frog Golf Course</b> – Director Community Services</p> <p><b>Plenty Ranges Arts and Convention Centre</b> – Director Community Services</p> <p><b>Whittlesea Business</b> – Director Planning, Partnerships and Engagement</p> <p><b>Whittlesea Building</b> – Director Planning, Partnerships and Engagement</p> <p><b>Whittlesea Tourism</b> – 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.



<b>Weekly newspaper column</b>	
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.

<b>Newspaper advertisements</b>	
Approved by:	No change to existing process (except for CEO certification)
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.

<b>Council run public events (including corporate, civic functions and Citizenship Ceremonies)</b>	
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.

*A place for all*



<b>Public (non-Council conducted) events</b>	
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.
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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**ITEM 6.1.2 FOR DECISION - APPOINTMENT OF COUNCIL REPRESENTATION ON ORGANISATIONS AND COMMITTEES**

**Attachments:** 1 2021 Representation on Organisations and Committees [↓](#)

**Responsible Officer:** Executive Manager Governance

**Author:** Team Leader Governance Administration

**PREVIOUS COUNCIL RESOLUTIONS**

On 7 July 2020, Council resolved to:

**1. Nominate Administrator delegates to the organisations and committees that have been identified to be of strategic significance listed as follows:**

- **Audit & Risk Committee (Internal)**
- **CEO Employment Matters Advisory Committee (Internal Advisory Committee)**
- **City of Whittlesea Australia Day Awards Committee (Internal Advisory Committee)**
- **Interface Councils Group (External)**
- **Municipal Association of Victoria (External)**
- **Metropolitan Local Government's Waste Forum (MLGWF) (External)**
- **Municipal Fire Management Planning Committee (MFMPC) (Internal)**
- **Northern Council's Alliance (External)**
- **Whittlesea Community Connections (External)**
- **Whittlesea Community Futures Partnership (External)**
- **Whittlesea Disability Network (WDN) (External)**
- **Whittlesea Reconciliation Group (Internal)**
- **City of Whittlesea Youth Advisory Committee (Internal)**
- **Yarra Plenty Regional Library Board (External)**

**2. Nominate Officers only to the organisations and committees listed as follows (as unshaded in attachment 1):**

- **Australian Local Government Women's Association (ALGWA) (External)**
- **Bundoora Indoor Netball & Sport Centre Board (External)**
- **Darebin Creek Management Committee Incorporated (External)**
- **Friends of South Morang (External)**
- **Health and Wellbeing Partnership Plan 2017-2021 Steering Committee (Internal)**

- Merri Creek Management Committee Incorporate (External)
  - Metropolitan Transport Forum Inc. (External)
  - Northern Alliance for Greenhouse Action Executive (NAGA) (External)
  - Westgarthtown Pioneer Precinct Advisory Committee (External)
  - Whittlesea Courthouse Association (External)
  - Whittlesea Multicultural Communities Council (WMCC) (External)
  - Whittlesea Secondary College Chaplaincy Committee (External)
  - Whittlesea Showground and Recreation Reserves Committee of Management (External)
  - Whittlesea Youth Commitment Strategic Advisory Group (WYC) (External)
3. Not appoint representatives to the Visual Art and Civic History Collections Acquisitions Advisory Group (AAG) (Internal) for the 2020-2021 period.
  4. Continue membership with the Victorian Local Governance Association (VLGA) (External) for the 2020-2021 period.
  5. No longer nominate representatives to the following organisations and committees:
    - City of Whittlesea Arts Cultural and Sporting Grants Program for Young People (Internal Advisory Committee)
    - Friends of Farm Vigano
    - Whittlesea Country Music Festival Association Incorporated (External).

On 6 April 2021 Council resolved to:

1. **Adopt the 2021 Youth Advisory Committee Terms of Reference.**

The terms of reference confirmed that no Administrators would be part of the Committee.

On 4 May 2021 Council resolved to:

1. **Adopt the terms of reference of the Community Awards Committee;**
2. **Nominate one Administrator Representative to the Committee, Administrator Duncan;**

**RECOMMENDATION SUMMARY**

That Council review appointments to organisations and committees.

**BRIEF OVERVIEW**

On 7 July 2020 Council resolved to appoint delegates to organisations and committee for the period 7 July 2020 to 31 December 2022 with the intent of periodically reviewing the appointments. In the interim period, Administrator delegate appointments have been made to the following Committees: City of Whittlesea Youth Advisory Committee and City of Whittlesea Community Awards Committee on 6 April and 4 May 2021 respectively and do not require a further appointment at this time.

**RATIONALE FOR RECOMMENDATION**

This report provides an opportunity to review Council representation on organisations and Committees based on the organisation's strategic significance and its alignment with the achievement of Council's goals.

**IMPACTS OF RECOMMENDATION**

The Council's key focus is to appoint Administrators to organisations and committees that have been identified to be of strategic significance. This will enable Administrators to represent Council and engage with key stakeholders and community through formal meetings and partnerships.

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

Relevant organisations and committees will be advised of any changes to appointments.

**REPORT****INTRODUCTION**

Council is committed to engaging with the community, supporting partnerships and participating on appropriate committees and organisations. Council recognises the valuable contribution committees and networks make to the local community and appreciate the volunteering and civic participation involved. There is great value in supporting and participating in local, regional and state-wide committees and organisations.

This report sets out the details of the groups recommended for Council representation for the period 2 June 2021 to 31 December 2022.

It is proposed that Administrators be nominated to organisations and committees that have been identified to be of strategic significance (as highlighted in yellow in Attachment 1). This will enable Administrators to represent Council and engage with key stakeholders and community members through formal meetings and partnerships.

A further review of appointments will take place before 31 December 2022.

**BACKGROUND**

The Panel of Administrators, comprising Chair Lydia Wilson, Ms Peita Duncan and the Hon. Bruce Billson were appointed on 19 June 2020 to work as Council. At the 7 July 2020 Council Meeting, Administrators were appointed to organisations and committees that were identified to be of strategic significance for the period 7 July 2020 to 31 December 2022. Officers were also appointed.

On 6 April and 4 May 2021 respectively, appointments were made to the City of Whittlesea Youth Advisory Committee and City of Whittlesea Community Awards Committee.

The Hon Bruce Billson resigned from position as Administrator in March 2021.

Mr Chris Eddy was appointed and commenced as an Administrator on 12 May 2021.

This is the first periodic review to take place since these appointments.

**PROPOSAL**

That Council reviews its participation on organisations and committees to ensure effective involvement and participation in local and strategic organisations. This is timely with the appointment of Administrator Chris Eddy and in considering the Organisations and Committees that former Administrator Billson was previously appointed to.

***Administrator representation***

It is proposed that Administrators provide representation on the following internal and external organisations and committees (as highlighted in yellow in Attachment 1):

- *Audit & Risk Committee (Internal Advisory)*
- *Australian Local Government Women's Association (ALGWA) (External)*
- *CEO Employment Matters Advisory Committee (CEMAC) (Internal)*
- *Interface Councils Group (External)*
- *Municipal Association of Victoria (MAV) (External)*
- *Metropolitan Local Government's Waste Forum (MLGWF) (External)*



- *Northern Alliance for Greenhouse Action Executive (NAGA) (External)*
- *Northern Council's Alliance (External)*
- *Victorian Local Governance Association (External)*
- *Whittlesea Community Connections (External)*
- *Whittlesea Disability Network (WDN) (External)*
- *Whittlesea Reconciliation Group (Internal)*
- *Yarra Plenty Regional Library Board (External)*

**Officer representation**

It is proposed that officers continue provide representation on the following internal and external organisations and committees:

- *Australian Local Government Women's Association (ALGWA) (External)*
- *Bundoora Indoor Netball & Sport Centre Board (External)*
- *Darebin Creek Management Committee Incorporated (External)*
- *Friends of South Morang (External)*
- *Health and Wellbeing Partnership Plan 2017-2021 Steering Committee (Internal)*
- *Interface Councils Group (External)*
- *Merri Creek Management Committee Incorporate (External)*
- *Metropolitan Local Government's Waste Forum (MLGWF) (External)*
- *Metropolitan Transport Forum Inc. (External)*
- *Municipal Fire Management Planning Committee (MFMPC) (Internal)*
- *Northern Alliance for Greenhouse Action Executive (NAGA) (External)*
- *Northern Councils Alliance (External)*
- *Westgarthtown Pioneer Precinct Advisory Committee (External)*
- *Whittlesea Community Futures Partnership (External)*
- *Whittlesea Courthouse Association (External)*
- *Whittlesea Disability Network (WDN) (External)*
- *Whittlesea Multicultural Communities Council (WMCC) (External)*
- *Whittlesea Reconciliation Group (Internal)*
- *Whittlesea Showground and Recreation Reserves Committee of Management (External)*
- *City of Whittlesea Youth Advisory Committee (Internal)*
- *Whittlesea Youth Commitment Strategic Advisory Group (WYC) (External)*
- *Yarra Plenty Regional Library Board (External)*

Further details relating to the nature of the Administrator and Officer representations are set out in attachment 1 of this report.

Proposed changes to former appointments are outlined below.

**Proposed changes to increase Administrator representatives.**

The following committees and organisations do not have current Administrator representation. They are seen as strategic and important opportunities for advocacy and partnership and as such it is recommended for an Administrator to be a representative.

- *Australian Local Government Women's Association (ALGWA)*

ALGWA is the peak body representing the interests of women in local government across Australia. The Association seeks to assist in furthering women's knowledge, understanding and participation in the function of Local Government. Due to the strategic nature of this Association it is recommended that an Administrator be appointed to this Association.

- *Northern Alliance for Greenhouse Action Executive (NAGA) (External)*

Due to the strategic nature of this Executive an Administrator delegate will be appointed to the Executive. The Officer delegate is an observer when the Administrator delegate attends a meeting and may act as the Administrator's substitute in the Administrator delegate's absence at a meeting.

**Proposed change from two to one Administrator representatives.**

For the following organisations and committees, a lesser number of Administrator delegates per Committee is proposed than previously when Councillor delegates were appointed. This is due to the nature of the Administrator representation being of a more strategic focus and it also acknowledges one of three Administrators being available to represent the City and report back to all Council through the monthly delegation reports. There is also a commitment to invite these groups and networks to present to Council on an annual basis to provide increased access to Council.

- *Whittlesea Disability Network (WDN) (External)*

The terms of reference do not currently include an Administrator as having voting rights. The appointment of one Administrator delegate meets the requirements of the Terms of Reference of this Committee.

- *Whittlesea Reconciliation Group (Internal)*

The Terms of Reference of the Group will require amendment in accordance with appointments made.

- *Yarra Plenty Regional Library Board (External)*

The appointment of one Administrator delegate and Officer to the Board meets the requirements of the Yarra Plenty Regional Library Service Agreement.

**Proposed change to officer representatives only.**

The following Committees are proposed to no longer have Administrative representative and to continue with Officer representatives. There is also a commitment to invite these committees to present to Council on an annual basis to provide increased access to Council and for Administrators to be invited as guests to meetings as appropriate.

- *Municipal Fire Management Planning Committee (MFMP) (Internal)*

The Committee's focus is mainly on operational matters and there is no legislative requirement for an Administrator/Councillor delegate to be appointed to the MFMP. Officer representation on this committee will continue. The terms of reference were updated by this committee on 17 March 2021 to reflect the change to Officer representation only.

- *Whittlesea Community Futures Partnership (External)*

The terms of reference do not currently include an Administrator as having voting rights. This committee is chaired by a Council officer and is deemed to be suitable for officer involvement at this time with reporting through to Council as appropriate.

**Proposed change for no representation at this time**

It is proposed that the following Committee does not require representation from 2 June 2021:

- *Whittlesea Secondary College Chaplaincy Committee (External)* This committee does not require a Council representation under the Committee's constitution.

**CONSULTATION**

Administrators have been participating in meetings of organisations and committees for the past 12 months. In that time, they have gained knowledge and experience of Organisations and Committees identified to be of strategic significance (as highlighted in yellow in Attachment 1). Officers have continued to provide representation to the remainder of the organisations and Committees listed.

**FINANCIAL IMPLICATIONS**

The costs associated with participation of Administrators and officers in internal and external organisations and committees, as set out in this report, is included in the recurrent budget.

**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*

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

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

Council representation on a range of internal and external organisations and committees provides an opportunity for Council to input into the decision-making processes of those organisations and committees and ensures the interests of the Council are represented. It also provides an opportunity for Council to be informed of the activities and priorities of key community organisations and committees.

**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 recommended that Council determine appointments to organisations and committees for the period 2 June 2020 to 31 December 2022.

RECOMMENDATION
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THAT Council resolve to:

1. Nominate Administrator delegates to the organisations and committees that have been identified to be of strategic significance listed as follows (as highlighted in yellow in Attachment 1):
  - Audit & Risk Committee (Internal Advisory)
  - Australian Local Government Women's Association (ALGWA) (External)
  - CEO Employment Matters Advisory Committee (CEMAC) (Internal)
  - Interface Councils Group (External)
  - Municipal Association of Victoria (MAV) (External)
  - Metropolitan Local Government's Waste Forum (MLGWF) (External)
  - Northern Alliance for Greenhouse Action Executive (NAGA) (External)
  - Northern Council's Alliance (External)
  - Victorian Local Governance Association (External)
  - Whittlesea Community Connections (External)
  - Whittlesea Disability Network (WDN) (External)
  - Whittlesea Reconciliation Group (Internal)
  - Yarra Plenty Regional Library Board (External)
2. Nominate Officers to the organisations and committees listed as follows (as unshaded in attachment 1):
  - Australian Local Government Women's Association (ALGWA) (External)
  - Bundoora Indoor Netball & Sport Centre Board (External)
  - Darebin Creek Management Committee Incorporated (External)
  - Friends of South Morang (External)
  - Health and Wellbeing Partnership Plan 2017-2021 Steering Committee (Internal)
  - Interface Councils Group (External)
  - Merri Creek Management Committee Incorporate (External)
  - Metropolitan Local Government's Waste Forum (MLGWF) (External)
  - Metropolitan Transport Forum Inc. (External)
  - Municipal Fire Management Planning Committee (MFMP) (Internal)
  - Northern Alliance for Greenhouse Action Executive (NAGA) (External)
  - Northern Councils Alliance (External)

- Westgarthtown Pioneer Precinct Advisory Committee (External)
  - Whittlesea Community Futures Partnership (External)
  - Whittlesea Courthouse Association (External)
  - Whittlesea Disability Network (WDN) (External)
  - Whittlesea Multicultural Communities Council (WMCC) (External)
  - Whittlesea Reconciliation Group (Internal)
  - Whittlesea Showground and Recreation Reserves Committee of Management (External)
  - City of Whittlesea Youth Advisory Committee (Internal)
  - Whittlesea Youth Commitment Strategic Advisory Group (WYC) (External)
  - Yarra Plenty Regional Library Board (External)
3. Note the Terms of Reference of the following group requires amendment in accordance with the appointments made:
- Whittlesea Reconciliation Group (Internal)
4. No longer nominate representatives to the Whittlesea Secondary College Chaplaincy Committee (External).

**COUNCIL RESOLUTION**

**MOVED:** *Chair of Council Wilson*

**SECONDED:** *Administrator Eddy*

**THAT Council resolve to:**

1. **Nominate Administrator delegates to the organisations and committees that have been identified to be of strategic significance listed as follows (as highlighted in yellow in Attachment 1):**
- **Audit & Risk Committee (Internal Advisory)**
  - **Australian Local Government Women's Association (ALGWA) (External) – Appoint Administrator Duncan as delegate to this committee**
  - **CEO Employment Matters Advisory Committee (CEMAC) (Internal)**
  - **Interface Councils Group (External)**
  - **Municipal Association of Victoria (MAV) (External)**
  - **Metropolitan Local Government's Waste Forum (MLGWF) (External)**
  - **Northern Alliance for Greenhouse Action Executive (NAGA) (External)**
  - **Northern Council's Alliance (External)**
  - **Victorian Local Governance Association (External)**
  - **Whittlesea Community Connections (External)**
  - **Whittlesea Disability Network (WDN) (External)**
  - **Whittlesea Reconciliation Group (Internal)**
  - **Yarra Plenty Regional Library Board (External)**

- 
2. Nominate Officers to the organisations and committees listed as follows (as unshaded in attachment 1):
- Australian Local Government Women's Association (ALGWA) (External)
  - Bundoora Indoor Netball & Sport Centre Board (External)
  - Darebin Creek Management Committee Incorporated (External)
  - Friends of South Morang (External)
  - Health and Wellbeing Partnership Plan 2017-2021 Steering Committee (Internal)
  - Interface Councils Group (External)
  - Merri Creek Management Committee Incorporate (External)
  - Metropolitan Local Government's Waste Forum (MLGWF) (External)
  - Metropolitan Transport Forum Inc. (External)
  - Municipal Fire Management Planning Committee (FMFPC) (Internal)
  - Northern Alliance for Greenhouse Action Executive (NAGA) (External)
  - Northern Councils Alliance (External)
  - Westgarthtown Pioneer Precinct Advisory Committee (External)
  - Whittlesea Community Futures Partnership (External)
  - Whittlesea Courthouse Association (External)
  - Whittlesea Disability Network (WDN) (External)
  - Whittlesea Multicultural Communities Council (WMCC) (External)
  - Whittlesea Reconciliation Group (Internal)
  - Whittlesea Showground and Recreation Reserves Committee of Management (External)
  - City of Whittlesea Youth Advisory Committee (Internal)
  - Whittlesea Youth Commitment Strategic Advisory Group (WYC) (External)
  - Yarra Plenty Regional Library Board (External)
3. Note the Terms of Reference of the following group requires amendment in accordance with the appointments made:
- Whittlesea Reconciliation Group (Internal)
4. No longer nominate representatives to the Whittlesea Secondary College Chaplaincy Committee (External).

**CARRIED**

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Audit &amp; Risk Committee (Internal)</i></b></p> <p>The Audit &amp; Risk Committee's purpose is to assist Council to fulfil 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 and regulations and the Code of Conduct.</p> <p>The Charter provides for two Administrator delegates with voting rights.</p> <p><b><i>Independent members of the Committee are separately appointed by Council for a fixed term.</i></b></p>	Y	<p><b>Delegate:</b></p> <p><b>Chair - Panel of Administrators</b></p> <p><b><i>(Member with Voting rights)</i></b></p> <p><b>Delegate:</b></p> <p><b>Administrator Billson</b></p> <p><b><i>(Member with Voting rights)</i></b></p>	<p><b>Delegate:</b></p> <p><b>Chair - Panel of Administrators</b></p> <p><b><i>(Member with Voting rights)</i></b></p> <p><b>Delegate:</b></p> <p><b>Administrator Eddy</b></p> <p><b><i>(Member with Voting rights)</i></b></p>	<p>Charter adopted by Council on 7 July 2020.</p>	<p><b><i>Thursday</i></b></p> <p><b><i>19 August and</i></b></p> <p><b><i>25 November</i></b></p> <p><b><i>2021</i></b></p> <p><b><i>commencing at</i></b></p> <p><b><i>2.30pm.</i></b></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Australian Local Government Women's Association Incorporated (ALGWA) (External)</b></p> <p>ALGWA is the peak body representing the interests of women in local government across Australia. The Association seeks to assist in furthering women's knowledge, understanding and participation in the function of Local Government.</p> <p><i>Council's membership entitles it to appoint one delegate for the purposes of communication with Council and the delegate also has voting rights. The delegate has the right to stand for election to the Executive Committee of Management, which is separate to being the Council delegate. Council membership entitles anyone at Council to receive discounted rates when attending events held by the Association. The Association conducts several functions each year and members are informed of these events via email and the Association's webpage.</i></p>	Y	<p>Officer:</p> <p>Chief Executive Officer or Delegate</p>	<p>Delegate:</p> <p>Administrator Duncan <i>(Member with Voting rights)</i></p> <p>Officer:</p> <p>Chief Executive Officer or delegate</p>	Incorporated Association governed by its Constitution	

Adopted at Scheduled Council Meeting on 1 June 2020



ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Bundoora Indoor Netball &amp; Sport Centre Board (External)</i></b></p> <p>The Board was appointed to oversee the running of the Centre including reviewing the Business Plan, advising on the development and review of the maintenance program for the Centre and determining user fees.</p> <p><b><i>Meetings of the Board are governed by an Agreement between Council and RMIT which provides for Council to appoint three delegates to sit on the Board each having one vote. The appointment of substitutes is not permitted.</i></b></p>	N	Officer: Manager Leisure and Community Facilities	Officer: Director Community Wellbeing or delegate	Agreement between Council and RMIT University	

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>CEO Employment Matters Advisory Committee</b></p> <p><b>(Internal Advisory Committee)</b></p> <p>The Advisory Committee is to make recommendations to Council on contractual employment matters, performance matters and any other functions or responsibilities prescribed by the Act relating to the Chief Executive Officer (CEO).</p> <p><b>An independent person is also a member of the Committee and is appointed by Council for a fixed term in a separate report.</b></p>	Y	<p>All Administrators</p> <p><i>(Chair - Panel of Administrators is the Chairperson of this Committee)</i></p>	<p>All Administrators</p> <p><i>(Chair - Panel of Administrators is the Chairperson of this Committee)</i></p>	<p>Terms of Reference adopted by Council on 9 August 2016 reviewed and amended on 18 December 2017, 3 April 2018 and 4 February 2020.</p>	<p><i>Tuesday 19 October 2021 at 9.30am.</i></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 5 MAY 2021	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 6 MAY TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>City of Whittlesea Community Awards Committee</b></p> <p><b>(Internal Advisory Committee)</b></p> <p>This Committee will represent a cross-section of the community to promote and administer the City of Whittlesea Community Awards.</p> <p><b><i>Terms of reference and meeting schedule to be developed and reported separately to Council.</i></b></p>	Y	<p><b>Delegate:</b></p> <p><b>Administrator</b> <b>Duncan</b></p> <p><b>Officer:</b></p> <p><b>ELT member</b></p>	No further appointment required.	The terms of reference for the 'Community Awards endorsed 5 May 2021	

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Darebin Creek Management Committee Incorporated (External)</b></p> <p>The Committee promotes the preservation, environmental protection and ecologically sensitive development and maintenance of the Darebin Creek Linear Park.</p> <p>The Committee also undertakes individual projects that benefit the local community by promoting environmental awareness through Councils, schools and the wider community.</p> <p><i>Meetings of the Association are governed by its constitution which provides for one Council delegate with voting rights on the Committee of Management.</i></p> <p><i>The appointment of a substitute is permitted under the constitution and the substitute delegate has voting rights in lieu of the delegate.</i></p>	N	Officer:  Team Leader Sustainability Policy & Programs	Officer:  Team Leader Sustainability Policy & Programs	Incorporated Association governed by its Constitution	<i>Meets on the last Wednesday of every second month at 5pm.</i>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Friends of South Morang</i></b></p> <p>FOSM was incorporated on 11 March 2002 and, based on its Statement of Purpose its objectives are to:</p> <ul style="list-style-type: none"> <li>• Promote the development of educational facilities, programs, services and activities for the benefit of residents</li> <li>• Foster the development of recreation, sport and community facilities, programs, services and activities for the benefit of residents</li> <li>• Promote the protection and enhancement of the flora and fauna of the Plenty River Gorge and surrounding areas</li> <li>• Promote the development of local infrastructure to meet these objectives</li> <li>• Consult with relevant government and non-government agencies or organisations for the purpose of achieving these objectives, and</li> <li>• Seek and raise funds to pursue the objectives of the Association.</li> </ul>	N	<p><b>Officer:</b></p> <p><b>Director City Transport &amp; Presentation or Delegate</b></p>	<p><b>Officer:</b></p> <p><b>Director Infrastructure and Environment or Delegate</b></p>	<p><b>Incorporated Association governed by its Rules.</b></p>	<p><b><i>Meetings are held in South Morang on the second Thursday of each month commencing at 7.30pm.</i></b></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Health and Wellbeing Partnership Plan 2017-2021 Steering Committee (Internal)</i></b></p> <p>Council has a statutory and civic responsibility to plan strategically to enable people living in the municipality to achieve maximum health and wellbeing. The Health and Wellbeing Partnership Plan (HWPP) is a roadmap to achieve this.</p> <p>The HWPP Steering Committee will guide a strategic and integrated approach to the development, implementation and evaluation of the Plan.</p> <p>Membership of the committee consists of key community and health sector organisations, Councillors and members of Council Staff.</p>	N	<p>Officer:</p> <p>Director Community Services</p> <p>Director Partnerships, Planning and Engagement</p>	<p>Officer:</p> <p>Director Community Wellbeing</p> <p>Director Planning and Development</p>	<p>Terms of Reference adopted by Council on 31 October 2017.</p>	<p><i>Meetings will be held twice during the development of the HWPP and annually, or more frequently as required, for progress reporting purposes during the implementation period (October 2017 – October 2021).</i></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Interface Councils Group (External)</b></p> <p>This Group includes Whittlesea, Nillumbik, Hume, Mitchell, Melton, Cardinia, Casey, Yarra Ranges, Wyndham and Mornington Peninsula Councils, which are characterised by being part rural and part urban.</p> <p>At its Forum held on 3 December 2014 the Interface Councils Group agreed that Councils could nominate an alternate delegate to attend the Interface Council's Group Forums and to participate in delegations to Ministers.</p> <p>Council on 3 February 2015 resolved to nominate substitute delegates to this Group.</p> <p><i>Meetings of this Group are governed by its terms of reference which provide for one Council delegate, who is the Mayor of the Day, with voting rights.</i></p>	Y	<p><b>Delegate:</b> Chair - Panel of Administrators <i>(Member with Voting rights)</i></p> <p><b>Substitute:</b> Administrator Billson</p> <p><b>Officer:</b> Chief Executive Officer</p> <p><b>Substitute:</b> Director Partnerships, Planning &amp; Engagement or delegate nominated by the Chief Executive Officer</p>	<p><b>Delegate:</b> Chair - Panel of Administrators <i>(Member with Voting rights)</i></p> <p><b>Substitute:</b> Administrator Eddy</p> <p><b>Officer:</b> Chief Executive Officer</p> <p><b>Substitute:</b> Director Planning &amp; Development or delegate nominated by the Chief Executive Officer</p>	Unincorporated group governed by a Terms of Reference.	<p><i>Meetings will be held Wednesday 2 June, 1 September 2021 and 19 January 2022 from 10:30</i></p>



ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>MAV - Municipal Association of Victoria (External)</b></p> <p>The MAV provides industry leadership by supporting local government to achieve high levels of respect and recognition through improved performance.</p> <p><i>Meetings of the Association are governed by its Rules which provide for Council's delegate to have voting rights.</i></p> <p><i>The Delegate attends and votes at State Council meeting.</i></p> <p><i>The appointment of a substitute is permitted under the Rules and the substitute delegate has voting rights in lieu of the delegate.</i></p>	Y	<p><b>Delegate:</b></p> <p><b>Chair - Panel of Administrators</b></p> <p><i>(Member with Voting rights)</i></p> <p><b>Substitute:</b></p> <p><b>Administrator Billson</b></p>	<p><b>Delegate:</b></p> <p><b>Chair - Panel of Administrators</b></p> <p><i>(Member with Voting rights)</i></p> <p><b>Substitute:</b></p> <p><b>Administrator Duncan</b></p>	Created by the Municipal Association of Victoria Act 1907 (as amended)	<i>State Council Meeting Friday 21 May 2021</i>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Merri Creek Management Committee Incorporated (External)</i></b></p> <p>This Association promotes the management of the Merri Creek and its catchment through the provision of technical advice and support to Councils and other agencies.</p> <p><b><i>Meetings of the Association are governed by its Constitution which provides for two Council delegates on the Management Committee with voting rights. There is no reference in the Constitution to the appointment of a substitute.</i></b></p>	N	<p>Officer:</p> <p>Team Leader Parks and Urban Forest</p>	<p>Officer:</p> <p>Team Leader Conservation Management</p>	Incorporated Association governed by its Constitution	<p><i>Meets every third Thursday of month alternating between City of Moreland and City of Whittlesea in February, May, August and November each year at 6:30pm.</i></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Metropolitan Local Government's Waste Forum (MLGWF) (External)</i></b></p> <p>The Metropolitan Waste Management Group (MWMG) works with metropolitan Councils to plan, coordinate and facilitate the procurement of waste management and resource recovery services. The Metropolitan Local Governments' Waste Forum (MLGWF) has been set up to support the effective operation of the MWMG.</p> <p><b><i>The MLGWF consists of a Councillor (voting member) and a Council officer (as an advisory non-voting member) from each of the 30 metropolitan Councils. The substitute has voting rights as proxy, nomination must be in writing to the Chair of the Forum. The nomination is enduring until it is revoked.</i></b></p> <p>The Officer attends as an Advisory Member to the Forum. The Advisory Member is able to participate fully in all Forum proceedings and activities but does not hold a vote unless acting as a proxy for a specific meeting.</p>	Y	<p><b>Delegate:</b></p> <p>Administrator Billson <i>(Member with Voting rights)</i></p> <p><b>Substitute:</b></p> <p>Administrator Duncan</p> <p><b>Officer:</b></p> <p>Unit Leader Waste and Recycling <i>(The Officer attends as a substitute with voting rights)</i></p>	<p><b>Delegate:</b></p> <p>Administrator Eddy <i>(Member with Voting rights)</i></p> <p><b>Substitute:</b></p> <p>Administrator Duncan</p> <p><b>Officer:</b></p> <p>Director Infrastructure &amp; Environment and Manager Maintenance &amp; Operations <i>(The Officer attends as a substitute with voting rights)</i></p>	Operating Guidelines developed under the Environment Protection Act 1970 (as amended).	10 June 5-8pm

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Metropolitan Transport Forum Inc. (External)</i></b></p> <p>This Forum promotes effective, efficient and equitable transport in metropolitan Melbourne by providing a forum for debate, research and policy development, and by disseminating information to improve transport choices.</p> <p><b><i>Meetings of the Forum are governed by its Constitution which provides for Council's delegate to have voting rights.</i></b></p> <p><b><i>The appointment of a substitute is permitted under the Constitution and the substitute delegate has voting rights in lieu of the delegate.</i></b></p>	N	<p>Officer:</p> <p>Manager Urban Design &amp; Transport and Team Leader Strategic Transport</p>	<p>Officer:</p> <p>Manager Urban Design and Transport and Team Leader Strategic Transport</p>	Incorporated Association governed by its Constitution.	<p><b><i>Meets 1<sup>st</sup> Wednesday of month at Melbourne Town Hall from February to December, 6pm-8.30pm.</i></b></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Municipal Fire Management Planning Committee (MFMP) (Internal)</i></b></p> <p>The Committee is made up of fire response agencies and is responsible for maintaining a fire prevention and response process for the municipality.</p> <p><b><i>The delegate has voting rights.</i></b></p>	N	<p>Delegate:</p> <p>Administrator Duncan <i>(Member with Voting rights)</i></p> <p>Officer:</p> <p>Municipal Fire Prevention Officer</p>	<p>Delegate:</p> <p>No longer required</p> <p>Officer:</p> <p>Municipal Fire Prevention Officer</p> <p>The MFMP will be invited to attend a Council briefing annually and Administrators may be invited as guests to the committee meeting as appropriate.</p>	Created by Council as an obligation under the Country Fire Authority Act 1958 (as amended).	

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<p><b>Northern Alliance for Greenhouse Action Executive (NAGA) (External)</b></p> <p>The NAGA formed in 2002 as a network to share information, skills and resources related to climate change action. NAGA's members are the cities of Banyule, Darebin, Hume, Manningham, Melbourne, Moreland, Whittlesea, Yarra, Shire of Nillumbik and Moreland Energy Foundation (MEFL). NAGA'S goal is to substantially contribute to the transition to a low-carbon future.</p> <p><i>The NAGA Executive was formed in 2009 to ensure sound and effective decision-making. It is a senior leadership group comprising Councillors, Council Senior and Executive Officers, CEO of MEFL and NAGA Executive Officer.</i></p> <p><i>Decisions are generally made by consensus and therefore voting is not usually required. Officer delegates have observer status only.</i></p>	Y	<p>Officer:</p> <p>Executive Officer Sustainability Planning</p>	<p>Delegate:</p> <p>Administrator Eddy</p> <p>Officer:</p> <p>Director Infrastructure and Environment or delegate</p> <p><i>(May be a substitute in the Administrator Delegate's absence. Is an observer when the Administrator Delegate attends a meeting of the Executive.)</i></p>	Memorandum of Understanding	<p><i>Monday 2 August and 8 November 9:30am-11:00am</i></p> <p><i>Meetings usually held at MAV, 60 Collins Street</i></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Northern Councils Alliance (External)</b></p> <p>The Northern Councils Alliance represents and works collectively for residents across seven municipalities including Banyule City Council, City of Darebin, Hume City Council, Mitchell Shire Council, Moreland City Council, Nillumbik Shire Council and the City of Whittlesea.</p> <p>As a group of Councils, the Alliance is committed to working to deliver and advocate for ongoing improvements to the economic, social, health and wellbeing for its residents and businesses both current and future.</p> <p>At the September 2019 meeting of the Alliance, Mayors and CEOs of member councils were signatories to a Memorandum of Understanding outlining that membership of the Alliance is to comprise one appointed Councillor representative from each member Council, supported by the CEO from each member Council. A substitute representative for the Councillor delegate may be appointed to the Alliance.</p> <p>The Memorandum of Understanding (the Charter) provides for voting rights.</p>	Y	<p><b>Delegate:</b></p> <p><b>Chair - Panel of Administrators</b></p> <p><i>(Member with Voting rights)</i></p> <p><b>Substitute:</b></p> <p><b>Administrator Duncan</b></p> <p><b>Officer:</b></p> <p><b>Chief Executive Officer</b></p> <p><b>Substitute:</b></p> <p><b>Director Partnerships, Planning &amp; Engagement or delegate nominated by the Chief Executive Officer</b></p>	<p><b>Delegate:</b></p> <p><b>Chair - Panel of Administrators</b></p> <p><i>(Member with Voting rights)</i></p> <p><b>Substitute:</b></p> <p><b>Administrator Duncan</b></p> <p><b>Officer:</b></p> <p><b>Chief Executive Officer</b></p> <p><b>Substitute:</b></p> <p><b>Director Planning &amp; Development or delegate nominated by the Chief Executive Officer</b></p>	Memorandum of Understanding (the Charter)	<p><i>Meetings are held on Thursday 25 March, 24 June, 16 September and 9 December 2021 from 10am-12pm</i></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Victorian Local Governance Association (VLGA) (External)</b></p> <p>The VLGA promotes good governance and sustainability by supporting local governments and communities through programs of advocacy, training, information provision and support.</p> <p>Following the adoption of changes to the constitution in late 2018 all Councillors/Administrators from member Council's have voting rights.</p> <p>A Councillor/Administrator from a member Council may stand for election to the Committee of Management if they wish.</p>	Y	All Administrators	All Administrators	Incorporated Association governed by its Constitution last updated in 2018	<p><i>Meets every 3<sup>rd</sup> Thursday of every month from March to November at Pitcher Partners Level 13, 664 Collins Street, Docklands 6pm-8.30pm. The AGM is held late November.</i></p>



ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Westgarthtown Pioneer Precinct Advisory Committee (Internal)</i></b></p> <p>This Committee provides a forum for the Friends of Westgarthtown, the Lutheran Church and Council staff to exchange information on the management of the various sites within the Pioneer Precinct.</p> <p><b><i>Council has three delegates, all with voting rights, one of whom shall be the Chairperson.</i></b></p>	N	<p><b>Officer:</b></p> <p><b>Team Leader Community Facilities</b></p>	<p><b>Officer:</b></p> <p><b>Director Community Wellbeing or Delegate</b></p>	<p><b>Terms of Reference adopted by the Council on 17 November 2015.</b></p>	

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Whittlesea Community Connections (External)</b></p> <p>Whittlesea Community Connections (WCC) provides a range of services to support and assist the local community. WCC provides direct help and assistance and links people to the right place, person or organisation.</p>	Y	<p><b>Delegate:</b></p> <p><b>Chair - Panel of Administrators</b></p> <p><i>(Member with Voting Rights)</i></p> <p><b>Officer:</b></p> <p><b>Director Partnerships, Planning and Engagement</b></p>	<p><b>Delegate:</b></p> <p><b>Chair - Panel of Administrators</b></p> <p><i>(Member with Voting Rights)</i></p> <p>An Officer appointment is not required as per clause 54 (2) of the constitution. Whilst Council remains a significant funding partner of the Association, the Board shall extend an open invitation to the City of Whittlesea Council to nominate a representative to the Board who shall have full voting rights. There is no provision for a substitute delegate.</p>	Incorporated Association governed by its Constitution.	<p><i>Meets Monday 19 July, 16 August, 20 September, 18 October, 15 November, 13 December 2021 at WCC at Pacific Epping 9:15-10:45am.</i></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Whittlesea Community Futures Partnership (External)</b></p> <p>The Whittlesea Community Futures Partnership is a voluntary alliance of 59 organisations including the City of Whittlesea, State and Federal Government and Human Service Organisations, working together with shared commitments and goals for the benefit of the local community.</p>	N	<p>Delegate:</p> <p>Administrator Duncan (Non-voting rights)</p> <p>Delegate:</p> <p>Administrator Billson (Non-voting rights)</p> <p>Chairperson:</p> <p>Director Partnerships, Planning and Engagement</p>	<p>Chairperson:</p> <p>Director Community Wellbeing</p> <p>The terms of reference do not currently include an Administrator as having voting rights. This committee is chaired by a Council Officer and is deemed to be appropriate for officer involvement at this time with reporting through to Council as appropriate.</p>	<p>Terms of Reference adopted by the Partnership, of which the City of Whittlesea is a member.</p>	<p>Meetings are held on 6 September, 29 November from 9:30am to 12:30pm.</p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Whittlesea Disability Network (WDN) (External)</b></p> <p>The WDN is an active network of residents with disabilities, carers and service providers who meet monthly to consider, advocate, advise and address issues for people with disabilities in the municipality.</p> <p><b>Councillors and Council Officers do not have voting rights.</b></p>	Y	<p>Delegate: Administrator Billson <i>(Non-voting rights)</i></p> <p>Delegate: Administrator Duncan <i>(Non-voting rights)</i></p> <p>Officer: Team Leader Access <i>(Non-voting rights)</i></p>	<p>Delegate: Administrator Duncan <i>(Non-voting rights)</i></p> <p>Officer: Director Community Wellbeing or Delegate <i>(Non-voting rights)</i></p> <p>The appointment of one Administrator delegate meets the requirements of the Terms of Reference of this Committee.</p>	Terms of Reference	<p><i>Meets monthly from February to December each year, on the second Tuesday of each month, from 9.30 am to 12 noon at Council Offices.</i></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Whittlesea Courthouse Association (External)</b></p> <p>The Association manages the historic courthouse building which also operated as a Visitor Information Centre.</p> <p><i>The Constitution outlines the Officers of the Association. It provides a clause for "An executive officer of the City of Whittlesea to be represented".</i></p>	N	<p>Officer:</p> <p>Director Partnerships, Planning and Engagement or Delegate</p> <p><i>(Non-voting rights)</i></p>	<p>Officer:</p> <p>Director Planning and Development or Delegate</p> <p><i>(Non-voting rights)</i></p>	Incorporated Association governed by its Constitution	<p><i>Meets 4<sup>th</sup> Wednesday of every month at 7pm at Whittlesea Courthouse.</i></p>

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<p><b>Whittlesea Multicultural Communities Council (WMCC) (External)</b></p> <p>The WMCC enhances co-operation among the diverse communities and promotes a greater awareness of multicultural values and needs within the municipality.</p> <p><i>The delegate is a member of the Committee but does not have voting rights.</i></p>	N	<p>Officer:</p> <p>Team Leader Aboriginal &amp; Cultural Diversity or Delegate</p>	<p>Officer:</p> <p>Director Community Wellbeing or Delegate</p>	<p>Incorporated Association governed by its Constitution</p>	<p><i>Meets bi-monthly on Thursdays from 5.30pm – 7.30pm at Lalor Library, 2A May Road, Lalor</i></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Whittlesea Reconciliation Group (Internal)</b></p> <p>The Group commenced in 2001 as a community based committee to be a key reference group for Council on the continuing reconciliation process and to foster understanding of historical, cultural and contemporary issues impacting Aboriginal and Torres Strait Islander communities.</p> <p><i>This is a key reference group for Council.</i></p> <p><i>The delegate is a member with voting rights.</i></p>	Y	<p><b>Delegate:</b></p> <p><b>Chair - Panel of Administrators</b></p> <p><i>(Member with Voting rights)</i></p> <p><b>Delegate:</b></p> <p><b>Administrator Duncan</b></p> <p><i>(Member with Voting rights)</i></p> <p><b>Officer:</b></p> <p><b>Manager Community Cultural Development or Delegate</b></p> <p><b>Officer:</b></p> <p><b>Aboriginal Liaison Officer</b></p>	<p><b>Delegate:</b></p> <p><b>Administrator Duncan</b></p> <p><i>(Member with Voting rights)</i></p> <p><b>Officer:</b></p> <p><b>Director Community Wellbeing or Delegate</b></p> <p>The terms of reference of the Group require amendment to reflect the appointments made.</p>	<p>Terms of Reference adopted by the Council on 7 February 2018.</p>	<p><i>Meetings to be held on Thursday 17 June, 19 August, 30 September and 18 November from 6-8pm.</i></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Whittlesea Secondary College Chaplaincy Committee (External)</b></p> <p>The Committee co-ordinates chaplaincy services for students.</p> <p><i>The delegate is a member of the Committee with voting rights.</i></p>	No appointments required.	Officer: Chief Executive Officer or Delegate	Does not require an appointment. A representative from Council is not a requirement of the Committee's constitution.	Constitution	



ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Whittlesea Showground and Recreation Reserves Committee of Management (External)</i></b></p> <p>This Committee provides an oversight or coordination role for the various users of the Crown land parcel centred on the Scrubby Creek and Plenty River and bisected by Yea Road in Whittlesea. The Committee is responsible for the maintenance and safe provision of a range of public open space elements and activities within the reserve.</p>	N	<p>Officer:</p> <p>Chief Executive Officer or Delegate</p>	<p>Officer:</p> <p>Chief Executive Officer or Delegate</p>	<p>Committee of Management under the control of the Department of Environment and Primary Industries</p>	<p><b><i>Meets 2<sup>nd</sup> Tuesday of every second month at 8pm</i></b></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 6 APRIL 2020	APPOINTED COUNCIL REPRESENTATIVES FROM 7 APRIL – 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>City of Whittlesea Youth Advisory Committee (Internal)</b></p> <p>This newly established Council Advisory Committee provides opportunities for young people to participate and learn about civic and democratic processes and provides a mechanism for Council to receive advice and input from young people about youth-specific issues. It 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 civic participation, to have a voice and influence as part of the political process.</p>	N	Officer: Director Community Wellbeing or Delegate	Officer: Director Community Wellbeing or Delegate	Terms of Reference adopted by the Council on 5 April 2021	Meetings are held at 6.00pm-8.00pm on Mondays quarterly.

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Whittlesea Youth Commitment Strategic Advisory Group (WYC) (External)</b></p> <p>The Group helps young people to develop a sense of connectedness within their communities via youth programs and events, community and social planning, information and referral services and support to the Whittlesea Youth Network.</p> <p><b><i>The WYC is not a decision making body and therefore no voting rights are required.</i></b></p>	N	Officer: Manager Family Children & Young People	Officer: Director Community Wellbeing or Delegate	No Statement of Purpose formalised. Is not an incorporated body but operates under the auspices of RMIT.	<b><i>Meets six times per year (February-December) on a Thursday at 1pm-2.30pm at The Lakes P-9 School, South Morang.</i></b>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES ON 7 JULY 2020	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Yarra Plenty Regional Library Board (External)</b></p> <p>The Board has responsibility for the provision and management of the library service and comprises two representatives from each of the three member Councils - Whittlesea, Banyule and Nillumbik.</p> <p><i>Meetings of the Board are governed by its constitution which provides for two persons from each of the three member Councils to be on the Board. One person must be a Councillor while the second appointee can be any other person. The delegates have voting rights.</i></p>	Y	<p><b>Delegate:</b></p> <p>Administrator Billson <i>(Delegate with Voting Rights)</i></p> <p><b>Delegate:</b></p> <p>Administrator Duncan <i>(Delegate with Voting Rights)</i></p> <p><b>Officer:</b></p> <p>Director Community Services</p>	<p><b>Delegate:</b></p> <p>Chair - Panel of Administrators <i>(Delegate with Voting Rights)</i></p> <p><b>Officer:</b></p> <p>Director Community Wellbeing</p> <p>The appointment of one Administrator delegate and one officer to the board meets the requirements of the Yarra Plenty Regional Library Service Agreement.</p>	Agreement under section 196 of the Local Government Act 1989 (as amended)	<p><i>Meets on Thursday 24 June, 26 August, 28 October and 16 December from 6-8pm at various locations.</i></p>



**6.1.3 FOR DECISION - UPDATE TO SCHEDULED COUNCIL MEETINGS FOR 2021****Responsible Officer:** Executive Manager Governance**Author:** Team Leader Governance Administration**RECOMMENDATION SUMMARY**

That Council resolve to adopt the updated proposed Council Meeting schedule for 2021.

**BRIEF OVERVIEW**

The schedule of Council Meeting dates for 2021 was adopted by Council on 7 December 2020 with amendments to the schedule made on 2 February 2021. Further amendments are proposed to the schedule for the remainder of the year. This includes to hold the monthly scheduled Council Meetings on the first Monday of the month from July to December with the exception of November which will be held on the second Monday of the month. It is also proposed for two meetings to be held in community venues outside the Civic Centre.

**RATIONALE FOR RECOMMENDATION**

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

**IMPACTS OF RECOMMENDATION**

Council will comply with the *Governance Rules* by adopting and advertising an updated schedule of Council Meetings for 2021.

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

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

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

**REPORT****INTRODUCTION**

To adopt an updated schedule of Council Meetings for 2021.

**BACKGROUND**

Council Meetings are generally held in the Council Chamber at the Civic Centre. Due to the COVID-19 pandemic section 394 of the *Local Government Act 2020* allows Council Meetings to be held remotely by electronic means of communication up until 26 April 2022.

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

At the 2 February 2021 Council Meeting, Council adopted a proposal to hold two of the scheduled Council Meetings at community venues in March 2021 and September 2021.

In March 2021 Council held its scheduled Council Meeting at a community venue, the Whittlesea Community Activity Centre. Prior to the Council Meeting a community engagement forum was held.

**PROPOSAL**

Council proposes all meetings are to be held on the first Monday of the month with the exception of the November meeting which is proposed to be held on the second Monday of the month due to the Melbourne Cup Day Public Holiday. It is also proposed to hold the scheduled Council Meeting in December 2021 at a community venue, in addition to the upcoming September Council Meeting.

It is proposed that Council:

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

Date	Venue	Commencement Time
5 July 2021	Council Chamber, Council Offices, 25 Ferres Boulevard, South Morang	6.30pm
2 August 2021	Council Chamber, Council Offices, 25 Ferres Boulevard, South Morang	6.30pm
6 September 2021	Galada Community Centre, 10A Forum Way, Epping	7:30pm (community forum to be held prior to meeting)
4 October 2021	Council Chamber, Council Offices, 25 Ferres Boulevard, South Morang	6.30pm
8 November 2021	Council Chamber, Council Offices, 25 Ferres Boulevard, South Morang	6.30pm
6 December 2021	Barry Road Community Activity Centre, 36 Barry Road, Thomastown	7:30pm (community forum to be held prior to meeting)

2. Give public notice of the updated Council Meeting schedule for 2021.

**COMMUNITY COUNCIL MEETINGS**

In March 2021 Council held its scheduled Council Meeting at a community venue, the Whittlesea Community Activity Centre. Prior to the Council Meeting a community engagement forum was held.

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

*Community Engagement Forum – 6.15pm to 7.15pm*

To discuss local issues and topical matters and to gain general feedback from members of the community.

*Refreshments – 7.15pm to 7.30pm*

Light refreshment will be provided in a COVID safe manner.

*Scheduled Council Meeting - 7.30pm- 8.30pm*

The Scheduled Council meeting will run as usual. It is expected that the Scheduled Council Meeting would close at 8.30pm and that the event would conclude by 9pm.

## **CRITICAL DATES**

The dates for Council meetings proposed for the remainder of 2021 take into account public holidays and other sector specific events such as major conferences.

## **FINANCIAL IMPLICATIONS**

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

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

Additional costs of hired equipment and catering is ~\$3,500 per Community Council Meeting which is within Council's budget. Catering is sourced locally.

## **POLICY STRATEGY AND LEGISLATION**

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

## **LINK TO STRATEGIC RISKS**

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

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

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

**Goal** High-performing organisation

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



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

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

## DECLARATIONS OF CONFLICTS OF INTEREST

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

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

## CONCLUSION

It is recommended that the updated schedule of Council Meetings for 2021 be adopted and advertised to the public. The schedule of meeting dates will facilitate Council's decision-making processes by ensuring that regular meetings are held and that Council meetings are promoted to the public.

## RECOMMENDATION

**THAT Council resolve to:**

**1. Adopt the updated Council Meeting schedule for the remainder of 2021 as follows:**

Date	Venue	Commencement Time
5 July 2021	Council Chamber, Council Offices, 25 Ferres Boulevard, South Morang	6.30pm
2 August 2021	Council Chamber, Council Offices, 25 Ferres Boulevard, South Morang	6.30pm
6 September 2021	Galada Community Centre, 10A Forum Way Epping	7:30pm (community forum to be held prior to meeting)
4 October 2021	Council Chamber, Council Offices, 25 Ferres Boulevard, South Morang	6.30pm
8 November 2021	Council Chamber, Council Offices, 25 Ferres Boulevard, South Morang	6.30pm
6 December 2021	Barry Road Community Activity Centre, 36 Barry Road Thomastown	7:30pm (community forum to be held prior to meeting)

**2. Give public notice of the updated Council Meeting schedule for 2021.**

## COUNCIL RESOLUTION

**MOVED:** *Chair of Council Wilson*

**SECONDED:** *Administrator Eddy*

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

**CARRIED UNANIMOUSLY**

**ITEM 6.1.4 FOR DECISION - PATTERSON DRIVE COMMUNITY CENTRE,  
DONNYBROOK**

<b>Attachments:</b>	<b>1</b>	<b>Business Case Patterson Drive</b> <a href="#">↓</a>
	<b>2</b>	<b>Social Return On Investment and Operating Costs</b> <a href="#">↓</a>
	<b>3</b>	<b>Jobs and Commuting in the Outer Suburbs NGAA 2020 report.</b> <a href="#">↓</a>
	<b>4</b>	<b>SGS Economics COVID Impact on Whittlesea</b> <a href="#">↓</a>
<b>Responsible Officer:</b>	<b>Director Community Wellbeing</b>	
<b>Author:</b>	<b>Community Infrastructure Project Coordinator</b>	

**RECOMMENDATION SUMMARY**

That Council proceed with the design and delivery of Patterson Drive Community Centre Option 3 Business case. This will deliver a Community Centre to the Donnybrook region, consisting of a 3 room kindergarten, large community hall, 4 Maternal and Child Health (MCH) consult suites, program room, waiting room, community kitchen and 3 multi-purpose training/social support/meeting rooms and associated external carparking and landscaping.

Other early years facility planning within this precinct was part of a separate Council report on Three Year Old Kindergarten Reform presented to Council on 4 May 2021.

**BRIEF OVERVIEW**

This report provides an overview of the proposed Patterson Drive Community Centre business case (**Attachment One**) and the recommended option (Option 3).

Option 3 recommends an increased scope through additional floor space to maximise opportunities for social cohesion and connectedness; as well as generate employment and economic participation.

This will be the third community facility delivered in the Olivine Neighbourhood Activity Centre, and the only community centre north of Donnybrook Road for the next 10 years. Other community facilities within the precinct include the smaller Olivine Place (existing neighbourhood facility), the Olivine Sports Pavilion (under development) and other early years and education facilities (under development). The Centre will:

- Service a projected 12,000 residents by 2025 (ID forecast) – this includes both the local neighbourhood and residents within the larger community catchment;
- Alleviate the current lack of adequate community infrastructure;
- Significantly improve access to services in this growth precinct.

A social return on investment analysis identified Option 3 as providing the highest social benefit against identified needs for the Donnybrook region. The additional cost of \$1,780,581 may be funded through Council's New Works program or external grants such as the Growing Suburbs Fund or a combination of these funding sources.

It is anticipated the services gap will worsen on a district level due to the projected lack of access to suitable serviced land caused by out of sequence and disjointed development fronts. Residents moving into the growth corridor are often disadvantaged in being able to access services within their local area. During the design phase a place-based approach will explore opportunities and costs associated with providing other services at the site such as an expanded library, Council Customer Service and community health.

**RATIONALE FOR RECOMMENDATION**

Option 3 will deliver the best social return on investment (see **Attachment Two**) and reduce future capital costs associated with the delivery of MCH consult rooms and social support program spaces. Through designing the facility for multiple cohorts it is anticipated the Community Centre will deliver much needed services not only to young families through the provision of kindergarten and maternal child health, but will also service the broader community through a multi-purpose designed facility that can support 'ageing well' programs, youth, arts and accredited training.

The Infrastructure Contributions Plan (ICP) calculations framework does not provide sufficient funds for the infrastructure required to accommodate the delivery of all anticipated local services that residents are expected to need. The calculations framework is determined by the Victorian Government and creates a structural shortfall and perennial challenge for Council in the development of community facilities within growth areas. This issue is exacerbated by building cost escalation and regulatory change that ICP calculations do not consider. Given the existing mode and range of services delivered, Council will be required to contribute funds beyond the value of the ICP. This additional need for funds may be offset by grants such as the non-competitive Building Blocks grants and the Growing Suburbs Funds (competitive).

**IMPACTS OF RECOMMENDATION**

Council's capital contribution to the Community Centre will be approximately \$1.8 million (excluding the \$6.7 million provided through the ICP). It is anticipated this will be offset through external grants such as the Growing Suburbs and/ or Building Blocks Funds.

Benefits for undertaking this project include:

- More efficient built form with economies of scale to support environmentally sustainable development.
- Increased service provision across all ages and cohorts of community.
- Increased local employment opportunities.
- Increased opportunities for cultural and artistic programs/events.
- Enhanced developmental outcomes for children due to access to services.
- Stronger sense of place attachment, resulting in psychological benefits including reduced isolation.
- There is a view that post COVID, the 'localisation movement' will increase. This will lead to an upsurge in people working and shopping within their local area. This in turn increases the level of community engagement within the precinct and demands on the community centre.
- Inclusions such as co-working will assist the growth of small businesses in the outer suburbs. This will have the additional benefit of supporting the female workforce that requires a space that is flexible, affordable and is close to home and schools.
- Invest in a neighbourhood hub operational management model to support place-based initiatives. This will be achieved through ensuring the operational model for the Community Centre, Olivine Place and the Olivine Pavilion is integrated in its programming/activation.

**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 and greatest benefit to be received by the community.

## REPORT

### BACKGROUND

This project addresses demand for adequate community infrastructure in the Donnybrook area through the provision of a Community Centre.

The requirement for Council to build community infrastructure in Donnybrook was established as part of the social needs assessment of the Donnybrook-Woodstock Precinct Structure Plan (DWSP) and was approved by the Minister for Planning and gazetted in November 2017. The associated ICP was approved and gazetted in December 2020.

The ICP allows for the delivery of 3 kindergarten rooms, 2 MCH consulting suites with a program room and a large multipurpose space. However, demographic research and consultation with key service areas and project stakeholders has required this original project scope to be expanded, to ensure the needs of this isolated community are met and that service delivery and operational requirements can be accommodated in the proposed facility.

A summary of needs, issues and opportunities to be addressed through this project are summarised in **Table 1** below.

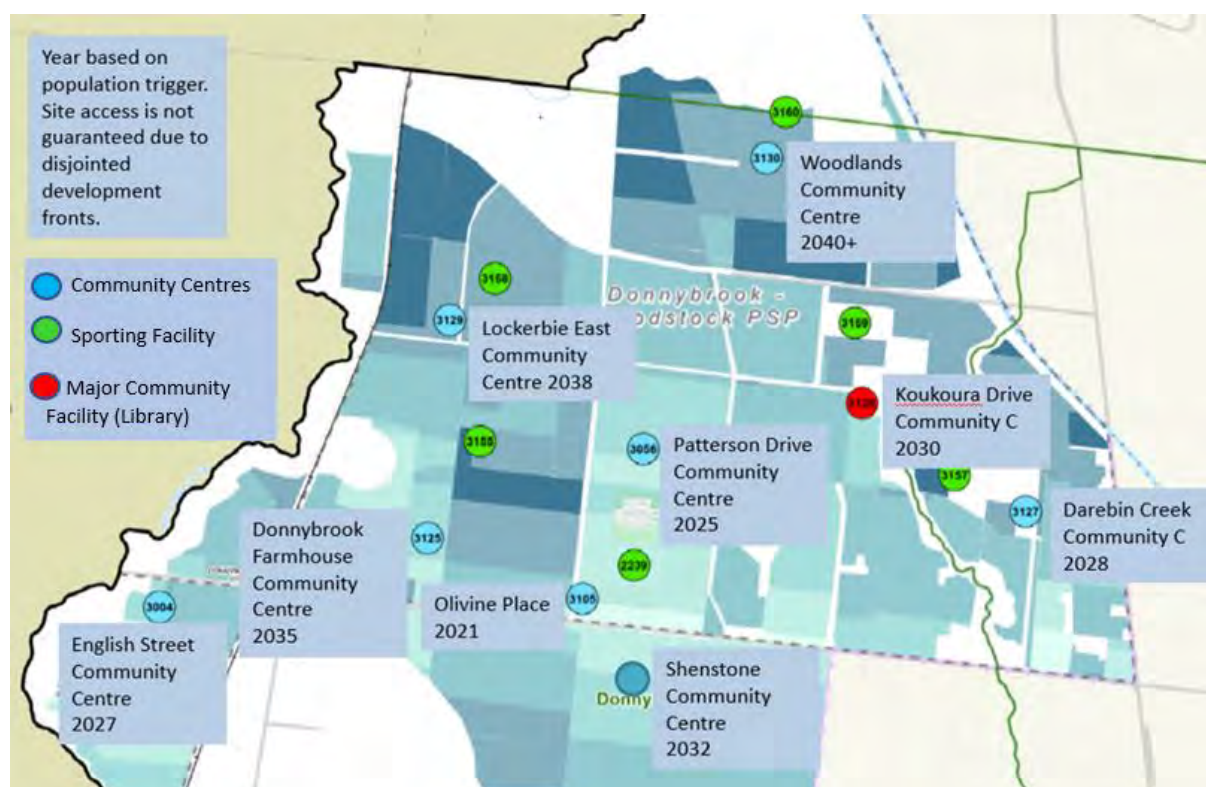
Table 1 – Issues, Opportunities and Needs

Issue	Description
1. Out of sequence and disjointed development fronts	<p>Out of sequence and disjointed development fronts, together with a current and projected lack of access to serviced and titled land, has impacted the delivery timeline of future community centres in the Donnybrook region. This in turn has impacted the service delivery requirements for this rapidly growing population. Due to these trends, this facility is likely to be the only such facility servicing Donnybrook for the next 10 years. This means increased service delivery capacity that can evolve over time is critical. Some key trends include:</p> <ul style="list-style-type: none"> <li>• By 2023: <ul style="list-style-type: none"> <li>○ 47.2% of households will be made up of couples with dependants (many intergenerational).</li> <li>○ It is predicted to have 662 children that are 4 years and under.</li> </ul> </li> <li>• By 2025: <ul style="list-style-type: none"> <li>○ Kindergarten demand forecast indicates 1 room will be required by 2021, increasing to 4.5 rooms by 2025.</li> <li>○ There will be 1533 youth (and by 2036 there will be 6250, ID Forecast).</li> </ul> </li> <li>• By 2041: <ul style="list-style-type: none"> <li>○ Current Donnybrook population is 232 people (2019). This will increase to 52,664 by 2041.</li> <li>○ Inward-migration in 2023 is projected to be 1,979 people annually. This will increase to 5,806 people annually moving into Donnybrook by 2041.</li> </ul> </li> </ul> <p>Note – population figures are based on pre-COVID19 projections.</p>

Issue	Description
2. MCH service provision model	<p>The need for Council to provide an alternative model for the provision of MCH services. The standard provision of 2 MCH suites within each future community centre equates to 14 MCH suites in the Donnybrook precinct at full build-out, which is currently estimated to be beyond 2050.</p> <p>Modelling suggests by 2032, only 4 MCH suites will be required. Donnybrook Farmhouse and Darebin Creek Community Centres are within a 3km radius from Patterson Drive Community Centre (refer Figure 1). If Option 3 was not supported and the standard Option 1 was provided, there would need to be 2 additional suites delivered by 2026, given the current disjointed development and lack of access to the allocated land, this would not be possible and there would be a significant impact on councils ability to deliver MCH services.</p> <p>Currently the data available does not support the need for 14 MCH offices long-term, potentially leaving these spaces under-utilised and with a significant cost in a climate where services are competing for space. This proposal is an opportunity for MCH to establish a hub of suites in this venue and reduce the need for the MCH suites at surrounding community centres. This provides the additional benefit of having an MCH team based within this site, rather than a single MCH Nurse, which brings with it the requirements for operational and safety improvements.</p> <p>Parents in the Donnybrook area currently receive the MCH service from Whittlesea. For staff to provide a home visit in this area requires a 40-minute travel turn-around time, or alternatively an 18 km commute for clients. To reduce the pressure on Donnybrook residents, the MCH service have commenced investigations to provide some outreach service based at Olivine Place.</p>
3. COVID19 impacts	<p>The effects of COVID19 are not yet fully known, however house and land sales in Donnybrook remain strong and triggers for provision of a community centre will be exceeded by 2023. COVID19 is likely to lead to an increase in community localisation and remote working, reinforcing the need for local experiences and remote worker supports. These trends were identified in a Council commissioned report by SGS Economics (<b>Attachment Four</b>).</p> <p>The National Growth Area Alliance, July 2020 identified that the working from home shift has been more notable among people living in Australia's outer growth suburbs. The outcomes of people working from home allows more time at home as commuting was reduced (<b>Attachment Three</b>).</p>
4. Urban fringe living and vulnerability	<p>The stress of urban fringe living is creating vulnerability within this community, with population increases generating unmet local demand for equitable and inclusive services not generally included in ICP provision, notably Aged Services (Social Support Programs), co-working, arts, youth spaces and training spaces for education. (Donnybrook- Woodstock PSP and ID forecast).</p>

Issue	Description
5. Meeting the immediate service needs of the local community	<p>Residents moving into the growth corridor are often disadvantaged in being able to access services within their local area.</p> <p>Using a place-based approach Council will explore opportunities and costs associated with providing other services at the site such as an expanded library, Council Customer Service and community health.</p>

Figure 1 – Area map



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. Refer to **Attachment One** for further information on the options.

Table 2. Options for Service Delivery Patterson Drive Community Centre

Patterson Drive Community Centre business case options			
Option 1	<b>Option 1 Description:</b> Delivers a standard facility based on the ICP. This equates to a 3-room kindergarten, 2 room consult suite housing MCH/other services and community spaces.		
	<b>Benefits:</b> Delivers kindergarten and MCH services to the area. Consult suites and a hall will be available for services and community bookings.		
	<b>Weaknesses:</b> Too small to address the additional needs for this community.		
	<b>Social Return on Investment</b>	<b>Ongoing Operational Cost*</b>	<b>Capital Cost</b>
	Social Return on Investment \$1.79	\$369,940	\$9,351,191

Patterson Drive Community Centre business case options			
Option 2	<p><b>Option 2 Description:</b> Delivers a facility with an expanded MCH service model based on the hub and spoke approach. This option will include 4 consult suites housing MCH and other services, separate program/waiting rooms, 3 room kindergarten and community spaces.</p> <p><b>Benefits:</b> Delivers option 1 plus the expanded MCH service provision. Advantages of such a model include opportunities to:</p> <ul style="list-style-type: none"> <li>• Increase service options for parents and carers (and models of care such as larger team around the family to care for them)</li> <li>• Provide flexible service options e.g. groups</li> <li>• Services can support each other with secondary consultation, <ul style="list-style-type: none"> <li>• Support student placements</li> <li>• Partner with other service providers and collaborate on the provision of programs,</li> <li>• Improve efficiencies in staffing model, including safety for staff minimising the need for lone worker situations,</li> <li>• Provide place-based services to meet community needs,</li> <li>• Reduce the MCH footprint and improve MCH service sustainability with less duplication of MCH services.</li> </ul> </li> </ul> <p><b>Weaknesses:</b> Will not meet the service needs for young people, older people, carers, support for working from home and having local access to workspace.</p>		
	<b>Social Return on Investment</b>	<b>Ongoing Operational Cost*</b>	<b>Capital Cost</b>
	Social Return on Investment \$1.99	\$521,359	\$10,195,949



Patterson Drive Community Centre business case options			
Option 3	<p><b>Option 3 Description:</b> Delivers option 2, plus 3 multi-purpose activity rooms. This will allow delivery of a Social Support program, youth, training, arts and co-working spaces.</p> <p><b>Benefits:</b> Delivers option 2, plus increased service provision for youth, training rooms, social support program and co-working. The facility will enable:</p> <ul style="list-style-type: none"> <li>• Delivery of a Social Support Program. This will result in aged service provision when it is needed and will reduce financial costs associated with delivering a facility later.</li> <li>• As the economy rebuilds post-pandemic, people are showing interest in a hybrid model of working from home and having local access to workspace (Jobs and Commuting in Outer Growth Suburbs: NGAA refer <b>Attachment Three</b>).</li> <li>• A safe and connected hub where community members can work from their local area. The multi-purpose design of activity rooms will also allow training, youth activities and the arts community a space to thrive and be programmed simultaneously.</li> <li>• An adaptable community facility that provides community with a multi-purpose destination and a 'place to be' to reduce negative social impacts caused, or exacerbated by, social isolation within new growth communities.</li> <li>• An integrated and highly programmable community facility to meet demand for essential services, such as Kindergarten and MCH, Social Support Programs and Youth Services.</li> <li>• Optimisation of precinct-wide and community building outcomes, as well as partnership opportunities resulting from recently and soon to be completed nearby community infrastructure, including Olivine Pavilion Active Open Space, Olivine Place, the local primary school, Hume Anglican Grammar and the neighbourhood town centre.</li> </ul> <p><b>Weaknesses:</b> Greater capital cost.</p>		
	Social Return on Investment	Ongoing Operational Cost*	Capital Cost
	Social Return on Investment \$2.09	\$509,101	\$11,305,624

\*Operational costs include full salary, maintenance, utilities and corporate overheads. Excludes building depreciation.

# PROPOSAL

This report proposes that Council proceed with Option 3 as described in **Table 2** above and **Attachment One**.

Figure 2 – Site map of Olivine estate



Demographic evidence and consultation with service providers identified the need for a hub approach to:

- Meet the service needs for this community and enable essential services to be delivered in the Donnybrook area.
- Alleviate the current lack of adequate community infrastructure in this growth precinct.
- Complement the existing early activation space at Olivine Place (which is providing a connection point for community but is limited in the services it can provide due to size).

## Social Outcomes

Key outcomes to be realised through this project include:

- The provision of multi-purpose spaces will provide avenues for youth to connect and potentially enrol in training programs to gain employment.

- Safe and accessible space which will enable small business and residents an alternative place that they are able to work from.
- Studies indicate that working from home/locally presented opportunities for women to (re-)enter the workforce, including those that faced barriers of owning a car or having young children.
- Social Support Programs run from the multi-purpose spaces will reduce social isolation by providing older people that are frail, living with disability, memory loss (dementia) and limited mobility the opportunity to try new activities, meet others, establish links in the community, and improve their overall sense of health and wellbeing.
- Expanded social services will be delivered to community through the additional consult suites provided in the MCH model. This will increase opportunities for families to have access to services such as Orange Door and specialist therapists, which would traditionally require commuting to Epping.
- Early childhood developmental outcomes due to access to early years services.
- Greater social and community cohesion, resulting from community being able to access spaces where art, cultural and creative practices are facilitated.
- A place-based community centre that is responsive to a growth community's needs.

### **Governance**

The Patterson Drive Community Centre is within the Olivine residential development. The developer, Mirvac, and Council have established an MOU for Olivine to be a pilot site for the Growth Areas Social Planning Tool (GASPT). The GASPT outlines governance and processes that facilitate a more integrated approach to the planning and delivery of services and infrastructure in new communities. To this end an internal Council Olivine Coordination Group, that includes representatives from all disciplines and projects involved in planning for Olivine, has been established. The governance body of the Community Centre will link in with the broader Olivine Coordination Group.

The combined operational management of Olivine Place, Patterson Drive Community Centre and Olivine Sports Pavilion, will be developed in the coming year. Community centres throughout Whittlesea provide a space for community to connect; and governance arrangements will explore opportunities to maximise community utilisation, activation and partnerships.

### **FINANCIAL IMPLICATIONS**

The estimated capital project cost for Option 3 is estimated as \$11,305,624.

Funding sources are identified in **Table 3**. The ICP provision is \$6,775,043. Option 3 is eligible for the Growing Suburbs Fund (GSF) and has the potential to reduce the contribution required by the New Works Program (Council Capital); for which there is currently a shortfall of \$1,780,581 in Council's current forecast 4/15 capital program.

It is important to note that bringing forward the delivery of 2 additional MCH spaces will result in a future saving of approximately \$742,190. This is based on the removal of 4 suites and associated waiting/program room space from future nearby community centres. This equates to 181m<sup>2</sup> (181 x \$4,100m<sup>2</sup> existing build rate, but does not factor CPI or increased build rates).

The delivery of multi-purpose spaces within Option 3, will allow for the delay and potentially remove the requirement to source future capital that would be needed for the provision of social support program space.

The provision of multi-purpose spaces as supported in Option 3 indicates that the requirement for a facility specific for Social Support Programs can be deferred until at least 2032 and may not be required dependent upon future service delivery models (ID Forecast).

As part of the feasibility and design other services at this site such as an expanded library, Council Customer Service and community health will be explored and costed. A project update including any revisions to the project scope will return to Council as part of the mid-year budget review in December 2021.

Table 3 – Funding arrangements

Year	Proposed budget			Status
	ICP	New Works (Council Capital)	External (tbc)	
2021/2022	\$648,000			
2022/2023	\$1,132,581			
2023/2024	\$3,387,521		\$1,375,000	Building Blocks Grant (BBG) is non-competitive
2024/2025	\$1,606,941	\$1,780,581	\$1,375,000	Council Capital can be sourced though the New Works program. Option 3 is eligible for the Growing Suburbs Fund (GSF) and will reduce the contribution required by the New Works Program (Council Capital).
Total	\$11,305,624			

As flagged in the table above, Option 3 includes an additional cost of \$1,780,581 not currently forecast in Council's 4/15 capital program. Additional funding may be available through the:

- Council's New Works program;
- Building Blocks Program \$2.75 million (non- competitive);
- Growing Suburbs Fund (competitive).

Note: this report does not identify the \$1,780,581 of capital projects which would need to be re-scheduled/ pushed back if an enhanced scope of Option 3 were to proceed via use of Council's New Works program (and Council was unsuccessful in securing external grants).

### ICP funds

Under the ICP system, the community and recreation funds can be allocated to the community and recreation projects identified in the PSP at Council's discretion. As a base case, Council has allocated an apportioned amount to each project. However, Council could resolve to allocate additional ICP funds of \$1,780,581 to this project. Council's current cashflow analysis suggests we will have sufficient funds in our reserve to cover the additional amount. This will obviously reduce the amount of ICP funds in the reserve available for future community and recreation projects in the precinct.

It is important to note that additional ICP has already been allocated to the nearby Olivine Sports Pavilion. Not all community assets that are to be delivered in the Donnybrook Precinct are eligible for the Growing Suburbs Fund. Given this Community Centre is eligible, the necessity to draw down on future ICP funds is not imperative to the delivery of this project; and Council would be better served to seek Growing Suburbs Funds for this eligible project, rather than drawing down on ICP. To achieve this the additional funds of \$1,780,581 should be sourced through Council's New Works Program allowing this project to be eligible for the Growing Suburbs Fund which if successful would reduce the contribution required by the New Works Program (Council Capital).

**Operational costs**

Operational costs include full salary, maintenance, utilities and corporate overheads but excludes building depreciation and are described in **Attachment Two**. The operational costs over a 15 year period are estimated in **Table 4** below. Council's existing long-term financial plan does not take into account the operational costs of facilities that are not yet constructed.

Table 4 – Operational costs

Option	Est operational cost pa (NPV)	Est total operational costs over 15 years (NPV)
<b>Option 1</b>	\$369,940	\$6,924,690
<b>Option 2</b>	\$521,359	\$5,213,590
<b>Option 3</b>	\$509,101	\$5,091,010

**Social Return on Investment**

The Social Return on Investment tool utilised for Patterson Drive, calculates the amount of benefit, which is generated within our community, for each dollar that is invested. For the three options, the greatest return on investment was Option 3. Generating \$2.09 for each \$1 that is spent. This is a result of the multi-purposed design of the facility which will enable a broader reach of activities and services that the community can access.

Providing a cost benefit analysis of Social Return on Investment (SROI) has been calculated utilising the formula developed in-house based on social research indicators and categorised using the Whittlesea 2040 framework. The tool is currently being developed with a view to ensuring that moving forward, every major business case investment can be assessed equally under the same SROI parameters.

**CONSULTATION**

Council officers have been working collaboratively over the past year to ensure relevant service areas have been consulted, inclusive of Early Years, Maternal and Child Health, Ageing Well, Youth, Leisure and Community Facilities, Community Inclusion, Traffic Engineering, Parks and Urban Design, Major Projects, Economic Development, Pandemic Recovery, Project Control Group and the Business Case Review Panel. Additional consultation with external bodies such as Yarra Plenty Regional Library Corporation, Hume Anglican Grammar, Department of Education and Training and Mirvac have contributed to the options developed in the business case.

**CRITICAL DATES**

The project timeframe is from July 2020 to December 2025.

The project proposes a completion date by the end of 2024, with the facility operational at the start of 2025. The 2025 operational start date will help to address and mitigate stresses and vulnerabilities associated with urban fringe living for Donnybrook residents. Enrolment timelines for kindergarten are particularly time dependent.

To meet these timelines, business case approval is required by mid 2021, to allow design to commence in late 2021.

Following commencement of the design phase, Council will apply for external grants such as the Growing Suburbs and Building Blocks Capacity Program funding.

## POLICY STRATEGY AND LEGISLATION

This project directly links to:

- Whittlesea 2040: A place for all
- City of Whittlesea's Early Years Policy 2017
- Education and Care Services National Law and the Education and Care Services National Regulations 2011
- The Victorian Government policy related to community infrastructure and the co-location of facilities and integrated services, community hubs and encouraging shared use
- The Growth Area Social Planning Tool.

## LINK TO STRATEGIC RISKS

*Service Delivery - Inability to plan for and provide critical community services and infrastructure impacting on community wellbeing* Council is not able to deliver the Community Centre by January 2025, local demand for 3 and 4-year-old kindergarten will not be met. Donnybrook will be home for over 12,000 residents which will require adequate access to MCH, youth spaces and social support programs. The delay in provision of this facility will exacerbate the social issues already present throughout the growth areas of Whittlesea.

If Council is unsuccessful in securing external funding for Option 3 then some capital projects may need to be re-scheduled.

## LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

<b>Goal</b>	<b>Liveable neighbourhoods</b>
<b>Key Direction</b>	<b>Well-designed neighbourhoods and vibrant town centres</b>

Our community's access to services and facilities is an adopted measure by which Council assesses its achievement of delivering well-designed neighbourhoods and vibrant town centres.

Through the delivery of the Patterson Drive Community Centre, Council will be able to facilitate a socially cohesive community, that is connected and able to access services that will enable opportunities for all.

## 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

This project addresses the demand for adequate community infrastructure in the Donnybrook area through the provision of a Community Centre.

Option 3 in the business case (**Attachment One**) will deliver a Community Centre to the Donnybrook region, consisting of a 3 room kindergarten, large community hall, 4 MCH consult suites, program room, waiting room, community kitchen and 3 multi-purpose training/social support/meeting rooms and associated external carparking and landscaping. There are significant external funding opportunities to address the additional capital cost of Option 3. To address residents immediate service needs opportunities and costs associated with providing other services at the site such as an expanded library, Council Customer Service and community health will be explored as part of the design phase.

<b>RECOMMENDATION</b>
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**THAT Council resolve to:**

1. **Support the Patterson Drive Community Centre Option 3 Business Case (Attachment One) which includes an additional project cost of \$1,780,581.**
2. **Note the additional cost for the Patterson Drive Community Centre Option 3 may be funded through Council's New Works program or external grants such as the Growing Suburbs Fund (or a combination of these funding sources).**
3. **Note the Patterson Drive Community Centre Option 3 Business Case will reduce the demand for Maternal Child Health suites at surrounding community centres and that Council's long term infrastructure planning will identify this in future planning and provision.**
4. **Note future feasibility and design will explore opportunities and costs associated with providing other services at the site such as an expanded library, Council Customer Service and community health.**
5. **Note Council will receive a project update (including any revisions to project scope as part of the mid year budget review in December 2021).**

<b>COUNCIL RESOLUTION</b>
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**MOVED:** *Administrator Duncan*  
**SECONDED:** *Chair of Council Wilson*

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

**CARRIED UNANIMOUSLY**





## Business Case Report

### Business Case

Investment ID:	CW-10343
Project Name:	Construct Community Centre - Patterson Drive, Donnybrook
Sponsor:	Kate MCCAUGHEY - Director Community Wellbeing
W2040 Benefit:	Essential infrastructure is delivered when the community needs it
Document Author:	Jillian BAMBACH - Community Infrastructure Project Coordinator

### Executive Summary

Problem or opportunity:	<p>This project addresses the current lack and imminent demand for adequate community infrastructure in the Donnybrook area through the provision of a Community Centre (CC)-village hub.</p> <p>The requirement for Council to build community infrastructure in Donnybrook was established as part of the social needs assessment of the Donnybrook-Woodstock Precinct Structure Plan (DWSPS) and was approved by the Minister for Planning and gazetted in November 2017. The associated Infrastructure Contributions Plan (ICP) was approved and gazetted in Dec 2020.</p> <p>Out of sequence and disjointed development fronts, together with a current and projected lack of access to serviced and titled land, has impacted the delivery timeline of future community centres in the Donnybrook region. This in turn has impacted the service delivery requirements for this rapidly growing population. The ICP allows for the delivery of a 3 kindergarten rooms, 2 MCH consulting suites with a program room and a large multipurpose space. However, detailed consultation with key service areas and project stakeholders has required this narrow project scope to be expanded, to ensure the needs of this isolated community are met and that service delivery and operational requirements are accommodated in the proposed facility.</p> <p>It is important to recognise that state government ICP calculations do not provide sufficient funds for the infrastructure required to accommodate the delivery of all services that communities need and that council presently provides. This creates a structural shortfall and is a perennial challenge that Council faces for the development of all its community facilities in growth areas. This issue is exacerbated by build cost escalation and regulatory change that ICP calculations cannot account for. Given the existing mode and range of services delivered, Council will be required to contribute funds beyond the value of the ICP. This additional need for funds can be offset by grants such as the non-competitive Building Blocks grants and the Growing Suburbs Funds.</p> <p>Moreover, due to the out of sequence and disjointed development fronts, this facility is likely to be the only Community Centre servicing Donnybrook for the next 10- 15 years, and as such, increased service delivery capacity, that can evolve over time is critical.</p>
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## Business Case Report

Who Will Benefit?	<p>This community centre will be the only community centre north of Donnybrook Road for the next 10 -15 years. If there is no facility built by 2025, 12,000 residents will not have access to adequate local services (ID forecast). Additionally, the prevailing lack of services in the surrounding area, indicates that this centre will service both the local neighbourhood catchment and residents of communities further afield. This district level gap will only worsen due to the projected lack of access to suitable serviced land for many years to come. Through supporting the community centre, CoW will be providing access to critical human services, improving social cohesion and connectedness, drive greater activity in the Olivine Neighbourhood Activity Centre, and thereby improve both direct and consequential employment opportunities in the local area.</p> <p>Based on current evidence, the need for early years services and large format halls for celebrations and group sessions remains strong. Social research indicators also highlight the importance of environments that enhance wellbeing, social connection and respite from the pressures of urban fringe living.</p> <p>Through designing spaces that are multi-purposed and complement existing spaces available, at the nearby pavilion and café (Olivine Place), Council will be able to deliver services across multiple cohorts, ensuring that equity gaps across the community are limited.</p>								
Preferred option:	<table><tr><th>Option Number</th><th>Option Name</th><th>Option Text</th></tr><tr><td>Option 3</td><td>Council will deliver on the service needs of the community through MCH and kindergarten services including social support services, youth programs, art, co-working and training spaces.</td><td>Proceed with this option. Additional funding is available through the non- competitive Building Blocks Program \$2.75 million, the Growing Suburbs Fund or drawing down on additional ICP funds.</td></tr></table>	Option Number	Option Name	Option Text	Option 3	Council will deliver on the service needs of the community through MCH and kindergarten services including social support services, youth programs, art, co-working and training spaces.	Proceed with this option. Additional funding is available through the non- competitive Building Blocks Program \$2.75 million, the Growing Suburbs Fund or drawing down on additional ICP funds.		
Option Number	Option Name	Option Text							
Option 3	Council will deliver on the service needs of the community through MCH and kindergarten services including social support services, youth programs, art, co-working and training spaces.	Proceed with this option. Additional funding is available through the non- competitive Building Blocks Program \$2.75 million, the Growing Suburbs Fund or drawing down on additional ICP funds.							
Risk profile of the solution:	Budget - Medium Timelines - Low								
Project timeframe:	01-Jul-2020 To 31-Dec-2025								
Project cost:	Estimated \$11,305,624								
Recommendation:	Proceed with this option. Additional funding is available through the non-competitive Building Blocks Program grant of \$2.75 million and the Growing Suburbs Fund.								
<b>Purpose of document</b>									
This business case document presents the justification for a project (responding to the question why this and why now). Once this document is accepted, this commits financial and human resources to the project. It also completes the project baseline to proceed to the Deliver and Manage phase.									
<b>Problem</b>									
<b>Problem statement</b>									



## Business Case Report

This project addresses the current lack of adequate community infrastructure in the Donnybrook area through the provision of a Community Centre (CC).

The requirement for Council to build community infrastructure in Donnybrook was established as part of the social needs assessment of the Donnybrook-Woodstock Precinct Structure Plan (DWSP) and was approved by the Minister for Planning and gazetted in November 2017. The associated Infrastructure Contributions Plan (ICP) was approved and gazetted in Dec 2020.

Out of sequence and disjointed development fronts, together with a current and projected lack of access to serviced and titled land, has impacted the delivery timeline of future community centres in the Donnybrook region. This in turn has impacted the service delivery requirements for this rapidly growing population. The ICP allows for the delivery of 3 kindergarten rooms, 2 MCH consulting suites with a program room and a large multipurpose space. However, detailed consultation with key service areas and project stakeholders has required this narrow project scope be expanded, to ensure the needs of the isolated community are met and that service delivery and operational requirements are accommodated in the proposed facility.

### Evidence of problem



## Business Case Report

This project addresses the current lack of adequate community infrastructure in the Donnybrook area through the provision of a Community Centre (CC).

- Current Donnybrook population is 232. This will increase to 52,396 by 2041 (Forecast ID).
- Between 2019 and 2023, age structure forecasts indicate an increase of 662 of children aged 0-4 (Forecast ID).
- Inward-migration: number of people moving into the area in 2023 is projected to be 1,979pa. In 2041, it will be 5,806pa (Forecast ID)
- By 2023, 47.2% of households will be made up of couples with dependants. (Forecast ID)
- Kindergarten demand forecast indicates 1 room will be required by 2021, increasing to 4.5 rooms by 2025.

The 'liveability' of a place depends on a combination of economic, environmental, social and cultural attributes. Whittlesea 2040 has the vision that Whittlesea will be 'A Place for All' and identifies four goals which will help to attain that vision: Connected Communities, Liveable Neighbourhoods, Sustainable Environment and a Strong Local Economy. As a growth municipality with the expectation that the population will double by 2040, it is essential that planning for community infrastructure is holistic, contemporary and responds to community need.

Research has identified three main challenges relevant to this project:

1. The need for Council to provide an alternative model for the provision of Maternal and Child Health services. The standard provision of 2 MCH suites within in each future community centre equates to 14 MCH suites in the Donnybrook precinct at full build-out. Modelling suggests by 2030, only 4 MCH suites will be required. Donnybrook Farmhouse and Darebin Creek are within a 2km radius from Patterson Drive Community Centre.

Currently the data available does not support the need for 14 MCH offices long-term, potentially leaving these spaces under-utilised and with a significant opportunity cost in a climate where services are competing for space. This proposal is an opportunity for MCH to establish a hub of suites in this venue, reduce the need for the MCH suites at surrounding community centres and secure access to this service for a larger population where land access, to suitable serviced land is limited. This provides the additional benefit of having an MCH team based within these sites, rather than a single MCH Nurse, which brings with it the requirements for operational and safety improvements.

Parents in the Donnybrook area currently receive the MCH service from Whittlesea. For staff to provide a home visit in this area requires a 40-minute travel turn-around time, or alternatively an 18 Km commute for clients.

2. The effects of COVID19 are not yet fully known, but house and land sales in Donnybrook remain strong and triggers for provision of a community centre will be exceeded by 2023. COVID19 is likely to lead to an increase in community localisation and remote working, reinforcing the need for local experiences and remote worker supports.
3. The stress of urban fringe living is creating vulnerability within this community, with population increases generating unmet local demand for community services, inclusive of services not generally included in ICP provision, notably Aged Services- Social Support Programs, co-working, arts, youth spaces and training spaces for education.

### EVIDENCE OF PROBLEM:

Donnybrook is likely to be a well-established residential area by 2025. The Donnybrook precinct, as with the Lockerbie precinct, is anticipated to experience rapid development. The population of Donnybrook will continue to grow in line with Lockerbie, with comparable population levels by 2041. Donnybrook is expected to experience the highest rate of population growth between 2021 and 2026, while the Woodstock population growth rate is expected to peak between 2031 and 2036. (Capire, 12).

Council is committed to assisting with the provision of universal access to kindergarten for its residents. Data from Council's Early Years team shows that currently the nearest kindergarten and MCH services to Donnybrook are Mernda Villages, Jindi and Galada CACs. These centres are all currently at capacity, with the population in the Donnybrook catchment area forecast to grow exponentially in the next four years. These locations require substantial travel from along Donnybrook and Epping Roads, which are two lane roads that already experience significant congestion. Epping Road, between Bridge Inn Road and Craigieburn Road East carries 22,600 vehicles per day, and traffic modelling projections suggest that traffic will increase to 30,000 vehicles per day by 2031.

In what would result in a barrier to achieving Whittlesea 2040 outcomes networks, it is unreasonable to expect residents to travel a 30km round trip on one of Melbourne's most congested road, in peak hours, to access early childhood services. This under provision may temporarily be met by the delivery of a 2-room modular kindergarten on the nearby Hume Anglican Grammar school site. The partnership approach is the result of Council, DET and Hume Anglican Grammar collaborating to find a solution to the 3YO kinder policy reform, existing kindergarten 4-year-old demand and may ensure kindergarten



## Business Case Report

services will be delivered by January 2022. However, it is important to note that the delivery of kindergarten services at Hume Anglican Grammar site is still under negotiation and is yet to be finalised. By Jan 2025, scheduled opening date of the Community Centre, an additional 2.5 rooms will already be required, above and beyond any outcome that can be achieved on the Hume Anglican Grammar site.

With regard to other components of the proposed facility, no cost, informal areas for community members to dwell and spend time without needing to make a booking (e.g. libraries, social clubs and neighbourhood houses), do not currently exist in Donnybrook. Olivine Place is open and provides an element of this function. However, it is still a café and there will be some members of the community to whom the pay-for-service model will be a significant barrier.

The Olivine Pavilion is under construction and is located to the south of the Community Centre. This space will become operational by mid/late-2021. It is anticipated that by 2024 the facility will have fully functioning cricket, AFL and netball clubs. Access to the community function space will therefore be limited to Mon- Friday 7am-3pm. This meets a limited portion of the peak demand for community access to facilities, given fit-for-purpose constraints, however it does not assist in supporting peak, after-hours activities, and will be limited to specific targeted groups for which the space is suitable.

The social needs assessment report indicates Donnybrook will be settled initially by young families with almost a third of the population being children under 11 years old (capire, 15). A significant proportion of families are expected to be of Indian and Chinese descent, and according to prevailing settlement patterns of these communities within this growth corridor to the south, it is expected a large portion of these households will be multi-generational. This will materially increase the need to provide Social Support Services at an earlier timeframe than anticipated.

By 2025 the population of older people over 65 years living in Donnybrook will be around 500. This is forecast to grow rapidly, to over 4,700 by 2041, with continued rapid growth in the established suburbs as well, resulting in high demand and waiting lists to access established services.

Social Support Programs aim to reduce social isolation by providing older people that are frail, living with disability, memory loss (dementia) and limited mobility the opportunity to try new activities, meet others, establish links in the community, and improve their overall sense of health and wellbeing.

The Royal Commission into Aged Care Quality and Safety released their final recommendations in February 2021. From the public submissions received (10,144 written and 6729 telephone) the most common themes were isolation, unmet needs and staffing issues. Many of the recommendations have a focus on social participation for older people. The Commissioners noted that people want care, want to receive it in their own homes and that ageing at home can be central to a person's sense of identity and independence (Care Dignity and Respect: Royal Commission into Aged Care Quality and Safety, 2021, p 79)

Two key recommendations have included provision of support for informal carers and the delivery of social support programs in local areas.

"Recommendation 33 - Australian Government should implement a social supports category within the aged care program that:

- a) provides supports that reduce and prevent social isolation and loneliness among older people
- b) can be coordinated to the greatest practicable extent in each location with services and activities provided by local government, community organisations and business designed to enhance the wellbeing of older people.
- c) Includes the social support, delivered meals and transport service types from the Commonwealth Home Support Programme
- d) Is grant funded"

Recommendation 42: Support for informal carers – acknowledged the importance of support for carers.

Infrastructure for elderly support programs have not been included into standard ICP provision. The benefits of providing a space for ageing well has been documented previously in Councils ILM for Mernda Villages Social Support Facility. To ensure CoW are meeting the needs of its community, options have been investigated to support this need through the provision of multi-purpose spaces, that can provide program space for a range of services. The spaces will support the needs of programs such as aged, youth, training and the arts.

The Olivine Place venue cannot be considered an alternative to multi-purpose spaces at the Community Centre, the space is not fit for purpose, particularly for the social support program and art space. It does however offer space for opportunities such as training. There is currently a not for profit service provider in negotiations with Mirvac to utilise the meetings rooms for training programs. It is anticipated that once the Community Centre is established these programs could be run across the two sites or if required, transferred to the Community centre.





## Business Case Report

Olivine Place and the Pavilion will also offer spaces for the more active senior's groups. The ageing population that is frailer will need to utilise the more tailored multipurpose program rooms as part of the social support program. Importantly, it is worth noting that there is no guarantee the Olivine Place building will not be removed at the end of the 8-year lease.

Regarding coworking, initial research indicates there will be an increase in community members working from home- or from a local co-working/ community facility that provides a flexible workspace and WIFI access. This could be supported in the building design through potential fee for service – low cost meeting/ conference rooms and training rooms, which could include access to printers, PO boxes. Across the growth suburbs, the impacts of social isolation during COVID- 19, has demonstrated that many jobs can be done working remotely. Based on occupation data from the Census, it is estimated that half a million people living in the outer growth areas could do their jobs from home or a nearby safe accessible community facility, at least some or all the time (NGAA);

There are three key industries that dominate the potential for growth in working from home/locally: administrative and support services; financial and insurance services; and professional, scientific and technical services. As we know pre-COVID, a high portion of Whittlesea residents commuted greater than 10km per day to work. Post COVID we are anticipating a greater workforce that can work from home, or would be seeking community settings, such as a community centre, to connect and work from;

Studies also indicate that working from home arrangements presented opportunities for some women to (re-)enter the workforce including those that faced barriers of owning a car or have children at home. NGAA found 53% of people not currently working would seek part-time work if able to work from home part or all of the time. Research suggests that providing spaces for women to work close to home will assist in Council in improving gender equity in the community.

In regard to youth, the Youth Plan- 2030 notes, 'young people need access to inclusive social and physical infrastructure, prevention and intervention services and opportunities for social connection'. Research indicates that youth unemployment is likely to continue longer-term and requires multi-pronged support in terms of education, job pathways and support services. The provision of multi-purpose spaces will assist CoW in providing avenues for youth to connect and potentially enrol in training programs to gain employment. By 2025 there will be 1533 youth, by 2036 there will be 6250 (ID Forecast).

In regard to art spaces, in growth areas and newly developed suburbs, investment in creativity and innovation can be equally successful at making municipalities more attractive for visitors, residents, economic talent and creative industries. The absence of supporting infrastructure contributes to the low measures of social cohesion reported in our community (6.35/10) as described in the 2019 Whittlesea 2040 Indicator Report and an inability to leverage the benefits of a local creative economy.

Researchers at The University of Western Australia have quantified the benefit baseline level of arts engagement as being 100 or more hours per year of arts engagement. Individuals who engaged with arts for at least 2hrs per week had significantly better mental wellbeing than those with none or lower levels of engagement (Davies et al 2016). Importantly, there is a dose-effect. The more arts and cultural activity available to a community, the greater the positive effects. The provision of spaces where community can create and display their art in a supported environment will assist CoW in achieving these impacts.

Planning for growth areas often means planning for communities that will not be fully developed for up to 20 years. It is therefore important to use the information that is known from established growth area communities without being too prescriptive regarding community infrastructure, social services and open space, as needs will change over time as the community develops. (Capire, 8).

Community centres throughout Whittlesea, provide a space for community to connect, however the activation of the centres has its challenges and in some existing community centres, been unsuccessful. Over the next six-month Council officers' will be completing a review of the current Community Centres operational models (see Facility Business Models Assumptions table pg.16). There is significant interest from the not for profit sector in curating and managing Council owned community centres in the growth corridor. Benefits such as a potential increased community activation, delivery of adult education, could be realised through partnerships with organisations such as Araluen and PRACE. Such benefits also present strategic and operational risk to be considered, such as a loss of operational autonomy in setting fees, charges and priority access. Management of Community Centres via third parties would also require additional (or alternative) staffing to contract manage such arrangements, similar to other large-scale Leisure facilities. Given the quantum of community facilities to be delivered by Council over the next 20 years, opportunities such as these need to be investigated as this project progresses.



## Business Case Report

### The Opportunity

The opportunities include being able to:

- o Meet demand for services for multiple cohorts within the community;
- o Standard ICP provision for MCH is based on a current service model that does not enable considerations for place-based approaches. A hub and spoke approach will support a place-based approach;
- o The alternative MCH model will ensure parents have increased options to accessing place-based services, reduces the MCH footprint and improves the sustainability of the MCH model and offers improved efficiencies in the staffing model;
- o Meet forecast increase in demand for four-year-old sessional kindergarten in the area;
- o Support the forecast demand for subsidised three-year-old kindergarten demand in the area;
- o Qualify to apply for a Department of Education and Training (DET)/Victorian School Building Authority (VSBA) capital grant under the new Building Blocks program (\$2.75 million);
- o Meet Council's commitment to environmental sustainability and provision of facilities that provide inclusive and healthy environments for all users;
- o Enable Council to deliver on its obligations under the ICP;
- o Improved health and reduced isolation for older people living in CoW;
- o Reduced travel to access social support to assist older people and their carers to continue to live in their neighbourhood of choice;
- o Reduced health inequity for older people and their carers living in the urban growth and rural areas of CoW;
- o Increased confidence and independence for older people;
- o Increase in older peoples' meaningful interactions with their local community and all ages (especially children);
- o Provide multi-purpose spaces for training, youth programs, art and community activities.
- o Include the provision of mobile library parking space and a book kiosk within the community centre, to enhance access to library services for this isolated community;
- o Working one day a week at home or in a local setting and purchasing just one coffee per day locally, would see \$5.4 million retained within Australia's outer growth suburbs (NGAA). Through providing a space that community members can connect to Wi-Fi and work locally, it will enable community to not only invest more in the local economy but will also provide greater opportunities for social connection and community building;
- o Meet multiple objectives of Whittlesea 2040 A place for all, the long-term vision for the municipality, guiding all of Council's work and partnerships with the community;
- o Invest in a neighbourhood house/ hub operational management model to support place-based initiatives. This will be achieved through ensuring the operational model for the Community Centre, Olivine Place and the Olivine Pavilion is integrated in its programming/activation;
- o In keeping with the City of Whittlesea's aim of being Leaders in clean sustainable living and helping to achieve its zero net emissions target, this development could incorporate exemplary ESD standards in the design stage, including: Passive heating and cooling design principles for orientation and design of the buildings, the building fabric, energy efficiency, water efficiency / water harvest and re-use, renewable energy / battery storage / shared renewable energy / innovation, user comfort, building materials, gas free, electric vehicle infrastructure, sustainable transport infrastructure, reduce urban heat and climate change adaptation.

The project objectives for the development of this Community Centre are to:

1. Provide an adaptable community facility that provides community with a multi-purpose destination and a 'place to be' to reduce negative social impacts caused, or exacerbated by, social isolation within new growth communities.
2. Provide an integrated and highly programmable community facility to meet demand for essential services, such as Kindergarten and Maternal and Child Health, Social Support Programs and Youth Services.
3. Optimise the precinct-wide and community building outcomes, as well as partnership opportunities resulting from recently and soon to be completed nearby community infrastructure, including Olivine Pavilion Active Open Space, Olivine Place, the local primary school, Hume Anglican Grammar and the neighbourhood town centre.

### Who will benefit?



## Business Case Report

This community centre will be the only community centre north of Donnybrook road for approximately the next 10-15 years. By 2025 there will be over 12,000 residents that do not have convenient and appropriate access to adequate, local services (ID forecast). The isolation of this community, and lack of services in the surrounding area, also indicates that this centre will not only service local community members but will also service members of communities further afield. Through supporting the community centre, we will be improving social cohesion, connectedness and will also offer employment opportunities in the local area.

Based on current evidence, the need for early years services and large format halls for celebrations and group sessions remains strong. Indicators also highlight the importance of environments that enhance wellbeing, social connection and respite from the pressures of urban fringe living.

Through designing spaces that are multi-purposed and complement existing spaces available at the nearby pavilion and café, Council will be able to deliver services across multiple cohorts, ensuring that equity gaps across our community are limited.

### Options Considered

### Benefits/outcomes



## Business Case Report

Benefit No	Benefit Name	Classification	Indicator Name	Measure	Benefit Owner	Person Responsible	Baseline Value (\$)	Target Value (\$)	Target Start Date
1	Increased opportunities for social interaction	Non-Financial	W2040 priority indicator: Social cohesion	percentage of bookable space	Benjamin WATERHOUSE	Louise BRACEY	50% in year 1	75% in year 5	31/12/2025
2	Increase the opportunities for meeting the social support needs of older people	Non-Financial	W2040 priority indicator: Connected Community	Average number of older people and carers serviced by the social support programs per week	Ann HINDELL	Catherine SIMCOX	N/A	60 participants per annum	31/12/2030
3	Increased number of kindergarten spaces	Non-Financial	W2040 priority indicator: Access to services and facilities	Number of kindergarten enrolments	Steve WARD	Nadine KLOBUCAR	2025	246 3 & 4 year old's	31/12/2025
4	Increased opportunities to participate in age specific activities	Non-Financial	W2040 priority indicator: Access to services and facilities	Number of bookings for youth programs, activities, events	Steve WARD	Blair COLWELL	3 activities/ events annually	6 activities/ events annually by Year 5	30/07/2027
5	Increased opportunities to meet the educational needs of the community	Non-Financial	W2040 priority indicator: Access to education	Delivery of pre-accredited, adult education and training programs	Benjamin WATERHOUSE	Louise BRACEY	3 courses delivered annually	6 courses delivered annually by Year 5.	31/12/2025
6	Increased economic activity	Non-Financial	W2040 priority indicator: Support for local businesses	Centre utilisation by remote workers and businesses	Benjamin WATERHOUSE	Louise BRACEY	N/A	10 people (av) per week day	31/12/2026
7	Our community feels socially connected and engaged	Non-Financial	W2040 priority indicator: Community Cohesion	Increased opportunities for local arts and cultural engagement	Benjamin WATERHOUSE	Julie MCBRIDE	N/A	5 installations or activities per term	31/12/2027





**Business Case Renort**

**Cost estimates**



## Business Case Report

Option Number	Option	Total Social Financial Benefit	Total Capital Cost	Total Operational Costs per annum	Benefits Delivered
Option 1	Delivers a standard facility based on the ICP. This equates to a 3-room kindergarten, 2 room consult suite housing MCH/other services and community spaces.	Social Return on Investment \$1.79	\$9,351,191  Funding Source ICP:\$6,775,043 Building Blocks Grant:\$2,750,000** New Works Budget: N/A	-\$461,646*	Delivers kindergarten and MCH services to the area. Consult suites and a hall will be available for additional services and community bookings. Primarily delivers benefit 1,3 and 4.
Option 2	Delivers a facility with an expanded MCH service model based on the hub and spoke approach. This option will include 4 x consult suites housing MCH and other services, separate program/waiting rooms, 3 room kindergarten and community spaces.	Social Return on Investment \$1.99	\$10,195,949  Funding Source ICP:\$6,775,043 Building Blocks Grant:\$2,750,000 New Works Budget or drawing down on additional ICP funding:\$670,906	-\$521,359	Delivers option 1 plus the expanded MCH service provision. The advantage are: <ul style="list-style-type: none"> <li>• Parents have increased options to accessing the service,</li> <li>• Opportunity to provide flexible service options eg groups,</li> <li>• Larger team around the family to care for them,</li> <li>• Team members can support each other with secondary consultation,</li> <li>• Supporting student placements,</li> <li>• Opportunity to partner with other service providers and collaborate on the provision of programs,</li> <li>• Improved efficiencies in staffing model,</li> <li>• Improved safety for staff minimising the need for lone worker situations Opportunity to provide place-based services to meet community needs,</li> <li>• Reduces the MCH footprint and improves sustainability of the MCH service,</li> <li>• Less duplication of services,</li> <li>• Decrease in the amount of non-contact hours because staff are not traveling.</li> </ul> Primarily delivers benefits 1 3 and 4
Option 3	Delivers option 2, plus 3 multi-purposed activity rooms space. This will allow delivery of a social support program, facilitate youth, training, arts and co-working spaces.	Social Return on Investment \$2.09	\$11,305,624  Funding Source ICP:\$6,775,043 Building Blocks Grant:\$2,750,000 New Works Budget or drawing down on additional ICP funding:\$1,780,581	-\$509,101***	Delivers option 2, plus increased service provision for youth, training rooms, social support program and co-working. Delivery of the multi-purpose spaces will also enable the delivery of a Social Support Program. This will result in aged service provision when it is needed and will reduce financial costs associated with delivering a facility later. As the economy rebuilds post-pandemic, people who have been forced to work from home during

## Business Case Report





				<p>social isolation say they would like a hybrid model of working from and face to face in the workplace (Jobs and Commuting in Outer Growth Suburbs: NGAA).</p> <p>Community Centres offer a safe and connected hub where community members can work from their local area. The multi-purpose design of activity rooms will also allow training, youth activities and the arts community a space to thrive and be programmed simultaneously. Delivers benefits 1,2,3,4 and 5,6,7</p>
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\*Operational costs inclusive of total staff salary to deliver council services, ongoing maintenance, utilities and operating costs.

\*\* Includes EFT provision of (0.6) to manage delivery of kindergarten service approval process and coordination.

\*\*\* Reduced operational costs in Option 3, due to increased revenue from additional spaces for hire and service provision.

### Risk assessment

Risk Code	Risk Title	Responsible Officer	Initial Risk Rating
PR90	Timelines	Jillian BAMBACH- Community Infrastructure Project Coordinator	 Low
PR94	Budget	Timothy SMITH-Team Leader Project Planning & Facilitation	 Medium

### Options Evaluation



## Business Case Report

Option Name	Evaluation Summary	Social	Financial	Environment	Rank	Recommendation
Do Nothing	Council will fail on its obligation to provide services to the community.	1	1	1	Least preferred option	Do not proceed with this option
Option 1	Council will deliver services to a portion the community i.e. kindergarten and MCH. Community will have access to a standard hall and consult suites for additional service provision	2	4	2	Second least preferred option	Do not proceed with this option
Option 2	Council will be able to deliver a greater range of MCH services to the community. The increased consult suites will also enable additional services to be brought to the community, Limited service will be available for the aged/youth, co-working and training sector through access to a multi-purpose activity room.	4	3	3	Second preferred option	Additional financial contribution will be available through the non-competitive Building Blocks Program \$2.75 million
Option 3	Council will deliver on the service needs of the community, not only through MCH and kindergarten but also social support services, youth programs, art spaces, co-working and training opportunities.	5	3	4	Preferred option	Proceed with this option. Additional funding available through the non-competitive Building Blocks Program \$2.75 million. Additional funds can also be sought through the ICP fund.

## Scope



## Business Case Report

<b>Deliverables</b>	<p>Design and construction of 4 x consult suites housing MCH and other services, separate program/waiting rooms, community hall, 3 room kindergarten, multi-purpose program spaces for services such as youth and social support.</p> <p>Fit out of the community centre including MCH, kindergarten rooms, multi-purpose program space, office, staff room, meeting rooms, hall, kitchen and common areas. Sealed car park on Council land with (roughly 2800sqm, with associated lighting and signage) retention of land for future use.</p> <p>Provision of licensed playground space located on council land for the modular kindergarten provided on the Hayes Hill Primary School site.</p> <p>Provision of spaces that promote co-working and additional community facilities such as a nook for library services.</p> <p>Exceptional sustainability outcomes- in line with the Olivine Estate.</p>
<b>Exclusions</b>	<p>Costs associated with the modular provided on the school site.</p>
<b>Constraints</b>	<p>Positioning of Town Centre and Hayes Hill Primary School dictate the positioning of the community centre on the site.</p> <p>Kindergarten to be open by January 2025 (preference for 2024, however the timeline does not permit this).</p> <p>Emergent needs within the community cannot be definitively identified, yet space needs to be allowed for to ensure the community has a place that permit opportunities and connections to evolve, and services to be delivered.</p> <p>ICP allocation is approximately 67% of the funding required to deliver the community centre.</p> <p>Providing a cost benefit analysis of Social Return on Investment (SROI) is challenging as there a variety of data inputs that can be interpreted in different ways. SROI has been calculated utilising the formula developed in-house based on social research indicators and categorised within the W2040 framework. It is recommended that in the future a standard figure be mapped to strategies that a project will support. This will ensure that each business case can be assessed equally under the same parameters of SROI.</p> <p>The village hub concept sees MCH located within shopping districts and close to schools, both attended regularly by parents. The hub is a single point of contact for families to access Universal MCH, Enhanced MCH, access specialist programs, seek support, connect with others, shop and attend kinder and school.</p> <p>It's acknowledged that Olivine Place currently has facility for 1 office, yet this space does not enable MCH to provide the full suite of services due to design limitations. The sports pavilion may provide a space that can be used for groups during limited times, but again does not enable us to connect families to the full range of services.</p> <p>It is acknowledged that Patterson Drive Community Centre is part of a broader precinct approach to neighbourhood development and service delivery. However, for the community to be serviced adequately, we need to acknowledge the constraints of club domination of community pavilion assets, the operational realities of Olivine Place, including both facility's cleaning and utility provision, and the need for spaces that are fit for purpose and accessible at peak times.</p>
<b>Assumptions</b>	<p>Mirvac will deliver a serviced Community Centre site by June 2021.</p> <p>Resident population will eventuate as forecast.</p>



## Business Case Report

	<p>Built form of the community centre will reflect the urban design principles highlighted in the PSP. This will incorporate design principles that may support a multiple storey form incorporating an active frontage to the town centre.</p> <p>The \$2.75 million Building Blocks Grant is a non-competitive grant and will be approved.</p> <p>The recommended Option 3 is delivered for the estimated cost of \$11.3 million or less. Given \$6.7 million will be provided through the ICP, and approx. \$2.75 million in grants, additional money will be sought from Council budget allocations or additional ICP funds.</p> <p>Provision of generic community consult suites have been removed from the Community Centre, as it is assumed usage of Olivine Place consult suite can accommodate community need. Provision at the community centre for quiet spaces will be facilitated through furniture placement.</p> <p>Olivine Place will be retained by Council following the end of the current 8-year lease and will be made more available for programming and community access.</p> <p>Olivine Pavilion, hours of access and club occupation timelines continue to operate under the existing model, which prioritises sporting access.</p> <p>Hume Anglican Grammar commits to a 10-year lease for Council to support DET in the delivery of kindergarten on their land.</p> <p>DET will deliver the additional kindergarten modular at Hayes Hill Primary School.</p>
<b>Impacts</b>	<p>Early childhood developmental outcomes from access to early years services.</p> <p>Stronger sense of place attachment and resulting psychological benefits including reduced isolation.</p> <p>More efficient built form with economies of scale to support environmentally sustainable development.</p> <p>Increased service provision across all ages and cohorts of community.</p> <p>Increased local employment opportunities.</p> <p>Increased opportunities for cultural and artistic programs/events.</p> <p>There is a general held view that post COVID, the 'localisation movement' will increase. This will lead to an upsurge in people working and shopping within their local area. This in turn increases the level of community engagement within the precinct and most likely the usage and demands on the community centre.</p> <p>Inclusions such as co-working will assist the growth of small businesses and support the growth in professionalism in the outer suburbs. This will have the additional benefit of supporting the female workforce that requires a space that is flexible, affordable and is close to home and schools.</p>
<b>Procurement</b>	<p>Delivered by Major Projects as per the standard procurement processes for design and construction.</p>

### Ongoing Expenses or Savings

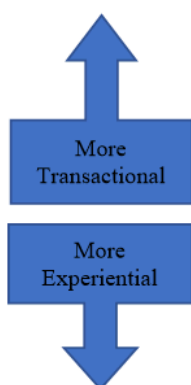
### Operational Model



## Business Case Report

## Facilities Business Model Assumptions – Patterson Drive

Category	Business Element	Community Centre	Pavilion	Olivine Place
Assets	Customer Service and Facility Management Presence MCH Staff	1.0 EFT (onsite) Hall bookings and administration Self-help kiosk, concierge, free WIFI Brochures, pin-boards and posters 2.0 (EFT onsite MCH)	None	Brochures
	Place animation	0.4EFT Community Development (Council)	None	0.4EFT Community Development (developer 2021-2028)
	Hall/bookable spaces	200 sqm 3 x 75 sqm multi-purpose (consult suite provision at Olivine Place)	100 sqm (between 7am and 3pm)	27 sqm 34 sqm 12 sqm
	Informal/lounge area	200 sqm	None	Outdoor playground
Users	Casual users	<b>Fri (PM), Sa, Sun</b> Parties and events	<b>None</b> (not preferred use)	<b>Any day/time</b> Weddings, parties and events (Users less tolerant to shared use)
	Regular users	<b>Mo-so all day</b> Day program Play groups Church groups Cultural groups Art groups U3A Karate Scouts	<b>Mornings M-F</b> Fitness, yoga Day program Early Years dance/music programs  (Users tolerant to shared use)	<b>Mo-sun</b> Playgroups Outdoor and informal meetups (gardening, walking, conversation)
	Licensed users (anchoring presence)	<b>M-F</b> MCH Sessional kindergarten ACFE training Social support	<b>4pm-9.30pm Tu-Fr</b> <b>All day Sa &amp; sun</b> Seasonal - cricket, football and netball	<b>Full time</b> Café (lease to end 2028)
	Community lounge / informal space	<b>Medium activation</b>	<b>None</b>	<b>High activation</b>
	Annual events/fundraisers	<b>Specialised</b> - performance, exhibitions, popups, library bus, mobile community services	<b>None</b>	<b>Community</b> - Halloween, Carols, popups, food trucks, etc







## Business Case Report

		(eg justice van, WCC van)		
Management options and value add	Council managed (onsite)	Onsite Council officer, potential to include civic administration presence.		N/A
	Externally managed/ shared partnership. Clear controls in place to ensure benefits align with Council strategies.	Consider \$50k per year to provider (eg Training provider, WCC, YPRL) to manage facilities on Council behalf, however this could be mitigated if they received neighbourhood house funding. Cost does not include additional overheads i.e. Council staff hours to manage partnership arrangements		\$25K on behalf of Mirvac developer
Systems	Council room hire rates	YES	YES	NO
	Council online booking system	YES	YES	NO

- Details regarding operational costs included in supplementary attachments

### Approval

This business case document requires discussion, agreement and approval by the Sponsor, Delivery Manager and others within the Project Control Group. Once approved, the Project Management Office Representative will approve (or otherwise) the record in the CAMMS system.'





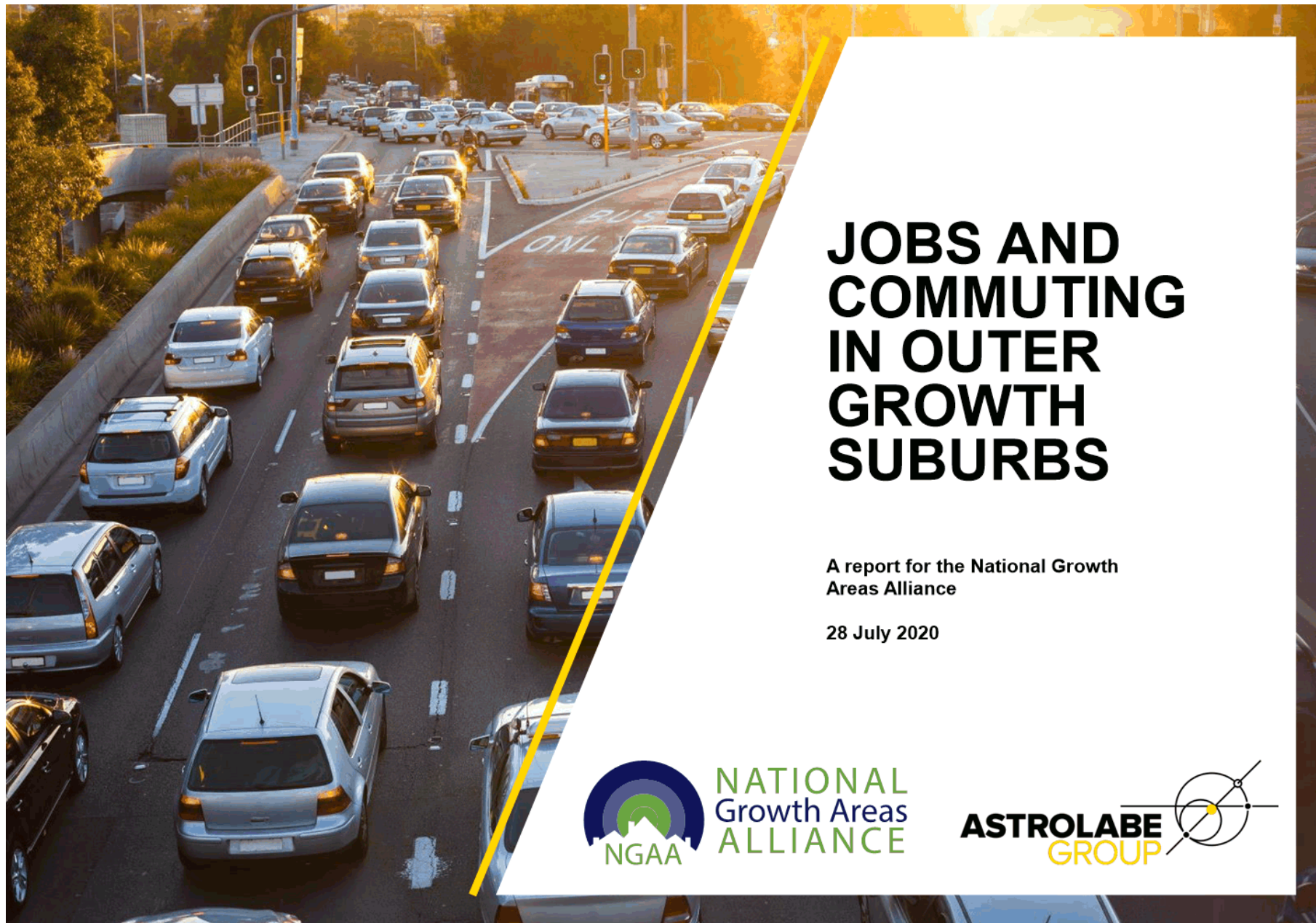
Patterson Drive Community Centre			
Capital Expenditure	Operational Expenditure	Social Benefits	Social Return Investment Ratio (SROI)
\$11,305,624	\$885,955	\$1,851,700	\$2.09
Operational- depreciation \$509,101			

### Social Impact Evaluation

CAC activities	Social Outcome	Indicator	Benefit per head	Quantity	Benefit (prevent) Savings
MCH Service	Child growth and development, family health & wellbeing, immunisation, home visits, parents groups, assist families experience difficulties	attend number of babies with Mum/Dad	\$300	2,815.00	\$844,500
Kindergarten	Prepare for pre-school (grow socially, emotionally, effective learning), strong sense of identity, connected to broader community	Number of children attend	\$2,000	246	\$492,000
Community Development Officer activities	Strengthen and build community capacity. adviser, facilitator, partner, mentor, enabler	number of individual and group contacts	\$500	130	\$65,000
Co-working space	Wellbeing, more time with family, gender equity, reduce pollution, support local economy	number of individuals	\$200	100	\$20,000
Community activities (seniors, younger, vulnerable)	Group of people wellbeing, less isolated, meet new people, self confidence, being active, social inclusion	number of people attend	\$500	180	\$90,000
Parties, function, cultural activities	Social connection, improve relationship, group of community together	number of functions	\$200	1326	\$265,200

Library	culture and creative, remove barriers to education and employment, support mental health by reducing social isolation, parent and child interaction	number of individual attendance	\$200	300	\$60,000
Social Support	promote social connection and inclusion, cognitive stimulation, physical and mental wellbeing	number of individual attendance	\$250	60	\$15,000
<b>Total Social Benefit</b>					<b>\$1,851,700</b>

Operational Expenditure	Cost
<b>Expenditure</b>	
Operating Cost (utilities, cleaning, maintenance)	\$298,891
Centre Coordinator	\$73,360
MCH Nurse (4 x 1.0 EFT) State gov't funds 50% wages	\$432,000
Administration officer ( Band 3 EFT.4)	\$26,300
CAC building Depreciation	\$376,854
Corporate Overhead (finance, HR&OD, IT, Communication, customer service, OHS, senior officers time)	\$10,000
<b>Total</b>	<b>\$1,217,405</b>
<b>Income</b>	
Hall Hire Fees	\$115,000
MCH State contribution	\$216,000
Kindergarten fees	\$450
<b>Total Income</b>	<b>\$331,450</b>
<b>Surplus/Deficit</b>	<b>\$885,955</b>









# Contents

1. Overview - jobs, commuting and our outer growth suburbs
2. The commuting impact - cost and time
3. Outer growth suburbs - commute overviews
4. The future commute - new ways of working for the outer growth suburbs
5. End Notes - Methodology and references

For complete breakdown of methodology and references, see end notes.



# Changing the way we work

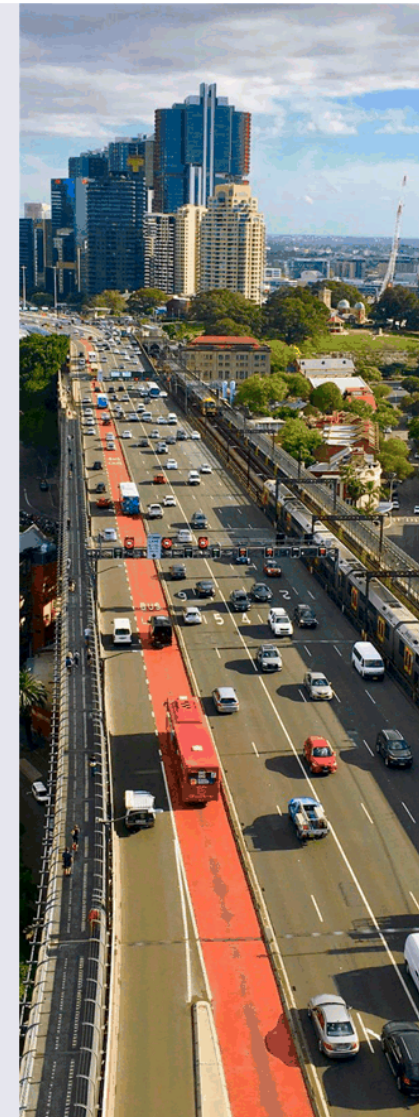
COVID-19 has had a significant impact on the way we work. Three-quarters of businesses have changed the way they operate<sup>1</sup>, and thousands of people made a sudden shift to working from home.

Working from home has been enabled not only in industries with largely desk-based jobs, but also in occupations that are typically face-to-face – health professionals providing telehealth consults and educators teaching online. How we do our work is being reimagined.

One of the widespread outcomes of people working from home is more time at home as commuting was reduced. Nowhere has this impact been more notable than among people living in Australia's outer growth suburbs, where employment is characterised by long commutes. There is also the additional benefit of no longer spending money on travel, which again for our outer growth suburbs where commuters largely drive can be considerable when adding vehicle running costs, tolls and parking.

The impact of the commute is of particular interest for the [National Growth Areas Alliance](#) (NGAA), who advocate for ensuring outer urban growth areas have the infrastructure and investment needed to reach their potential.

This report looks at what we know about the impact on time and costs for commuting and what a new future, where remote and flexible work is maintained and grown, will provide for people living in outer growth suburbs.



# Australia's Growth Suburbs

Outer growth suburbs are those located on the urban fringe of Australia's metropolitan areas. They are characterised by significant greenfield (new) development areas, and are experiencing relatively rapid population and urban development growth.

Local Government Areas (LGAs) identified as outer growth areas across Australia are:

NSW	VIC	SA	WA	QLD
Blacktown	Cardinia	Playford	Armadale	Ipswich
Camden	Casey	Mount Barker	Cockburn	Logan
Campbelltown	Hume		Gosnells	Moreton Bay
Liverpool	Melton		Kwinana	Redland
Penrith	Mitchell		Mandurah	
The Hills Shire	Whittlesea		Rockingham	
Wollondilly	Wyndham		Serpentine-Jarrahdale	
			Swan	
			Wanneroo	





## Top 5 insights for action

# 1

Four out of five workers in outer growth suburbs have to travel out of their community for work

# 2

Men in outer growth suburbs are more likely to do long commutes compared to women

# 3

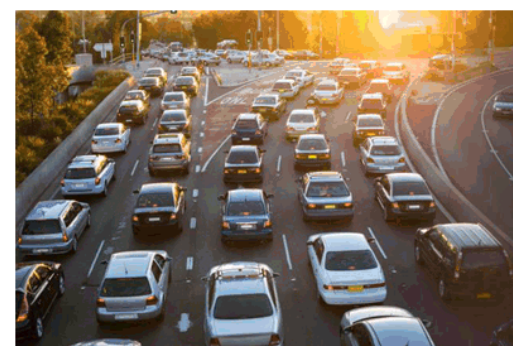
Three out of four commuters from outer growth suburbs drive to work

# 4

The average daily cost just to get to and from work in outer growth suburbs is \$36 by car

# 5

There are an estimated half a million workers in outer growth suburbs who are doing jobs that could be done at home



# The commuting impact

Cost and time

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## Workers in outer growth suburbs experience significant commutes

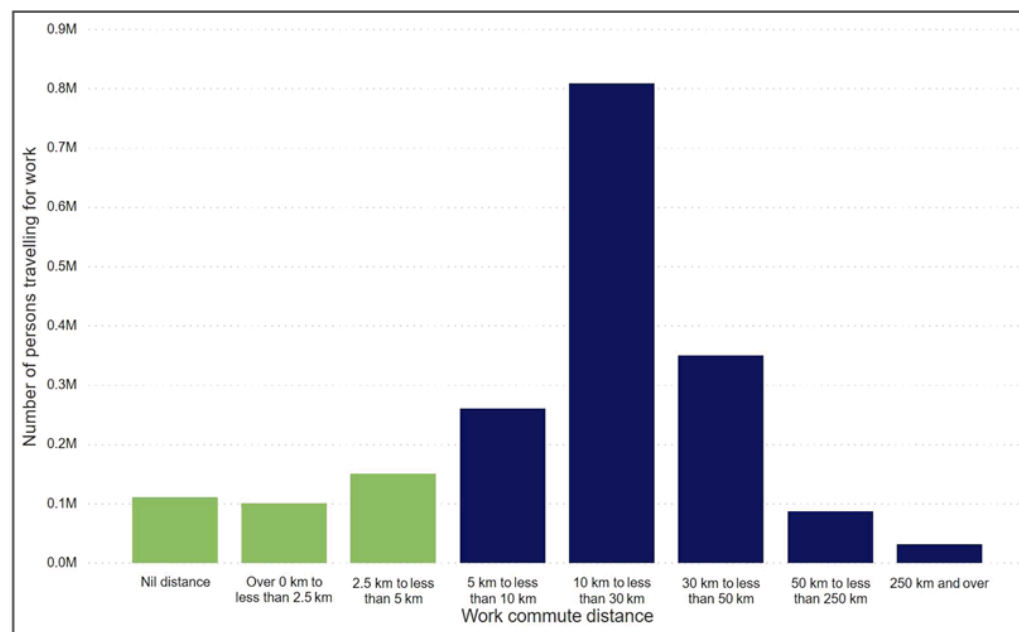
### 4 out of 5 workers travel more than 5km to get to work

What stands out for people living in outer growth suburbs is that **the most common commute is 10-30 kms** and a **significant proportion travel 30km or more to get to work** – that's just in one direction.

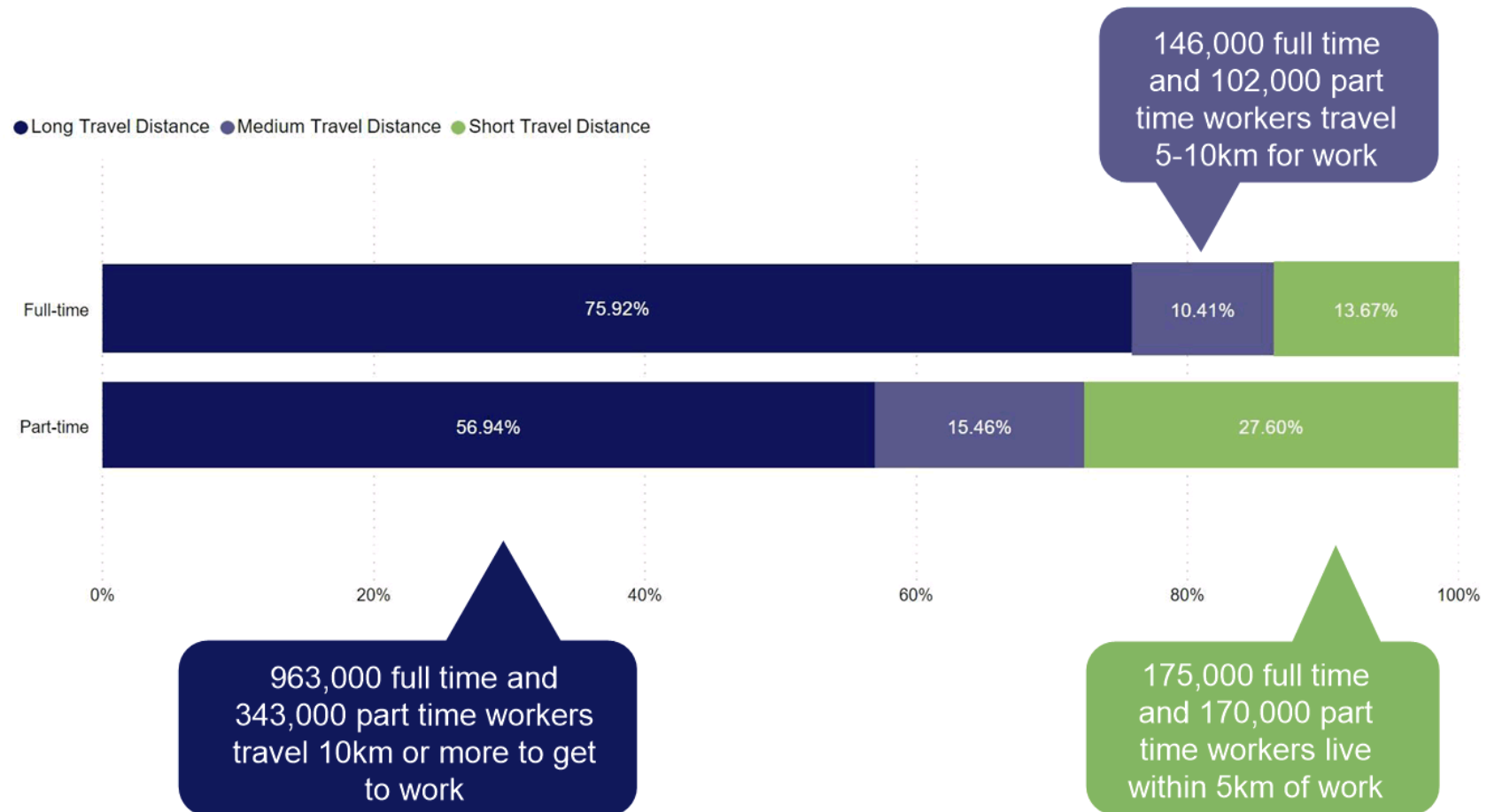
For commuters in outer growth suburbs, even a 5km commute from a growth suburb with poor roads and inadequate public transport connections can take a long time.

**Most workers in outer growth suburbs have to travel between 10 to 30km just to get to work.**

While more part-time workers tend to work closer to home compared to full-time workers, most still need to travel long distances.



## Full-time workers have to travel the most



# Impacts are different for your age and gender

Men are more likely than women in the outer growth suburbs to travel long distances for work and this is true at all ages. Access to high paying and senior jobs is one reason, where workers are doing longer commutes to get to the city to get to this type of employment. Specialist jobs requiring specific skills are another type of employment that are centralised around cities.<sup>2</sup> Technicians and trade workers also have longer commutes.<sup>3</sup> Each of these examples of employment has traditionally higher proportion of men.

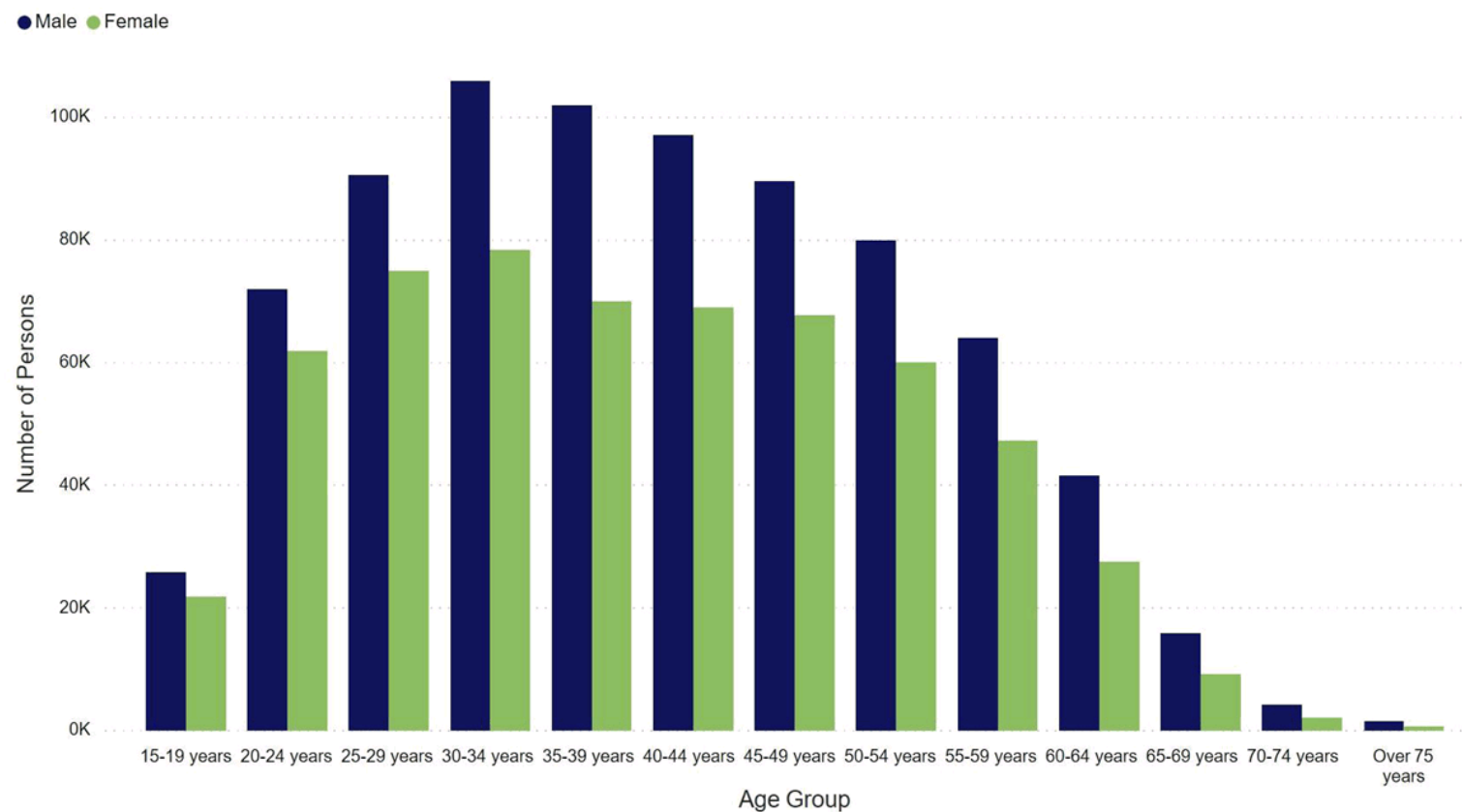
## Ripple Effects

Apart from the impact on time and cost for the commuter, travelling for work will impact everyone's lives in different ways:

- **families** when one parent is away for long periods of time it exacerbates the caring burden.<sup>4</sup>
- **relationships** when long commute times mean strain on the family,<sup>5</sup> increased divorce<sup>6</sup> and exacerbation of family violence<sup>7</sup>.
- **health and wellbeing** when there is limited time for exercise while commuting.<sup>8</sup>
- **local economy** when people are not able to spend locally because they are physically not there.<sup>9</sup>
- **social participation** when time commuting precludes participation in local club or social activities, including volunteering.<sup>10</sup>
- **gender pay gap** differences are exacerbated because of the gender commute gap.<sup>11</sup>

## Impacts are different for your age and gender

### Number of persons travelling 10km or more for work





# The commuting experience is reliant on cars

For the majority of commuters from outer growth suburbs, commuting by car is the only choice because public transport options are limited. The commuting experience is reliant on cars.

To reduce journey to work car dependency in outer growth suburbs, two factors need to be addressed:



## Lack of local jobs

People living in outer growth suburbs require more local employment opportunities that match their skills and qualifications to reduce the need to commute longer distances. A recent report from Western Sydney University identified that over 300,000 people leave Western Sydney every day for work. If left unchecked, the report estimates that there will be a daily outflow of 562,000 commuters by 2036.<sup>12</sup>



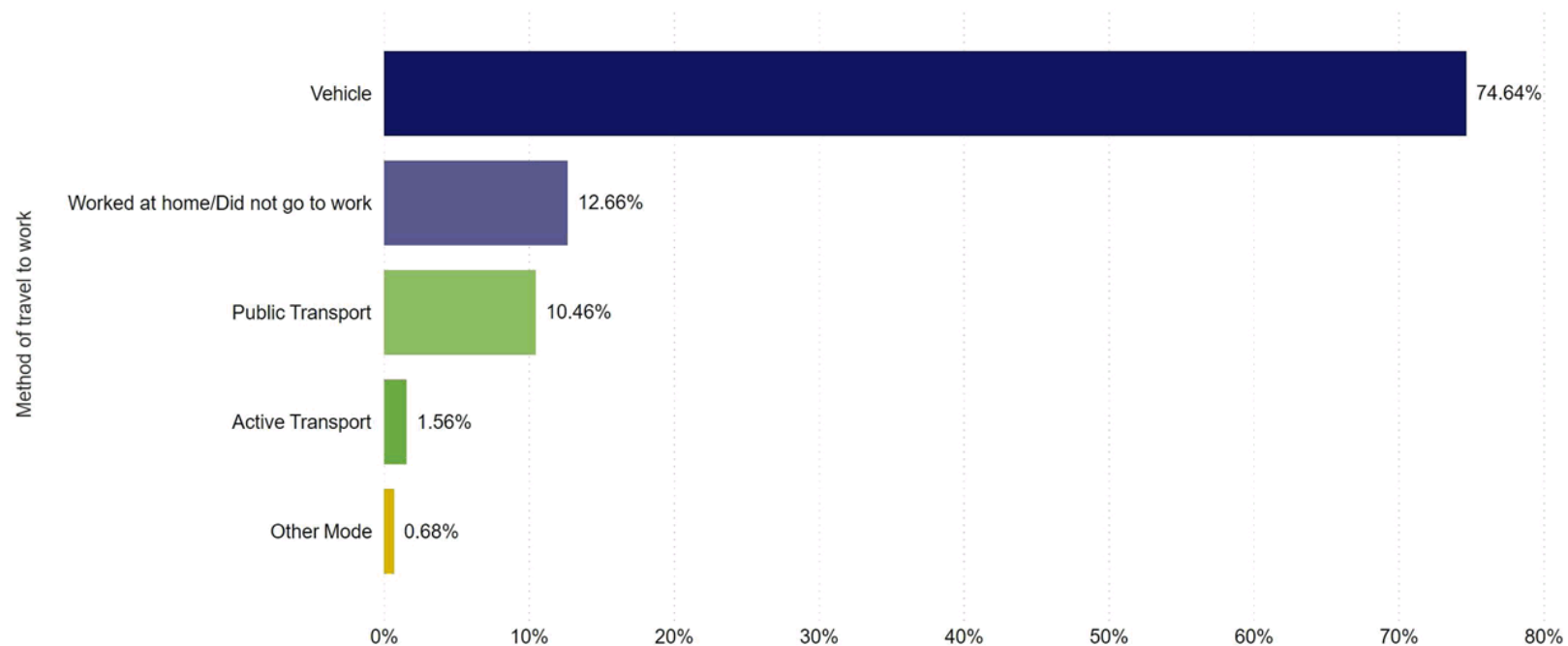
## Limited convenient public transport options

Commuting times also hide the complexity of outer suburb public transport. While driving can take longer and cost more, commuters choose to drive anyway because using public transport leads to a journey to work that is either overly complex, incompatible with routine, or non-existent. Limited public transport options then contribute to more congestion on our roads, as more people are compelled to drive to work.<sup>13</sup>



## The commuting experience is reliant on cars

3 out of 4 people drive to work



# The financial pressure of driving

## Commuting by car to work from outer growth suburbs costs commuters \$5.4 billion a year

The average daily commute for workers driving from outer growth suburbs costs\*:

<b>\$36.28</b>	<b>\$58.35</b>
<b>Per return trip if only considering running car costs, tolls and parking</b>	<b>Per return trip if including running costs PLUS standing costs for a car per km (<i>insurance, registration etc</i>)</b>

That's \$8,380 a year for full-time workers and \$4,170 a year for part time workers just to drive to work. With the average income in these outer growth suburbs being only \$49,250 a year, can result in over one-tenth of income spent just on getting to work.

Public transport costs commuters \$2,540 a year for full-time workers and \$1,270 a year for part-time workers to get the train, bus or tram to work. While public transport is often a much cheaper alternative, with public transport commutes from outer growth suburbs costing just \$11.00 per return trip, it's not always a easy or even viable option. For many people in outer growth suburbs, public transport is not available, or viable in terms of time tables, length of commute and may still requires multiple modes such as driving to get to a transport route.

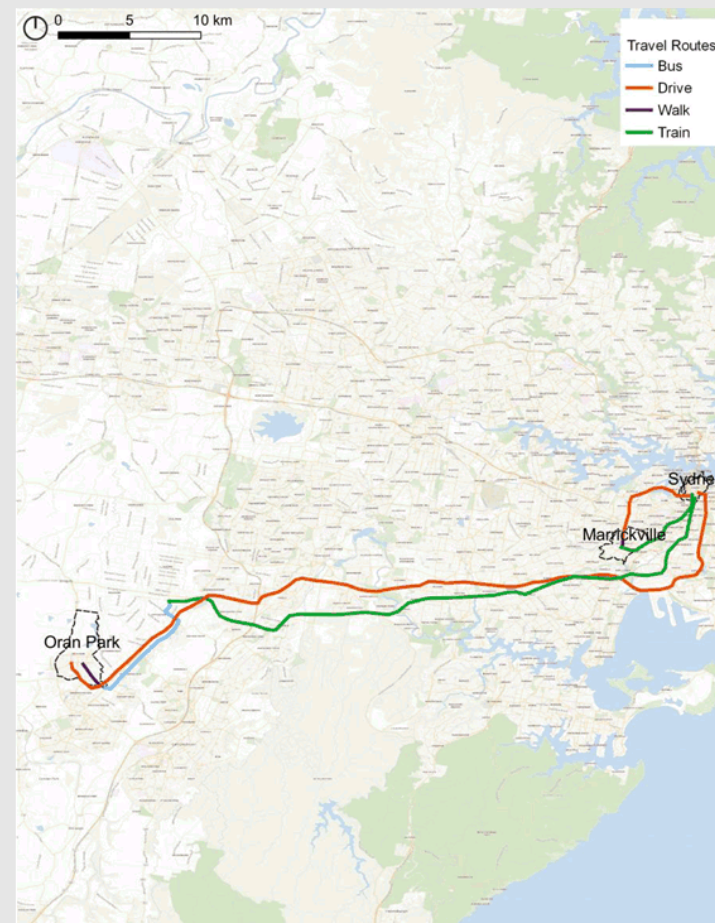
\*Cost estimates are based on the numbers of workers employed in outer growth suburbs who travel 10km or more per commute by car, broken down by part time and full time work status. Full time workers were assumed to commute 231 days per year (assuming work is completed onsite and allowing for four weeks or 20 days annual leave) and part time workers 115 days per year (half those of full time workers). Costs are based on 2019 estimates of running costs for medium size cars applied to the average commute distance, toll and parking rates based on public domain rate calculators for each city.

## Case Study: Commute in Sydney

Daily costs of time and money for the commute from Oran Park are more than double those commuting from Marrickville. Mapping typical routes for Oran Park commuters highlights the complexity of public transport for those living out west, requiring a bus and two different trains.

	Oran Park	Marrickville
Running costs for car per km	\$0.17	\$0.17
Driving Distance (return)*	120km	18.8km
Tolls (return)	\$23.60	-
Parking (early bird)	\$25.00	\$25.00
<b>TOTAL DRIVING COST (RETURN)</b>	<b>\$68.60</b>	<b>\$28.13</b>
<b>Drive Time (return)*</b>	<b>2hr 35m</b>	<b>32m</b>
<b>PUBLIC TRANSPORT COST (RETURN)</b>	<b>\$10.00**</b>	<b>\$7.22</b>
<b>Time on bus/train (return)</b>	<b>3 hrs</b>	<b>44m</b>

\* Drive times are estimated from the midpoint of the 'typical' journey time forecast by Google Maps journey data if arriving in Sydney CBD by 9am and leaving after 5pm. Drive distance is based on the fastest route recommended by Google Map. \*\*Weekly cap of Opal Card is \$50. The daily cap, is \$16.10 for Opal Card uses so the public transport cost could be higher for persons commuting less than five days per week.

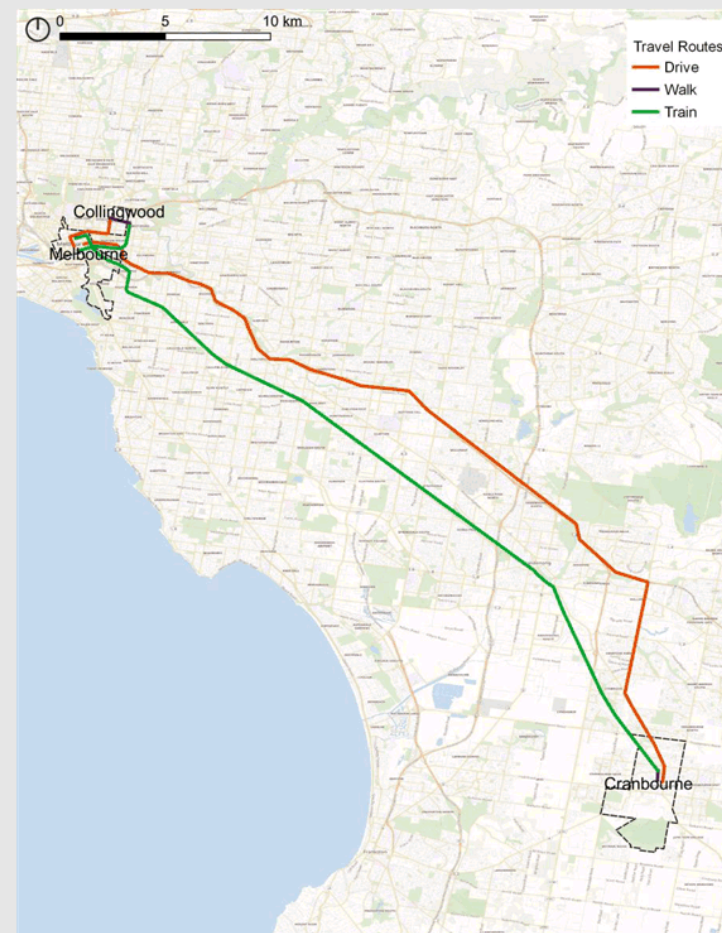


## Case Study: Commute in Melbourne

Comparing Cranbourne commuters to the CBD demonstrate driving costs are more than double compared to Collingwood. Public transport costs are the same, highlighting how policy can mitigate some of the costs for those who live on the urban fringe when provided this as a viable option.

	Cranbourne	Yarra
Running costs for car per km	\$0.17	\$0.17
Driving Distance (return)*	100km	7.2km
Tolls (return)	\$17.08	-
Parking (early bird)	\$19.00	\$19.00
<b>TOTAL DRIVING COST (RETURN)</b>	<b>\$42.72</b>	<b>\$20.19</b>
<b>Drive Time (return)*</b>	<b>1h 55m</b>	<b>29m</b>
<b>PUBLIC TRANSPORT COST (RETURN)</b>	<b>\$9.00**</b>	<b>\$9.00</b>
<b>Time on bus/train (return)</b>	<b>1h 8m</b>	<b>38m</b>

\* Drive times are estimated from the midpoint of the 'typical' journey time forecast by Google Maps journey data if arriving in Melbourne CBD by 9am and leaving after 5pm. Drive distance is based on the fastest route recommended by Google Map. \*\* The daily myki cap is \$9 full fare.





## Local economies are missing out

The annual cost for long-distance commuting paid by workers in the outer growth suburbs is **\$7.4 billion**.

The cost saving across households if every current long-distance commuter commuted just one day less would be **\$37 million** each year.

All of this travel is not just affecting commuters in their time and money, but also their local economics.

Every person who works away from their local community in the outer growth suburbs, spends money somewhere else.

In just one day, if every commuter bought one cup of coffee in their local community it would see an injection of **\$5.4 million** which in turn would equal:

**\$1.4 billion  
each year**



## City overviews

The outer growth suburb  
commute



## Understanding city overviews



Average commuting distance from across named local government areas (LGAs) in the capital city (return)



Running costs for car (fuel, tires and servicing), average tolls and parking costs across named LGAs



Average public transport costs across named LGAs based on information from relevant transport provider website.



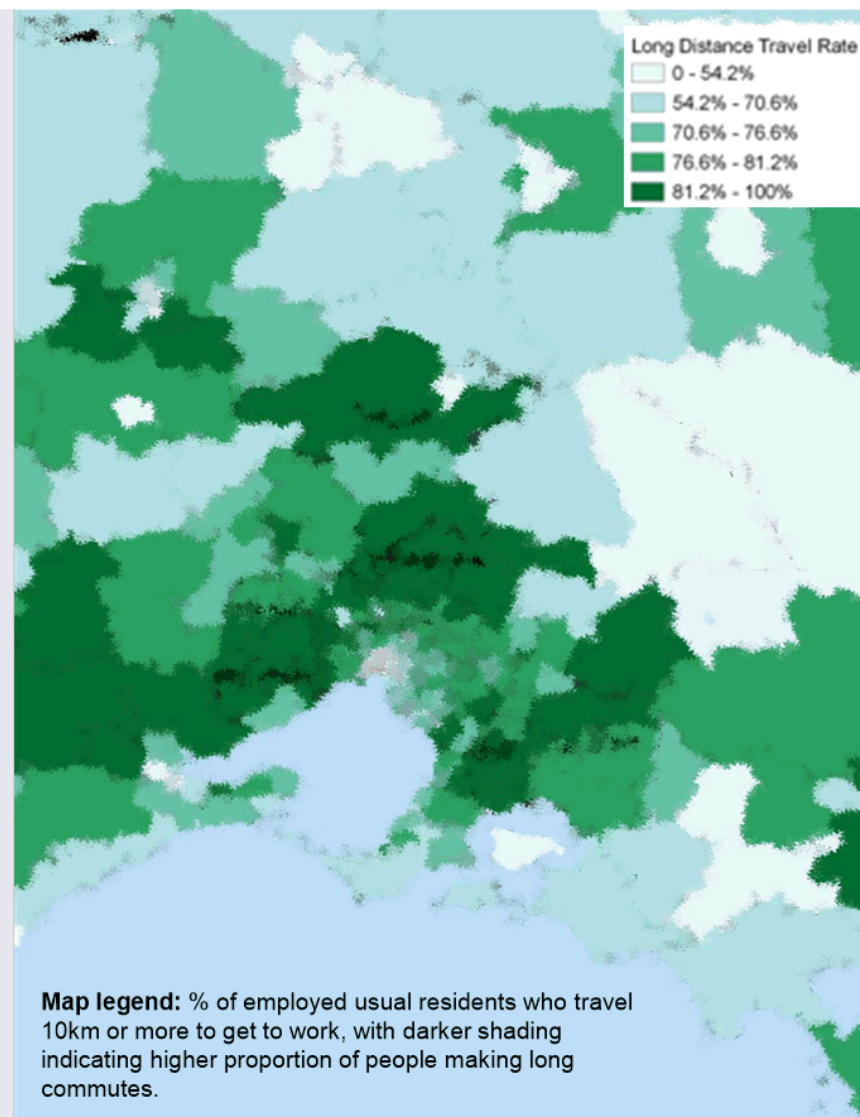
% of all employed usual residents who travel to work by car



% all usual residents employed full-time who travel 10km or more to get to place of work



% all usual residents employed part-time who travel 10km or more to get to place of work





## MELBOURNE'S OUTER SUBURBS



45.88 km average commuting distance



\$39.84 average cost of commute by car



\$9.00 average cost of commute by public transport



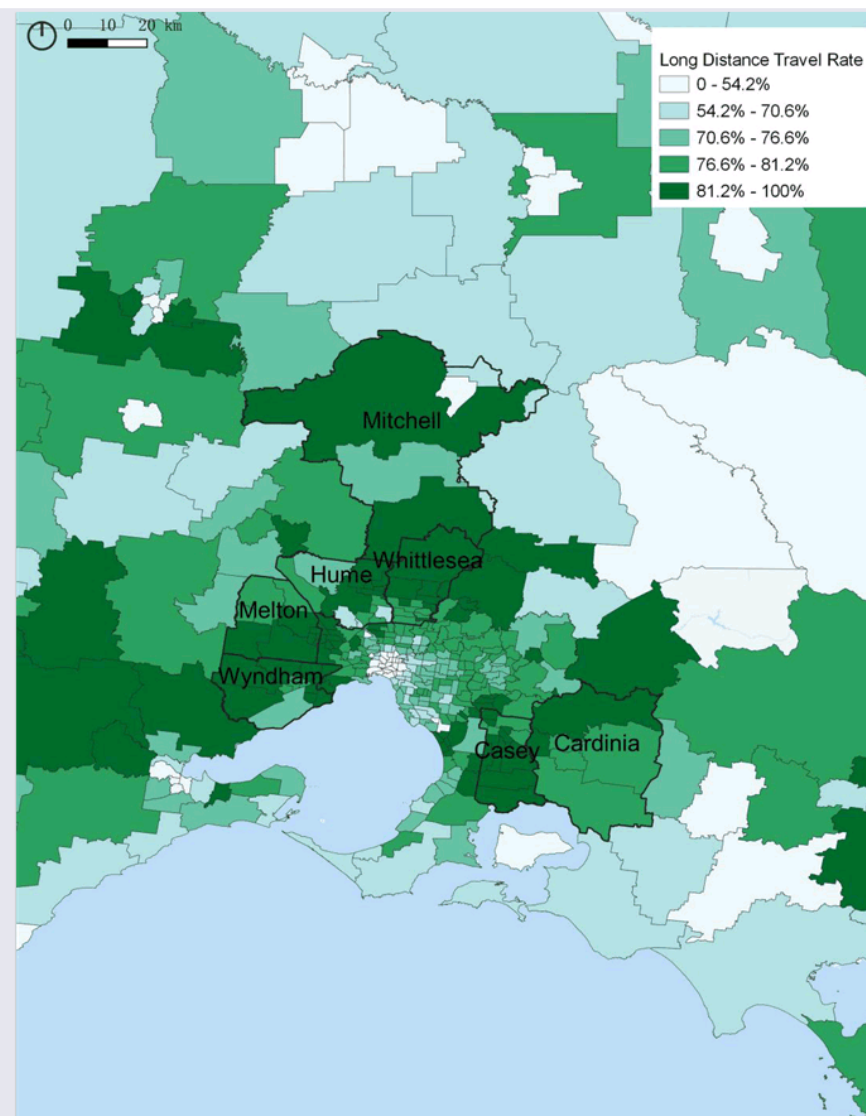
76% commute by car



78% full time workers have long commutes over 10km



59% part time workers have long commutes over 10km



## SYDNEY'S OUTER SUBURBS



44.58 km average commuting distance



\$54.48 average cost of commute by car



\$10.00 average cost of commute by public transport



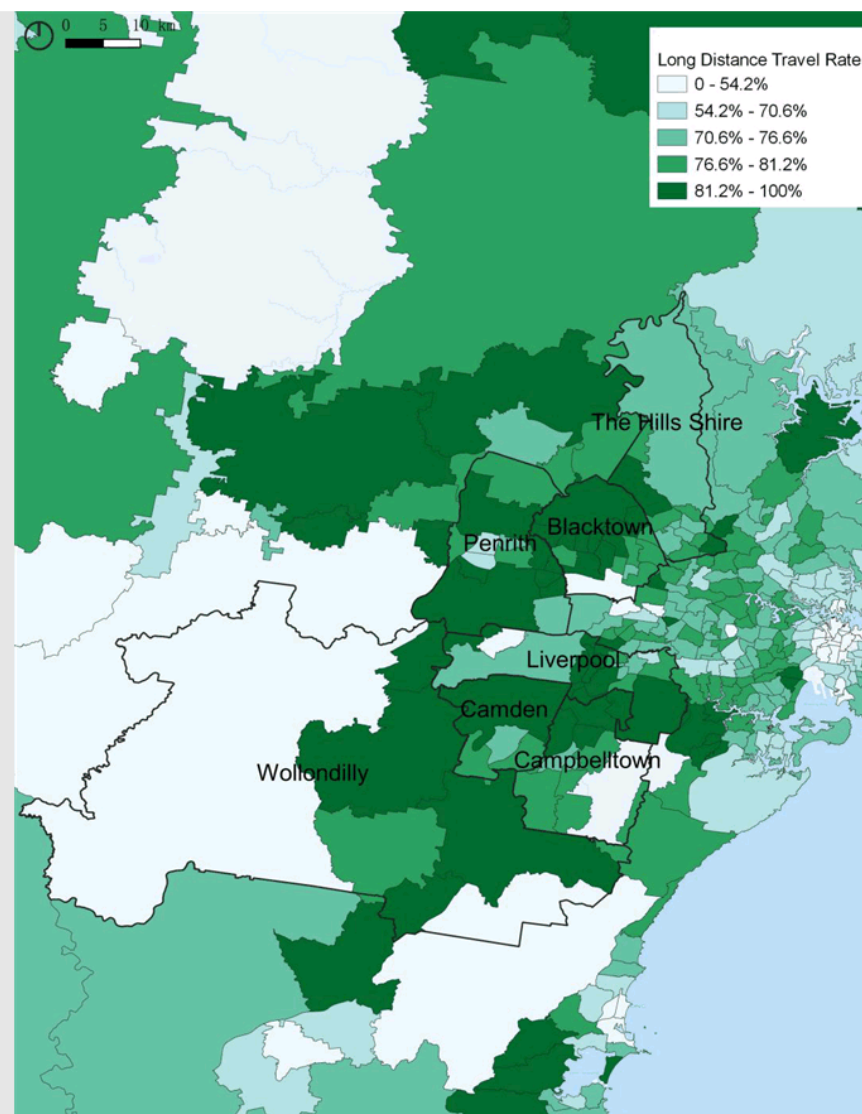
71% commute by car



73% full time workers have long commutes over 10km



53% part time workers have long commutes over 10km



## PERTH'S OUTER SUBURBS



40.72 km average commuting distance



\$22.77 average cost of commute by car



\$13.43 average cost of commute by public transport



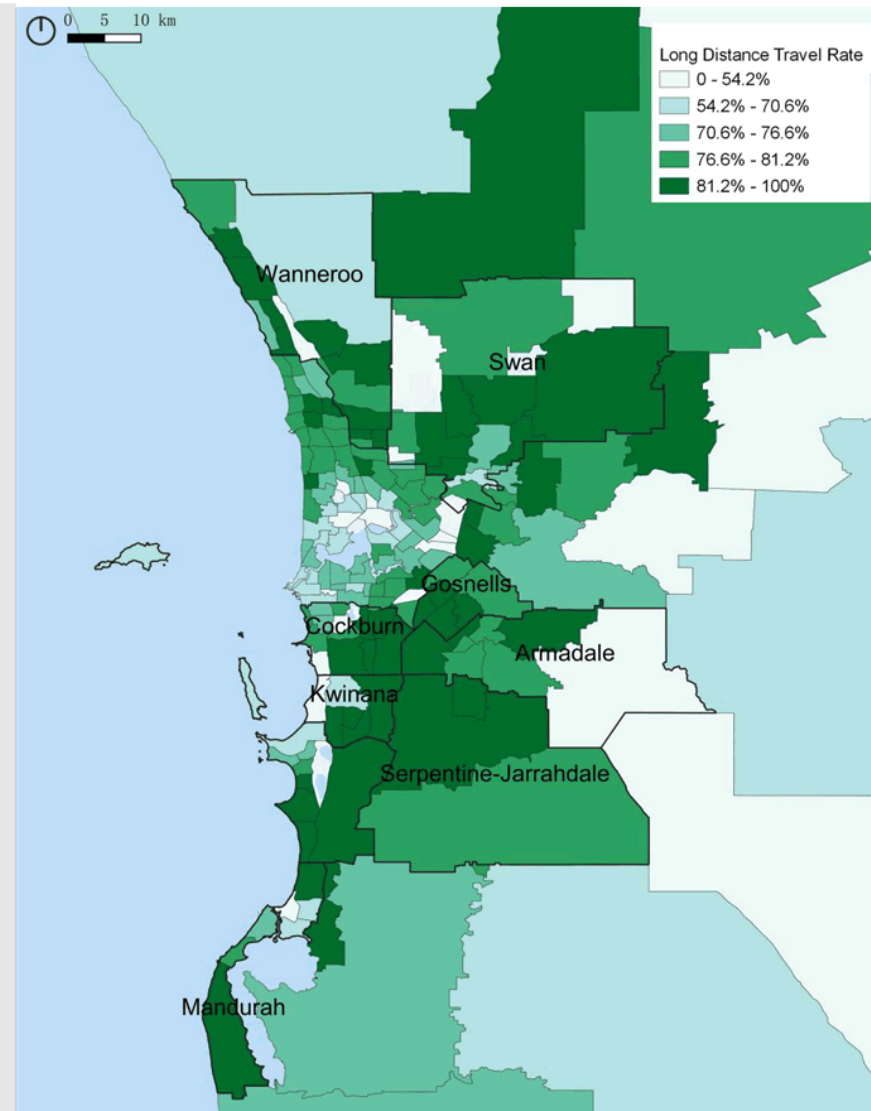
74% commute by car



76% full time workers have long commutes over 10km



55% part time workers have long commutes over 10km



## BRISBANE'S OUTER SUBURBS



38.44 km average commuting distance



\$33.83 average cost of commute by car



\$12.54 average cost of commute by public transport



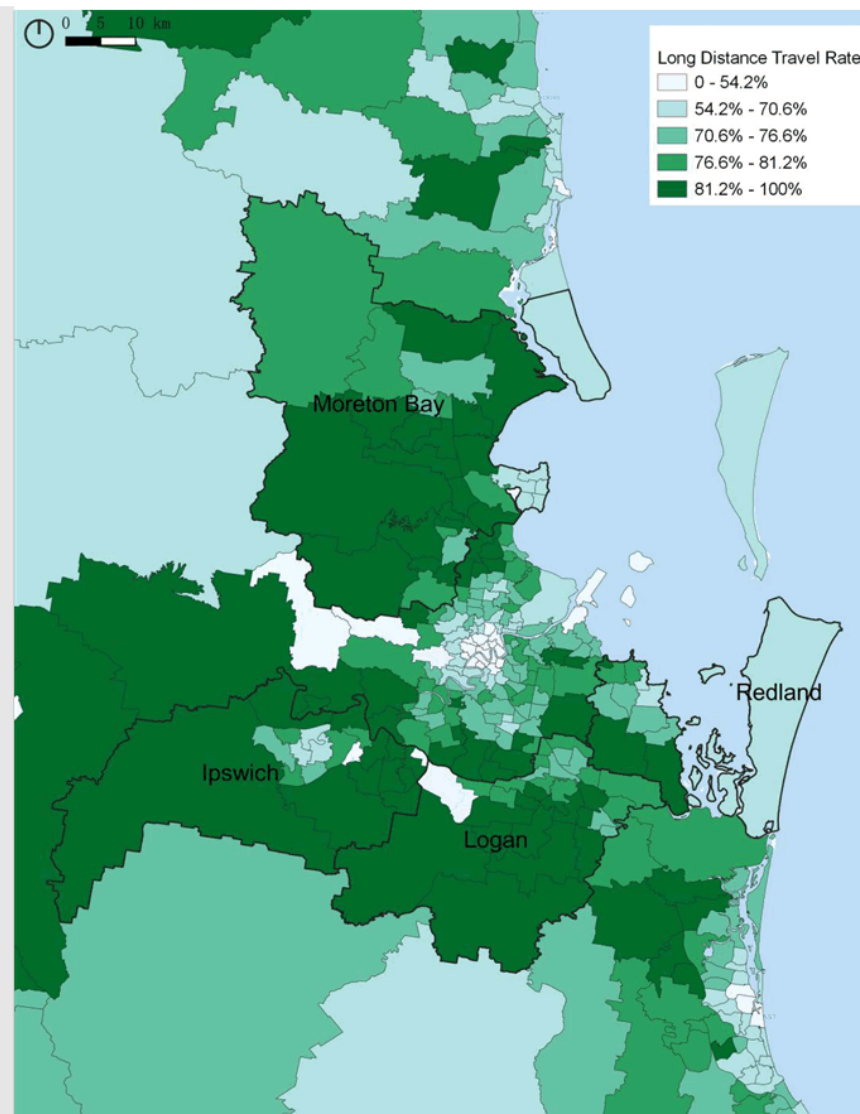
76% commute by car



74% full time workers have long commutes over 10km



55% part time workers have long commutes over 10km



## ADELAIDE'S OUTER SUBURBS



41.30 km average commuting distance



\$22.77 average cost of commute by car



\$7.54 average cost of commute by public transport



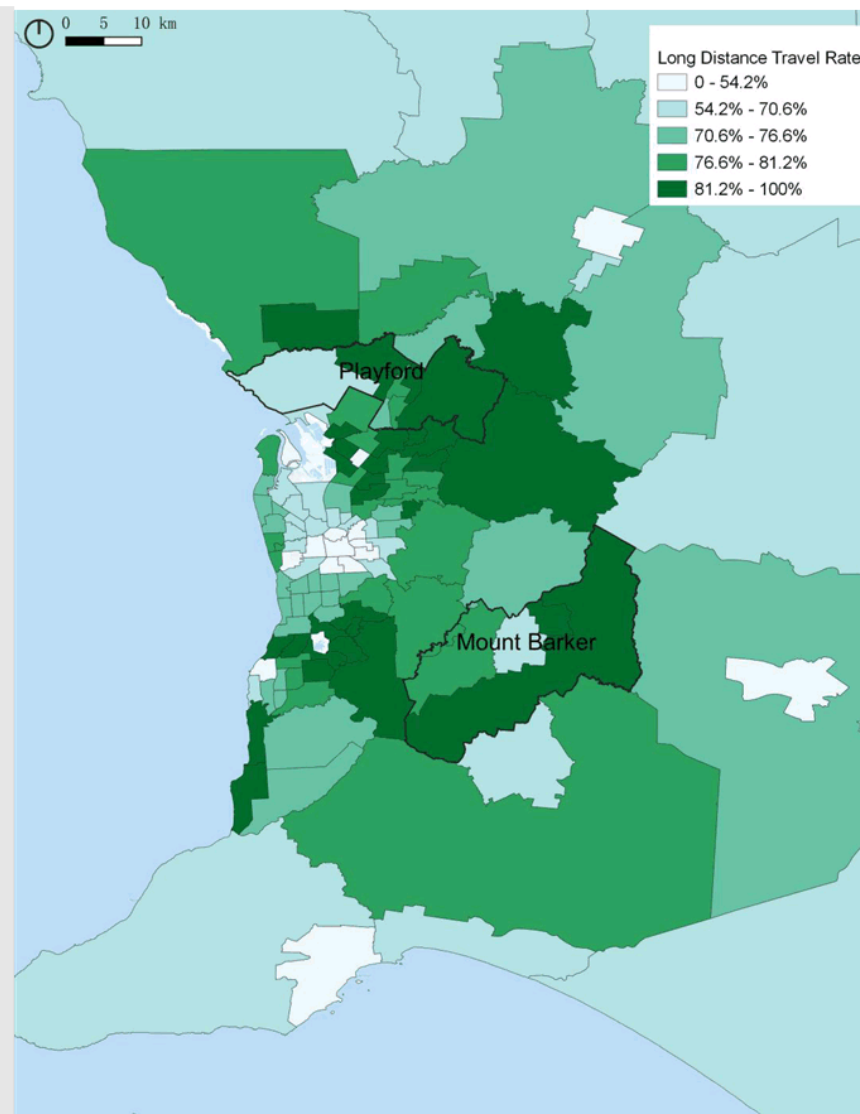
77% commute by car



73% full time workers have long commutes over 10km



58% part time workers have long commutes over 10km





# The future commute

New ways of working for the  
outer growth suburbs



# Planning for a future that works

## Reducing the pressure of time and cost for outer growth suburb commuters

1.3 million workers in outer growth suburbs have to travel more than 10km each way just to work. In the professional, scientific and technical industry alone there are 75,000 people who can't access employment close to home if they have to complete their work in a physical workplace.

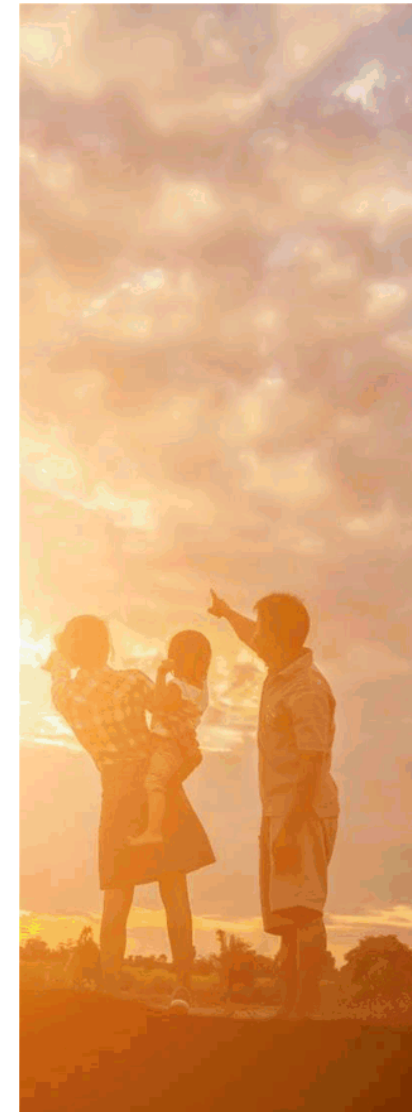
As the economy rebuilds post-pandemic, people who have been forced to work from home during social isolation say they would like a hybrid model of working from home and face to face in the workplace. Most workers are keen to return to physical offices, but not everyday.<sup>15</sup>

Supporting people to work from home will save hundreds of thousands of dollars back to families and households as money spent just on getting to work can be redirected.

On average, a commuter in an outer growth suburb working from home just one day a week would:

- save \$1,740 a year if driving,
- save \$528 a year using public transport,
- save at least 92 hours a year in commuting time.

Working one day a week at home and purchasing coffee locally would see \$5.4 million retained within Australia's outer growth suburb economies.





## Opportunities for remote & flexible work

**522,000 people across Australia's outer growth suburbs are working in jobs that could be done flexibly and remotely.**

The impacts of social isolation during COVID-19 has demonstrated for a great many jobs this is possible and practical if not all the time, then at least some of the time to travel less and work at home. This is true both for whole industries, but also for specific occupations that are across many industries.

Based on occupation data from the Census, it is estimated that half a million people living in outer growth areas could do their jobs from home at least some or all of the time.

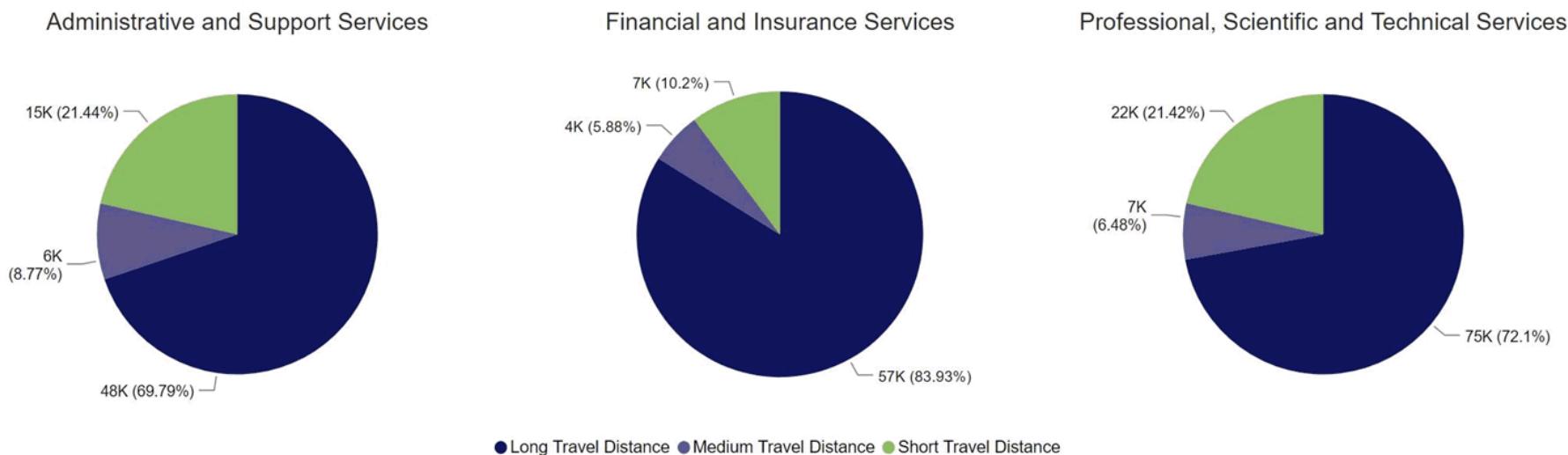
Considering the top 10 occupations by employment number in outer growth suburbs, working from home some or all of the time could reduce the number of outer growth suburb workers commuting by 174,697 people. This is regardless of what industry these job functions are employed in.

Occupation	Outer growth suburb workers
Accounting Clerks	25,466
Office Managers	22,069
Accountants	21,407
Purchasing and Supply Logistics Clerks	19,048
Contract, Program and Project Administrators	17,103
Advertising, Public Relations and Sales Managers	16,117
Bookkeepers	14,413
Construction Managers	13,885
Information Officers	12,902
Real Estate Sales Agents	12,287
<b>Total</b>	<b>174,697</b>

## Opportunities for remote & flexible work

### Changing commuting by industry

Three key industries dominate the jobs that could be done working from home with little change to work habits or expectations – administrative and support services; financial and insurance services; and professional, scientific and technical services.



## Redefining jobs that can be done at home

Our experiences of COVID19 related restrictions have demonstrated that a great many jobs can be done remotely very effectively and efficiently with little change to work practices. This experience has provided an opportunity for both management and workers to rethink how work can be done.

Pandemic related lockdowns have also demonstrated that jobs not historically delivered or thought to be able to be delivered from home can actually be completed in a digital setting<sup>16</sup>. Think virtual pilates and telehealth services.

These jobs can be adjusted to suit flexible work arrangements with little to no adjustments to get the same results. There of course remain groups of jobs that are not as readily able to be done remotely. This is not to say that flexible options, such as a hybrid of remote and physical workplace activity can't be explored.

Our use of digital technology during the pandemic should also encourage experimentation in employment in how we carry out and deliver our work.

Other jobs may not be able to be completed permanently at home, or workers may not want work from home all or some of the time, but future workforces will need to have flexible approaches\*.

\*Data on jobs in Australia are measured using standard codes for occupations and industries. This report has looked at occupations and industries to explore how many people could work from home in outer growth suburbs in Australia. They measure job types in different ways with occupations allowing a more refined understanding of the number of jobs, and the larger industry grouping allowing cross referencing with other variables.



# How to create change to the long commute?



## 1. Understand the drivers, motivations and aspirations of commuters in outer growth suburbs

Employers can benefit from developing a deeper and more empathy driven approach to understanding commuters in our outer growth suburbs. This includes aggregating data such as surveys and interviews to understand what people need to work from home, their decisions regarding where they work, impacts felt across their lives and their aspirations for work practices that work for them. This should be compared to what is different for people in outer growth suburbs compared to workers in inner city suburbs.



## 2. Develop new ways to understand the jobs done by people in outer growth suburbs

The data used to understand employment and forecast jobs is typically based on the [Australia New Zealand Standard Classification of Occupations](#). The first edition was released in 2006 and revised in 2009. While this is the industry standard it is now ten years old and does not capture new and emerging roles such as 'Data Scientist'. Developing new frameworks to understand new and emerging occupations will support better planning to create places that allow people to work in the jobs of the future.



## 3. Invest in infrastructure that supports the ability to work from home, and to enable more local employment options.

Employment at home or within outer growth suburbs needs to be supported by infrastructure and amenity. This includes ensuring there is high level broadband connections throughout all outer growth suburbs and establish locally-based work hubs that preclude long commutes. Further exploration of land use and local integrated transport options to promote greater local economic activity generating more locally-based jobs should be a priority.

# End notes

Methodology & references



# Methodology

## What data did we use?

The main data source in this report is the Journey to Work data from the 2016 Census of Population and Housing.

## A: How did we work out costs?

Astrolabe Group used data from the RACV<sup>17</sup> on 2019 running costs of a medium size car per kilometre and applied this to average commuting distances for the named LGAs. Estimated tolls were from each state's toll calculator and parking was based on average early bird rates for each capital city. Public transport costs were based on fare information for each metropolitan city's transport website.

## B: How did we estimate potential remote based/flexible jobs?

Astrolabe looked at Census occupation and industry data and made an assessment based on job titles or industry groups.



## A: Estimating the cost of commuting

Average commuting costs were estimated based on the following information:

- Number of employed persons living in outer growth suburbs who travelled more than 10km to work each day
- Average commuting distance for each LGA sourced from the 2016 Census of Population and Housing.
- Running costs (fuel, tires and servicing) per kilometre and standing costs (insurance, registration, depreciation) per kilometre for a medium sized car were applied to the average commuting distance.<sup>17</sup>
- Tolls were estimated using the relevant toll calculator for Sydney, Melbourne and Brisbane from the source LGA to the CBD. These can vary depending on route but some estimates have placed costs at between \$1,000 and \$3,000 per year so estimates listed here should be viewed as an average.<sup>18</sup>
- Parking costs were sourced from average cost for earlybird parking that did not require booking in the CBD of each capital city featured. We note that costs can vary in capital cities from \$180 to \$750 a month.<sup>18</sup>
- Public transport costs were calculated by identifying relevant zone location of outer growth suburbs for travel to the CBD of a city.
- Annual cost estimates assumed full time workers commuted 231 days per year, and part time workers 115 days per year (allowing for four annual leave).

Estimates of total costs applied the average commute cost to the number of employed workers who travelled further than 10km per day, recognising that using averages can overestimate costs for those making short commutes.

For estimates of cost savings if people worked at home one day per year, we used the average of public transport and car travel for every person who travelled 10km or more to get to work. We assumed at least 48 days travel (assuming four weeks annual leave).



## B: Occupation by job title

Occupation				
Chief Executives and Managing Directors	Journalists and Other Writers	ICT Business and Systems Analysts	Intelligence and Policy Analysts	Judicial and Other Legal Professionals
General Managers	Accountants	Multimedia Specialists and Web Developers	Land Economists and Valuers	Solicitors
Legislators	Auditors, Company Secretaries and Corporate Treasurers	Software and Applications Programmers	Librarians	Contract, Program and Project Administrators
Advertising, Public Relations and Sales Managers	Financial Brokers	Database and Systems Administrators, and ICT Security Specialists	Management and Organisation Analysts	Office Managers
Corporate Services Managers	Financial Dealers	Computer Network Professionals	Other Information and Organisation Professionals	Personal Assistants
Finance Managers	Financial Investment Advisers and Managers	ICT Support and Test Engineers	Advertising and Marketing Professionals	Secretaries
Human Resource Managers	Human Resource Professionals	Telecommunications Engineering Professionals	ICT Sales Professionals	General Clerks
Policy and Planning Managers	ICT Trainers	Barristers	Public Relations Professionals	Keyboard Operators
Research and Development Managers	Training and Development Professionals	Urban and Regional Planners	Technical Sales Representatives	Call or Contact Centre Workers
ICT Managers	Actuaries, Mathematicians and Statisticians	Human Resource Clerks	Other Miscellaneous Clerical and Administrative Workers	Information Officers
Authors, and Book and Script Editors	Archivists, Curators and Records Managers	Library Assistants	Fashion, Industrial and Jewellery Designers	Receptionists
	Practice Managers	Bank Workers	Graphic and Web Designers, and Illustrators	Accounting Clerks
Architects and Landscape Architects	Economists	Credit and Loans Officers (Aus) / Finance Clerks (NZ)	Interior Designers	Bookkeepers
Surveyors and Spatial Scientists	Payroll Clerks	Insurance, Money Market and Statistical Clerks		

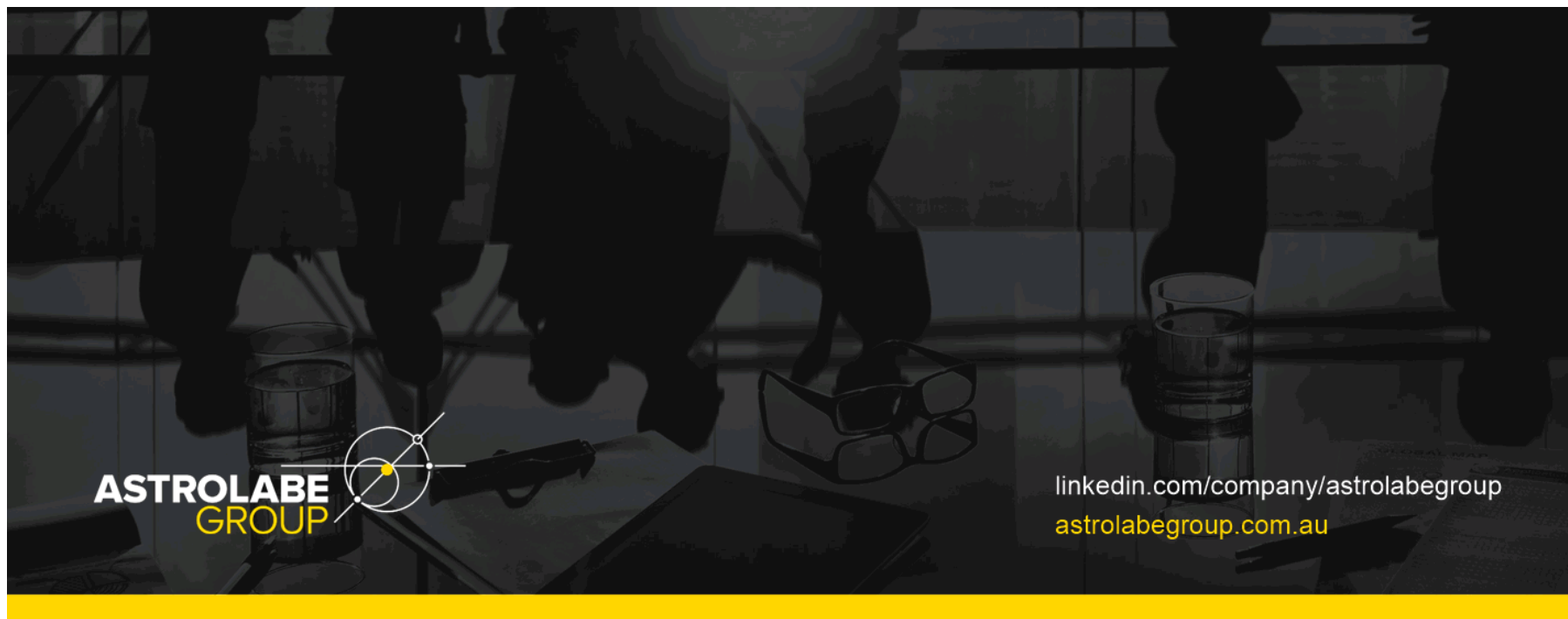
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## About Astrolabe Group

Our vision is to create a positive impact for people and places.

Astrolabe is a strategic consultancy anchored in collaboration and innovation where there is change and growth.

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# Whittlesea 2040 COVID 19 Impacts

**Research Report Outline**  
February 2020



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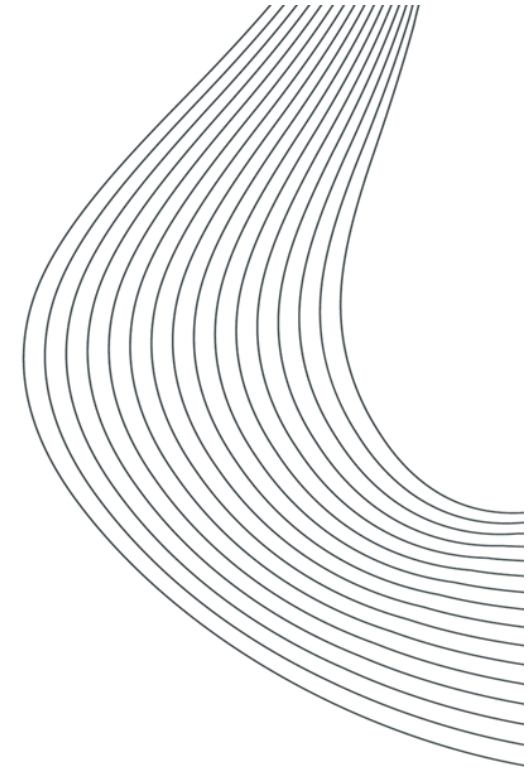


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# Executive Summary

## Executive summary

Whittlesea City Council is currently assessing the implications of COVID-19 for their strategic planning, specifically in informing the integrated planning of key strategic documents including the Council Plan and Community Vision.

This paper presents a narrative for the City of Whittlesea regarding the risks and potential impacts of COVID-19 on Council's aspirations. As such, it seeks to provide a 'COVID overlay' that complements the background work that Council is undertaking to inform the development of key strategic documents. It sets out the impacts that have occurred and, as well as the potential longer-term impacts on the economy, regarding employment, households, population growth, health, and the environment. It draws upon a range of background material supplied by Council along with SGS input and analysis.

Some impacts are proving to be short-term, with a return to 'normal' already evident, for instance the temporary reduction in GHG emissions from travel restrictions. Other impacts will have longer term impacts. While there is a high degree of uncertainty around longer-term implications of the pandemic there are some emerging trends which can help with recovery planning.

The economic impact of COVID-19 and the recovery pathways also plays out spatially across our cities and regions. The impacts and recovery felt in Whittlesea will be quite different to the Melbourne CBD, regional Victoria or other states. While the combined effect is currently unclear, many of the short and lasting impacts reflect acceleration of trends already occurring and will depend on how industry and government respond to these challenges and opportunities.

Understanding the impacts on businesses and households in Whittlesea are important for Council to consider in the preparation of the updated plan.

# Potential lasting effects of COVID-19

TABLE: SUMMARY OF COVID-19 IMPACTS, IMPLICATIONS AND ACTIONS

	Potential longer-term impact	Implications and actions
<b>Population</b>	<ul style="list-style-type: none"> <li>Possible small reduction in population projections longer-term</li> <li>Not expected to have material impact on population and housing demand, given other strong growth drivers in Whittlesea</li> </ul>	<ul style="list-style-type: none"> <li>Modelling is required to confirm COVID impacts on population and housing demand in Whittlesea and subsequently update development sequencing data and infrastructure delivery dates.</li> </ul>
<b>Economy, industries and employment</b>	<ul style="list-style-type: none"> <li>Early indicators of labour market and economy bouncing back; 93% of jobs lost nationally have been recovered. Locally 94.6% of jobs were recovered by Oct 2020.</li> <li>Recovery is likely to be uneven with some industries and businesses struggling, particularly those still reliant on JobKeeper (6,800 Whittlesea businesses in Sept 2020).</li> <li>Youth unemployment remains high at 13.6% and is likely to continue longer-term. High number of JobSeeker and Youth Allowance recipients in Epping South, Thomastown and Lalor. Potential entrenchment of generational inequality, unless sufficiently addressed.</li> </ul>	<ul style="list-style-type: none"> <li>Investigate how the 'bounce back' is unfolding in terms of employee cohorts and business and industry types in Whittlesea.</li> <li>Employees and businesses will require support transitioning in declining industries such as retail trade and manufacturing, of which the pandemic has accelerated job losses. Impact likely to unfold after March 2021 when JobKeeper ceases.</li> <li>Youth unemployment is likely to continue longer-term and requires multi-pronged support in terms of education, job pathways and support services.</li> <li>Investigate how to retain and attract investment to support local jobs via the Investment Attraction Strategy.</li> </ul>
<b>Transport</b>	<ul style="list-style-type: none"> <li>The pandemic is unlikely to change travel behaviour long term.</li> <li>Road traffic is already 92% of pre-COVID levels (Jan 2021). Expected to be a short-term increase in traffic as people avoid public transport.</li> <li>Continuing work-from-home arrangements are expected to reduce all commuting trips by 10%, but unlikely to offset increase in congestion.</li> <li>Increased rates of local walking and cycling during lockdowns seem to have reduced since (local data not yet available).</li> </ul>	<ul style="list-style-type: none"> <li>Highlights importance of existing directions to reduce congestion, support living locally, advocating for road and public transport expansion and enabling walking and cycling for local trips.</li> <li>Investigate post-lockdown rates of walking and cycling.</li> <li>Recent uptake is a golden opportunity to deliver safe walking and cycling infrastructure that connects to local shops, amenities and public transport.</li> </ul>

# Potential lasting effects of COVID-19

TABLE: SUMMARY OF COVID-19 IMPACTS, IMPLICATIONS AND ACTIONS

	Potential longer-term impact	Implications and actions
<b>Housing</b>	<ul style="list-style-type: none"> <li>Job loss and financial stress associated with the pandemic has exacerbated housing stress for vulnerable households. Many areas of the LGA were already severely to extremely unaffordable for low income residents.</li> </ul>	<ul style="list-style-type: none"> <li>Pandemic highlights existing lack of affordable housing and rental stock within the LGA particularly for low income households.</li> <li>Investigate opportunities and partnerships for social and affordable housing.</li> </ul>
<b>Living local</b>	<ul style="list-style-type: none"> <li>Those areas with access to service and amenities will be more desirable; people will rethink their locational choices.</li> <li>More important than ever to enable '20 minute neighbourhoods' in established and new areas.</li> <li>Accelerated use of technology in social interactions, which is likely to enhance the digital divide</li> </ul>	<ul style="list-style-type: none"> <li>Address gaps in local access to green spaces</li> <li>Provide safe walking and cycling paths</li> <li>Ensure the community, and especially isolated residents have opportunities to (re-)build social connections and address the digital divide.</li> </ul>
<b>Health and wellbeing</b>	<ul style="list-style-type: none"> <li>Data suggests that impacts on mental health may be stabilising, after heightened use of services during lockdowns.</li> <li>Nonetheless, 21% of Victorians continue to experience psychological distress (Nov 2020).</li> <li>There is increased support and funding for mental health services as a result of the pandemic.</li> <li>Rates of domestic violence increased during the pandemic. It is unclear what impact this has on rates longer-term [TBC].</li> <li>While there is no local data available for Whittlesea, the LGA has an existing higher rate of family violence compared to Gr. Melbourne.</li> </ul>	<ul style="list-style-type: none"> <li>Increased rates of mental health have a plethora of personal and community impacts, each with their own challenges and complex service needs.</li> <li>Increased recognition, provision and funding for mental health is likely to help destigmatise mental health in the community.</li> <li>With expanded services and infrastructure, important to ensure holistic service provision and improved access for the community.</li> </ul>

# Potential lasting effects of COVID-19

TABLE: SUMMARY OF COVID-19 IMPACTS, IMPLICATIONS AND ACTIONS

	Potential longer-term impact	Implications and actions
Environment	<p>The pandemic had positive and negative environmental affects, many of which will be temporary:</p> <ul style="list-style-type: none"> <li>• increased household and medical waste</li> <li>• reduction in GHG emissions.</li> </ul> <p>Some impacts may be longer lasting if acted upon:</p> <ul style="list-style-type: none"> <li>• self-sufficiency practices</li> <li>• increased use and appreciation of natural spaces</li> <li>• heightened awareness of links between biodiversity and infectious disease</li> <li>• sustained sense of urgency for action on climate change.</li> </ul>	<ul style="list-style-type: none"> <li>• Look to decouple economic growth and human activity from negative environmental impacts (production &amp; consumption, transportation, construction, design and waste management)</li> <li>• Play a central role in leading positive behaviour change and seek to reverse negative waste management behavioural patterns</li> <li>• Encourage and promote the short term positive behaviour change witnessed over lockdown such as self – sufficiency trends and home living</li> <li>• Harness the community’s sustained sense of urgency with regards to climate change action</li> <li>• Continue to develop the municipality’s first climate strategy and implement the action plan and new Net Zero Emissions Plan in partnership with the community</li> <li>• Advocate and partner through key networks including the Northern Alliance for Greenhouse Action (NAGA)</li> </ul>

## Cohorts

During the pandemic many marginalised groups encountered the same issues as others such as social isolation, unemployment, financial insecurity, domestic violence, disruption to education, and mental health.

Nonetheless *'Some groups have been disproportionately affected by the COVID-19 pandemic including: the homeless, people with a low socio-economic background, insecure workers, Aboriginal Victorians, those who are culturally and linguistically diverse, women and young people'*

(Parliament of Victoria, 2021)

For these groups, the pandemic has exacerbated pre-existing vulnerabilities such as insecure employment and financial insecurity. Increased isolation and pressures associated with the pandemic

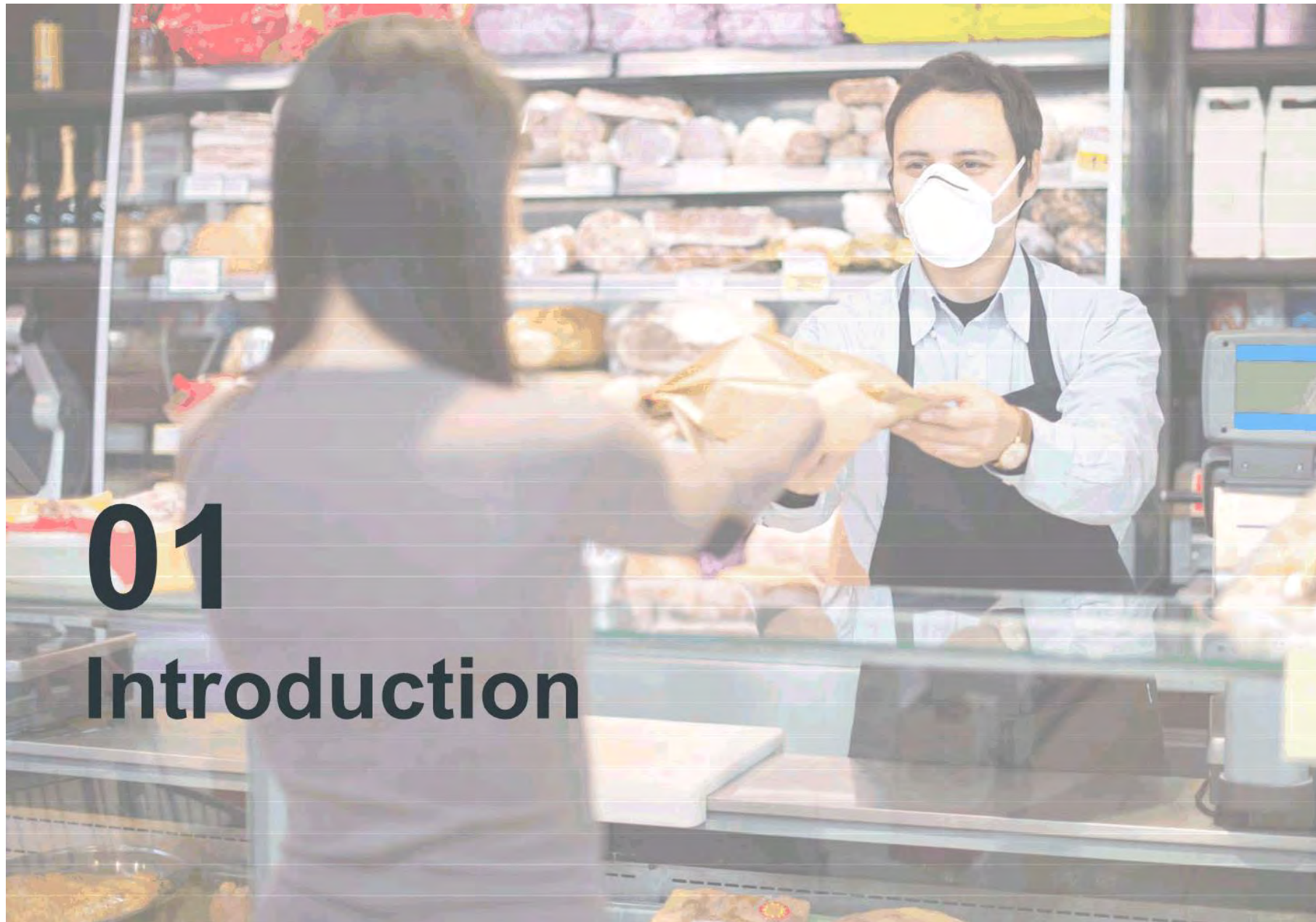
The research reviewed, highlights the need to engage with different groups to understand their perspective, issues and barriers going forward.

Solutions and actions need to be holistic and address all areas of lives. Equally important is recognising that such solutions and actions should draw upon the resilience, resourcefulness and leadership within these groups to enable an equitable recovery from the pandemic (Harmony Alliance, 2020).



# Cohorts

Cohorts	Implications
<b>CALD residents and communities</b>	<ul style="list-style-type: none"> <li>Importance of engaging with CALD community leaders to improve social cohesiveness and communication across the community.</li> <li>Opportunities for generalist services such as libraries and MCH; as well as targeted MCH enhanced, playgroups, refugee immunisation programs</li> </ul>
<b>Refugee and asylum seekers</b>	<ul style="list-style-type: none"> <li>Solutions to issues need to be holistic and address all areas of migrant and refugee women's lives.</li> <li>Migrant and refugee women's leadership and innovation should be seen as a key resource to draw upon to enable equitable recovery from the pandemic.</li> </ul>
<b>Women</b>	<ul style="list-style-type: none"> <li>Working from home and enhanced flexibility may encourage some to enter or re-enter the workforce.</li> <li>Increased burden has broadened the conversation to redefine normal 'gender roles' and reduce gender inequality in the workplace, home and wellbeing</li> <li>Targeted support in terms of employment, childcare and digital access would be beneficial.</li> </ul>
<b>Young residents</b>	<ul style="list-style-type: none"> <li>The impacts and disruption to education, skills development, employment and finances for young people are likely to have longer-term impacts.</li> <li>Targeted support to address education, employment losses is needed.</li> </ul>
<b>LGBTIQ+ residents</b>	<ul style="list-style-type: none"> <li>Increased levels of domestic violence, has highlighted gaps in perceptions and outreach for LGBTIQ+ community</li> </ul>
<b>Aboriginal residents</b>	<ul style="list-style-type: none"> <li>Potential increased need for mental health services and allied services.</li> <li>Need to engage with Aboriginal and Torres Strait Islander residents to understand barriers and opportunities to accessing services.</li> </ul>
<b>Elderly residents</b>	<ul style="list-style-type: none"> <li>Potential increased training for health workers and others on how to recognise elder abuse and coercion.</li> <li>Increased reliance on services to address isolation and loneliness.</li> </ul>
<b>Financially vulnerable households</b>	<ul style="list-style-type: none"> <li>Loss of income and employment for already financially vulnerable households will set these households back further even after the pandemic is over.</li> </ul>



# Introduction

Whittlesea City Council is currently assessing the implications of COVID-19 for their strategic planning, specifically in informing the integrated planning of key strategic documents including the Council Plan and Community Vision.

This paper presents a narrative for the City of Whittlesea regarding the risks and potential impacts of COVID-19 on Council's aspirations. As such, it seeks to provide a 'COVID overlay' that complements the background work that Council is undertaking to inform the development of key strategic documents. It sets out the impacts that have occurred and, as well as the potential longer-term impacts on the economy, regarding employment, households, population growth, health, and the environment. It draws upon a range of background material supplied by Council along with SGS input and analysis.

Some impacts are proving to be short-term, with a return to 'normal' already evident, for instance the temporary reduction in GHG emissions from travel restrictions. Other impacts will have longer term implications. While there is still a high degree of uncertainty about the longer-term implications of the pandemic, particularly at a local level, there are some clear emerging trends which can help with recovery planning.

The impact of lockdowns and economic uncertainty is likely to result in the biggest economic contraction since the Great Depression and the first negative growth for Melbourne in over 25 years. However, what we have seen from previous recessions is that a sharp recovery is possible, but so is a slow drawn-out recovery, meaning there is significant uncertainty over the next few years.

Recent data suggests we may be experiencing a sharp recovery.

The economic impact of COVID-19 and the recovery pathways also plays out spatially across our cities and regions. The impacts and recovery felt in Whittlesea will be quite different to the Melbourne CBD, regional Victoria or other states. While the combined effect is currently unclear, many of the short and lasting impacts reflect acceleration of trends already occurring and will depend on how industry and government respond to these challenges and opportunities.







**02**

**How has COVID-19  
impacted Whittlesea?**

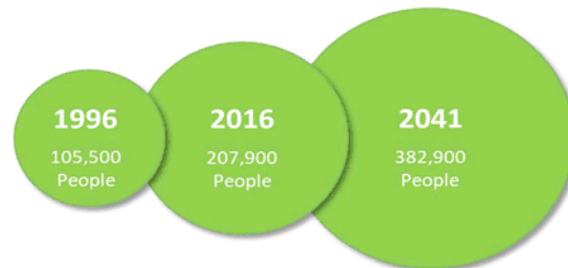


# Population

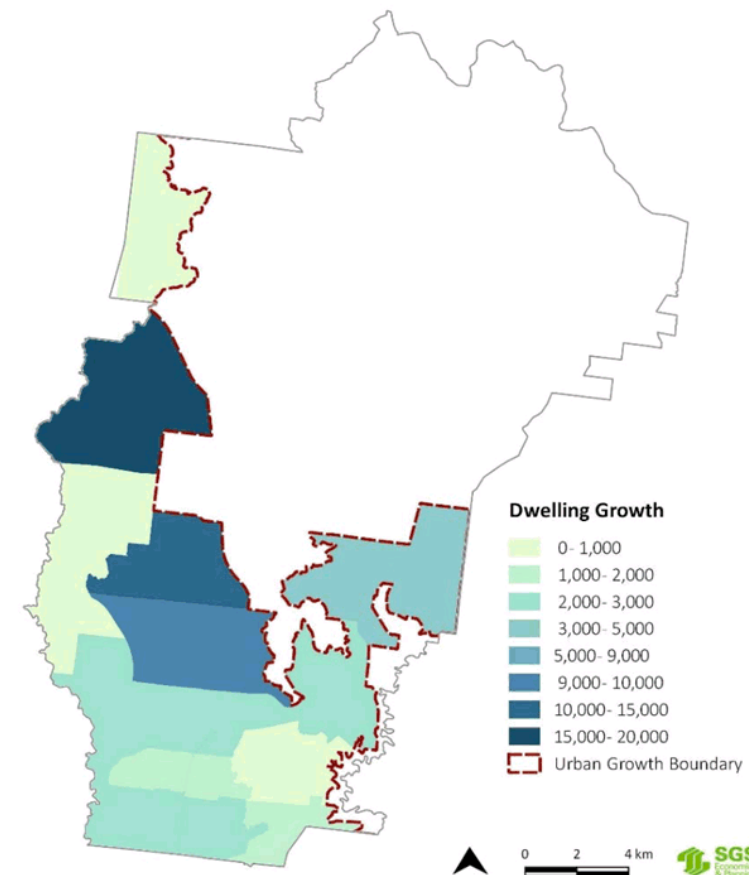
# Whittlesea is one of the fastest growing municipalities in Metropolitan Melbourne

Whittlesea is a diverse and rapidly evolving area in the north of Melbourne. It includes some well established suburbs in the south, large scale industrial and employment lands, along with some recently developed and soon to be developed greenfield communities. Beyond this Whittlesea also has a large rural area, with several small settlements and areas of natural beauty and environmental significance.

Whittlesea's population doubled over the past decade and is expected to (almost) double again by 2041.



As shown in the figure, there is particularly high dwelling growth in the outer growth areas bordering the Urban Growth Boundary. This includes Wollert and Donnybrook (forecast to have a change in dwellings of 22,000% and 33,641% respectively) (id forecasts).



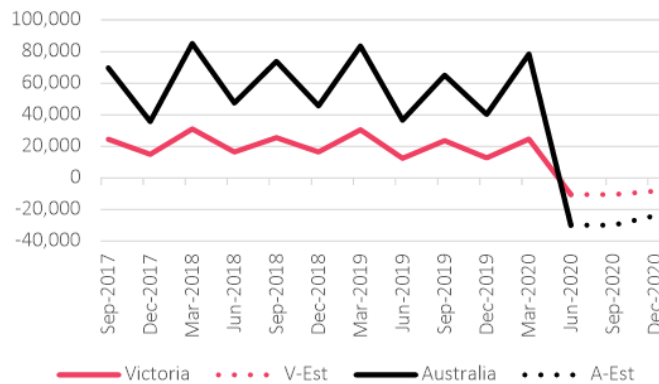
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# COVID – 19 means population growth has paused

## International migration

- Historically Australia net overseas migration (NOM) was ~250,000 (90,000 went to Victoria)
- 2019-20:** 154,000 (55,000 Victoria)
- 2020-21:** -72,000 (-25,000 Victoria)
- 2021-22:** -22,000 (-7,500 Victoria)

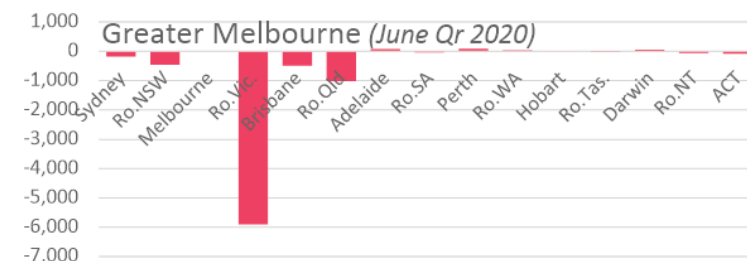


Source: ABS and Centre for Population, Aust Gov

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## Internal migration

- For the first time in over 10 years, Victoria is losing people to other states (1. Qld, 2. NSW)
- Most people leaving Melbourne are going to regional Victoria



Source: ABS



## What do these population impacts mean for Whittlesea?

Prior to COVID, new Whittlesea residents came from (ABS Census 2016):

- within Victoria (29,236),
- overseas (13,267)
- and inter-state (4,151)

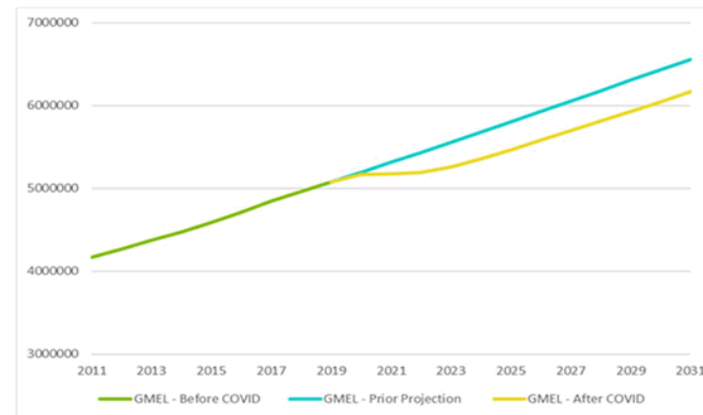
Revised forecast projections for Gr. Melbourne anticipate a 5.97% decrease from previous projections or 391,100 less people (Federal Budget 2020).

Recent inter-regional migration data (ABS, 2021) shows that there were a net loss of 11,2000 people from Australia's capital cities in September 2020 quarter. While this is historic, it will not have a huge impact on capital cities, rather the effects are likely to be felt in those smaller towns and regional centres that people are moving too. It is too early to tell how this will unfold for Whittlesea's rural and township areas. It may be minimal in light of the LGA's developing growth areas.

While revised population forecasts for the LGA are not yet available, it can be expected that Whittlesea may experience a lesser decline in projected population, buffered by drivers for new housing in Whittlesea. These include relative affordability and space, Homebuilder and First Home Buyers Grants, along with emerging trends of people moving to regional areas and the reduced necessity to be located close to job centres like the CBD for those that can work from home.

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FIGURE: Population Forecasts for Gr. Melbourne before and after COVID-19



### Implications:

In the short-term the freeze on overseas migration is likely to affect population growth and demand for housing.

There is likely to be a slight longer-term reduction in Whittlesea's population projections, based on those for Gr. Melbourne. Strong growth drivers in Whittlesea are expected to prevail.

Modelling is required to confirm COVID impacts on population and housing demand in Whittlesea and subsequently update development sequencing data and infrastructure delivery dates.



# Economy

## Pre-COVID Whittlesea economy

In 2019, more employed residents (113,270) than jobs (71,596). Retail trade is the largest local employer (11,878 jobs in 2018/19) (NIEIR, id)

Whittlesea's key industries are:

- Health Care,
- Construction,
- Manufacturing and
- Education
- Retail
- Wholesale trade.

FIGURE: INDUSTRY SHARE OF GRP 2019/20 - WHITTLESEA

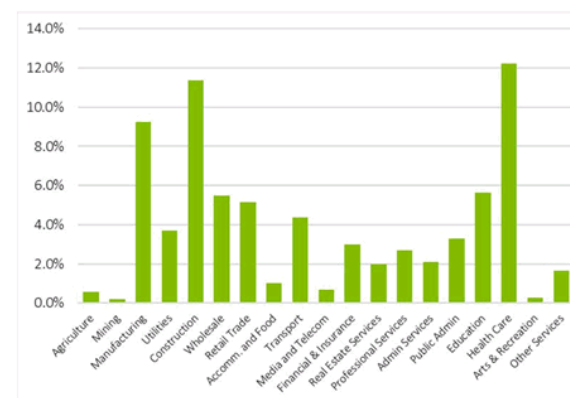
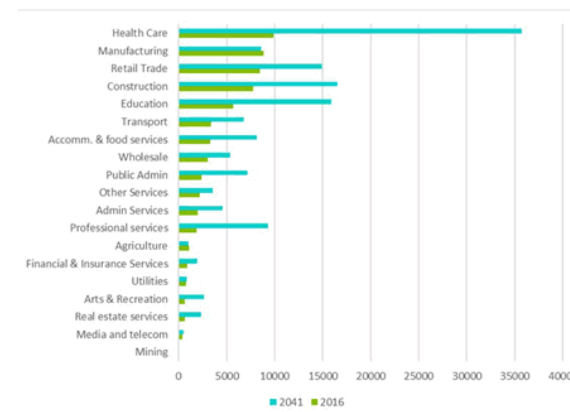


FIGURE: EMPLOYMENT BY SECTOR 2016 AND 2041 (PRE-COVID PROJECTIONS) - WHITTLESEA



Source: ABS Census 2016, SGS 2021

# Employment

Victoria's economy contracted by 0.5% in FY 2020

Whittlesea experienced a substantial decline in GDP. GVA fell by 3.2% in 2019-2020 (compared to 5.7% decline for Greater Melbourne).

Whittlesea recorded a higher proportion of job losses (-5.8% decline) than Victoria (-5.2%) and nationally (-3.6%) (ABS, 2020).

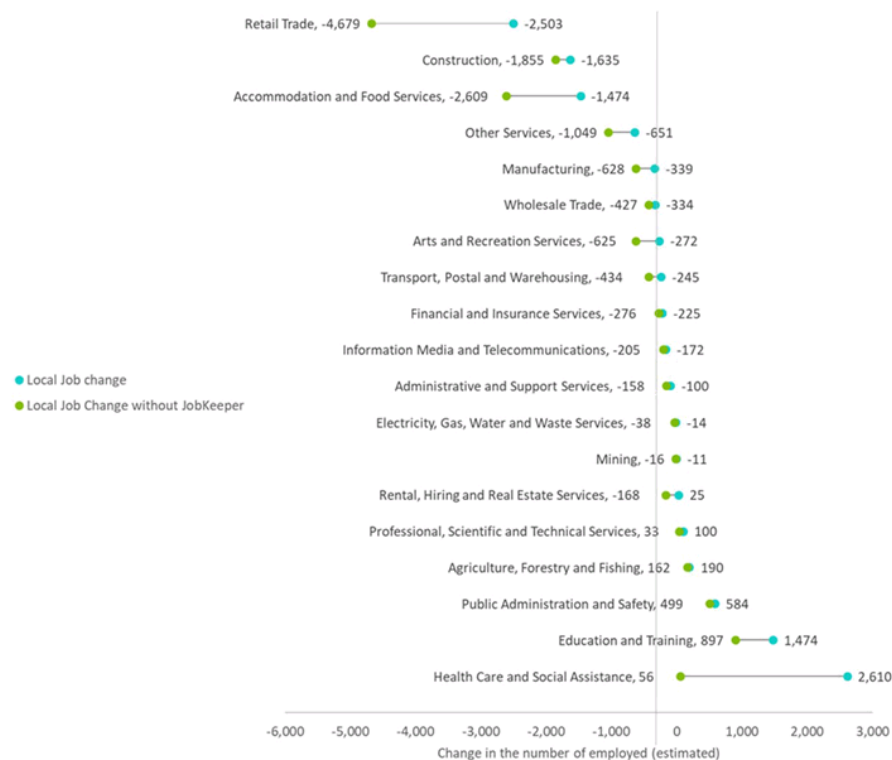
Locally, jobs were most impacted in:

- Retail Trade (-2,503)
- Construction (-1,635)
- Accommodation & Food Services (-1,474)

In Victoria, the employment rate fell more for women (-5.0%), than for men (-3.8%) over the year to Sept 2020.

Part-time jobs declined more (-6.1%) than full-time jobs (-2.3) over this time.

FIGURE: LOCAL JOBS IMPACT IN SEPT QUARTER 2020 (COMPARED TO SEPT 2019)



Source: id economic profile

## JobKeeper - Industries

Of an estimated 16,362 local businesses, 6,800 were applicable for Job Keeper (September 2020).

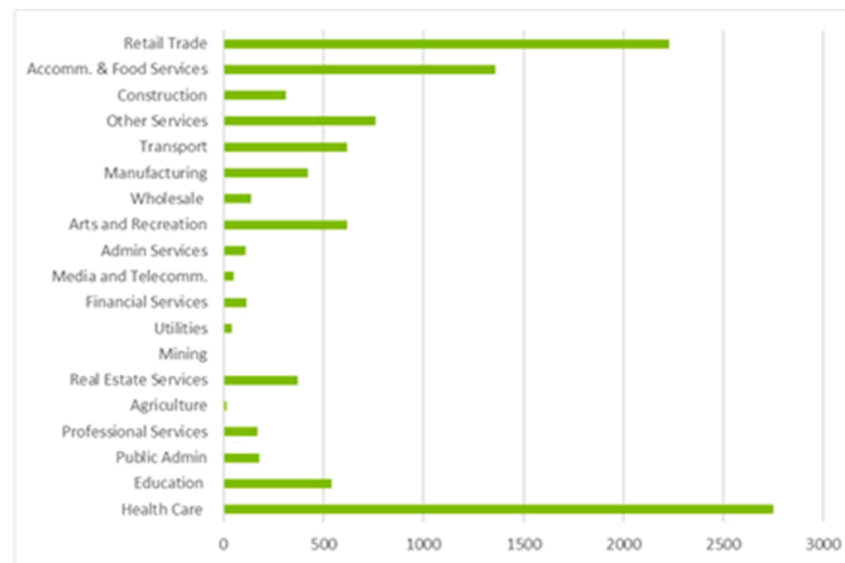
Those industries which had the highest number of residents receiving JobKeeper were:

- Healthcare
- Retail trade
- Accommodation and food services

These figures also reflect those industries which employ many residents.

JobKeeper data for Sept 2020 may indicate ongoing limitations of business funds as well as highlighting businesses which may reduce staff numbers once JobKeeper is wound back in March 2021.

FIGURE: EMPLOYED RESIDENTS COMPENSATED BY JOBKEEPER IN SEPT QUARTER 2020 (COMPARED TO SEPT 2019)



Source: id economic profile

## JobKeeper and JobSeeker— Location of residents

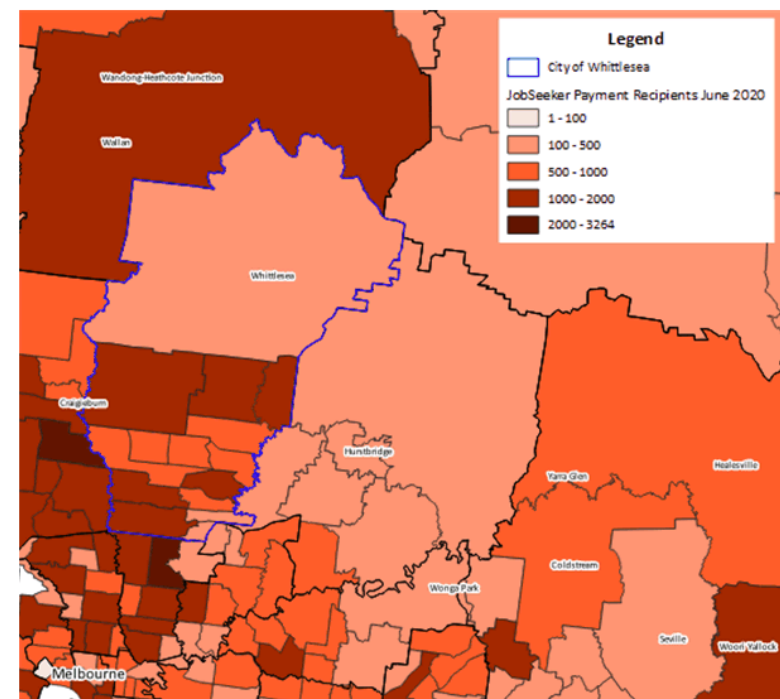
There were higher rates of applications for JobKeeper in and around Whittlesea's southern industrial employment lands and centres (such as Thomastown and Lalor). Employment and population serving hubs such as Epping and Mill Park also recorded high numbers of applications.

The figure shows Jobseeker applications were high in the established urban areas of the south as well as the outer growth suburbs.

TABLE: NO OF APPLICANTS SEPT 2020 - WHITTLESEA

Number of JobKeeper applications (Sept 2020)	Locality
1,473	Thomastown
746	Lalor
1,563	Epping
1,113	Mill Park
628	Wollert
12	Woodstock
891	South Morang Whittlesea
410	Township/Eden Park

FIGURE: JOBSEEKER RATES JUNE 2020 - WHITTLESEA



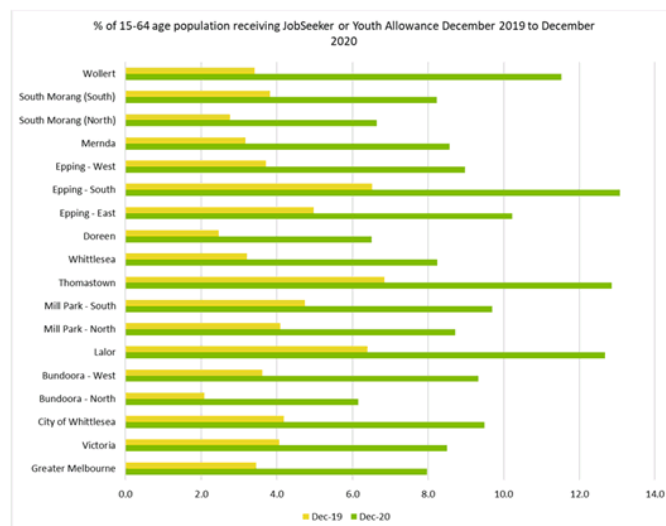
## JobSeeker and Youth Allowance

Nationally, those aged up to 34 years old were more likely to receive JobSeeker and Youth Allowance.

The Figure below shows high numbers of youth allowance and JobSeeker in Epping South, Thomastown, and Lalor. The largest industries in these areas include manufacturing and retail trade. Both industries were already in decline prior to the pandemic.

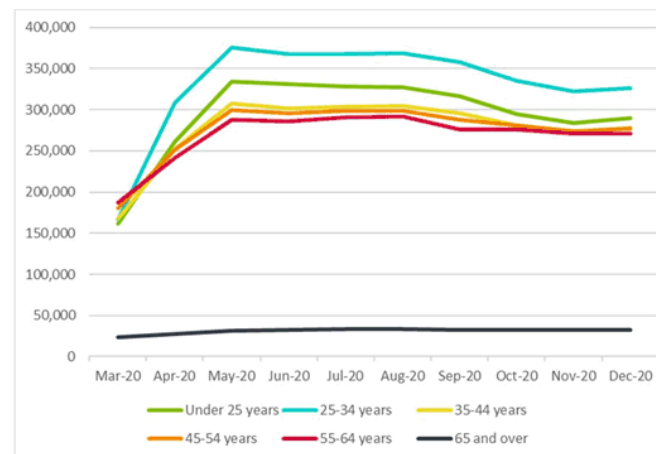
Despite a rebound in the labour market (Feb 2021), youth unemployment remains stubbornly high at 13.9%.

FIGURE: % OF POPULATION RECEIVING JOBSEEKER OR YOUTH ALLOWANCE BY AGE (WHITTLESEA)



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FIGURE: JOBSEEKER AND YOUTH ALLOWANCE RECIPIENTS BY AGE (AUSTRALIA)



Note: This impact has been understated, and does not account for jobs that have been supported by JobKeeper.  
Source: Department of Social Services, 2020

### Implications:

Assess future releases of JobSeeker recipients to determine extent that have re-entered labour market (see Job listings slide), versus longer-term unemployed.

In some cases, pandemic has entrenched further disadvantage through job losses in industries that were already in decline.

Those receiving JobSeeker or Youth Allowance will need long-term solutions to prevent lasting damage to their employment and training.



# Potential Recovery Pathways

The economic effects of the pandemic are still unfolding in Whittlesea, like elsewhere.

Two possible scenarios are outlined below, early indicators point to the likelihood of a rebound scenario for Victoria and nationally.

## Rebound Scenario

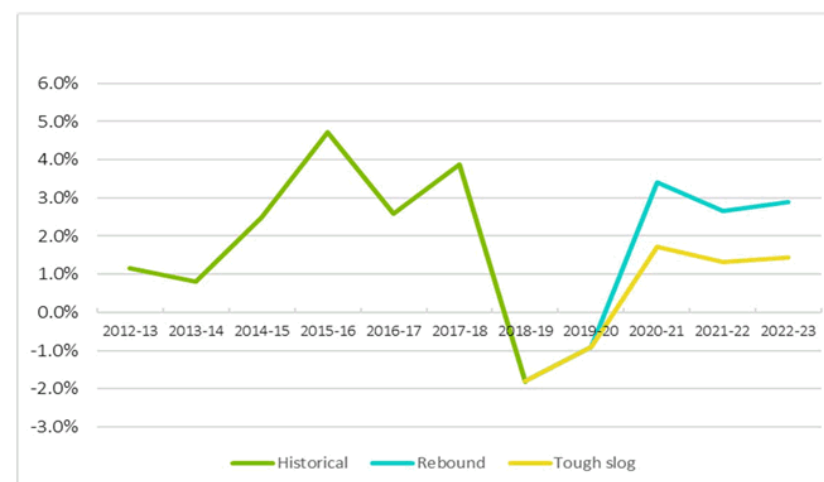
- Changed behaviours and a reliable vaccine means that the COVID-19 does not present a clear on-going health risk.
- Growth patterns quickly return to pre COVID-19 levels.
- There is no 'scarring' on the Melbourne economy.

## Tough slog scenario

- Virus variants delay effectiveness of vaccines and delivery.
- COVID-19 continues to present a clear health risk.
- The industries most impacted by COVID-19 do not return to pre COVID-19 levels.
- Working from home continues with less office workers commuting.
- There is 'scarring' on the Melbourne economy with the shadow of COVID-19 continuing for many years.

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FIGURE: PROJECTED GRP GROWTH RATES UNDER 2 SCENARIOS (WHITTLESEA)



Source: SGS Economics & Planning (2021)

# Industries are recovering at varying rates

For Whittlesea in both 'Rebound' and 'Tough slog' recovery scenarios, those industries expected to recover the fastest are:

- Health Care
- Utilities
- Financial Services
- Warehousing
- Public Administration

Retail, Wholesale Trade and Construction are expected to be hit hardest in the long-term.

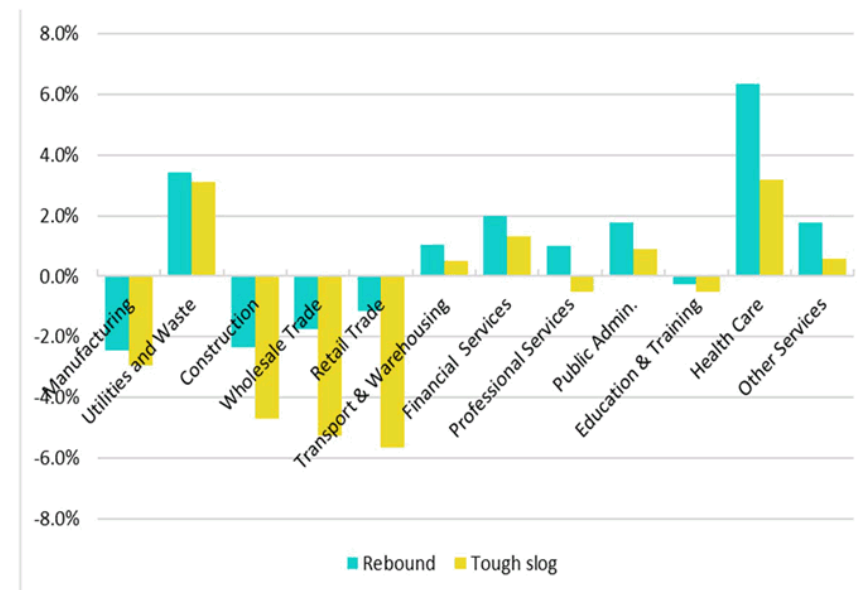
## Implications

Retail, manufacturing and construction employed a combined 30.2% of residents. Some businesses may struggle to recover, while workers may need to transition to other areas.

Acceleration of existing trend of healthcare sector contributing to a higher proportion of employment and GRP.

Investigate how to retain and attract investment to support local jobs via the Investment Attraction Strategy.

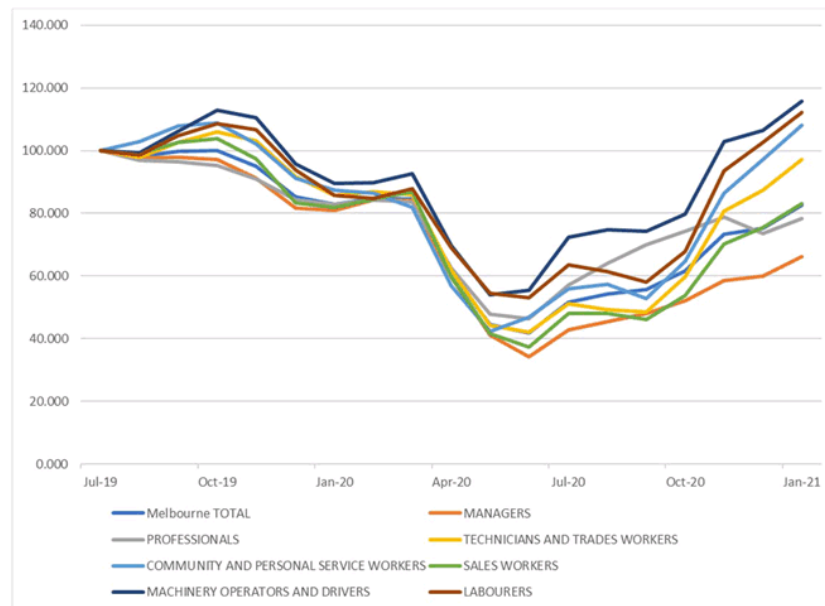
FIGURE: EXPECTED INDUSTRY GROWTH RATES UNDER 2 SCENARIOS - WHITTLESEA



Source: SGS Economics & Planning (2021)

## Job listings have rebounded

FIGURE: JOB LISTINGS BY PROFESSION (GR. MELBOURNE)



Note: Index Base July 2019  
Source: LMIP, 2021

Labour market recovery has been quicker than previous recessions with 93% of jobs lost at the peak of COVID-19 in April/May now recovered (ABC, 2021).

Job listings have recovered from the April/May trough, with higher total listings than July 2019 and particularly for labourers, community workers and trades.

- Victorian employment is now 0.4 per cent below its pre-crisis peak.
- Sales, managers and professional listings have not bounced back.

Data is not yet available at LGA level.

### Implications

Labour market is bouncing back.

There is a need to understand how this unfolding in terms of jobs and businesses activity across Whittlesea, to be able to support growth, but also support transitions where needed.



# Transport

# Residents are highly car dependent

A high proportion (88%) of Whittlesea residents drive to work, with many working residents (65%) travelling outside the LGA for work (CoW, n.d).

Public transport mode share accounts for only 10.8% of work trips (compared to 15.4% for Gr. Melbourne) (ABS 2016 Census).

Travel time is a significant issue for residents, with growth area residents more likely to travel more than two hours per day for work (CoW, n.d). While 29.6% of residents also work in Whittlesea, 13% of workers travel to the City of Melbourne (particularly women), followed by neighbouring LGAs.

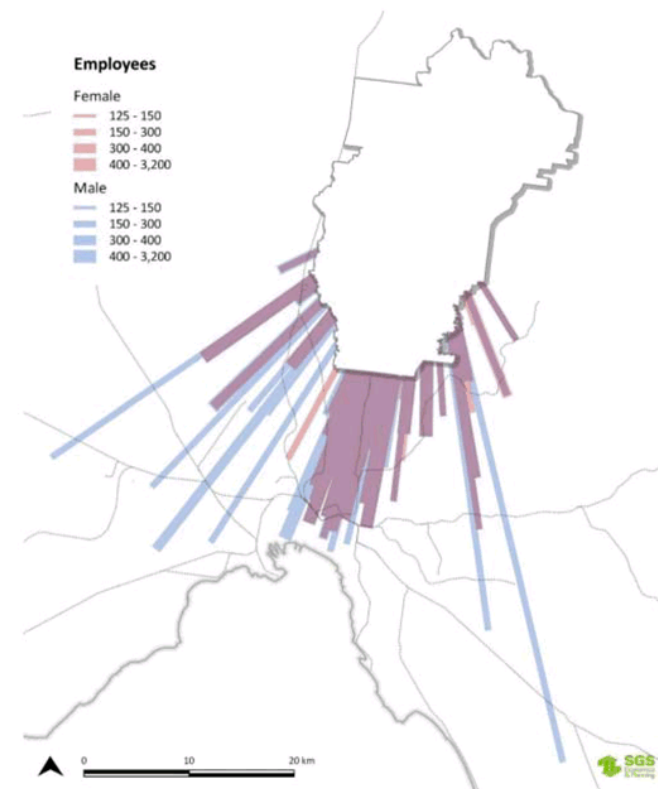
Many arterial roads in the municipality are congested, which is expected to worsen with an estimated 85,000 additional cars in the municipality by 2040 (prior to COVID impacts).

	Live in the area, but work outside	Live in the area, but work outside % of total industry employment for Whittlesea	Largest destination outside CoW
Health Care	7,400	64.8%	Banyule
Retail	5,860	57.5%	Darebin
Construction	4,483	49.9%	No fixed address
Manufacturing	5,924	70.6%	Hume
Transport	4,362	70.5%	Hume

Source: SGS Economics & Planning adapted from economy.id 2016

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FIGURE: DESTINATION OF WORK



Source: SGS Economics & Planning

### Road traffic was down but has since recovered

During restrictions, the amount of travel declined dramatically as people worked from home if they could and were only permitted to leave their residence for essential trips.

- Victorian traffic volumes were down 40% (Feb-April 2020)
- Biggest falls in traffic volumes were in peak hours and 'home from the pub' hours

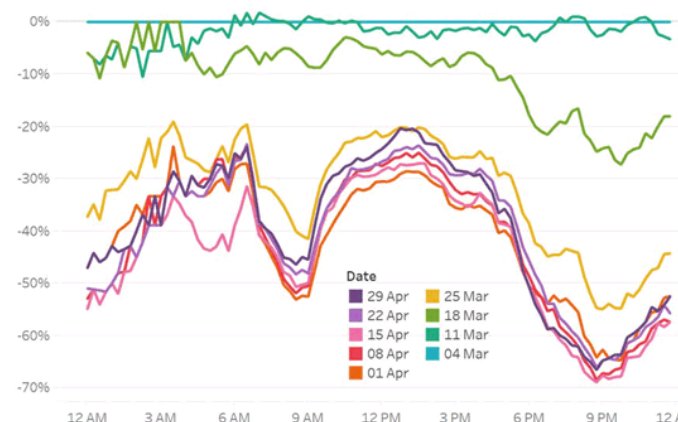
Travel patterns have begun to shift again, creating new challenges. As of January 2021, road traffic in Melbourne had returned to 92 per cent of pre-pandemic levels, with many people still working from home. At the same time, public transport usage was only 36 percent of pre-pandemic levels (The Age, 2021\*).

Over the short-term an additional 100,000 cars are expected on Melbourne's roads as workers choose cars over public transport. Given the existing high levels of car trips in growth areas and outer suburbs, much of the additional short-term congestion is expected to be isolated to inner metro areas.

While ongoing working from home is expected to reduce commuting trips by 10% (most likely scenario), this is not expected to offset the increase in recovery-phase car congestion (Infrastructure Victoria, 2021).

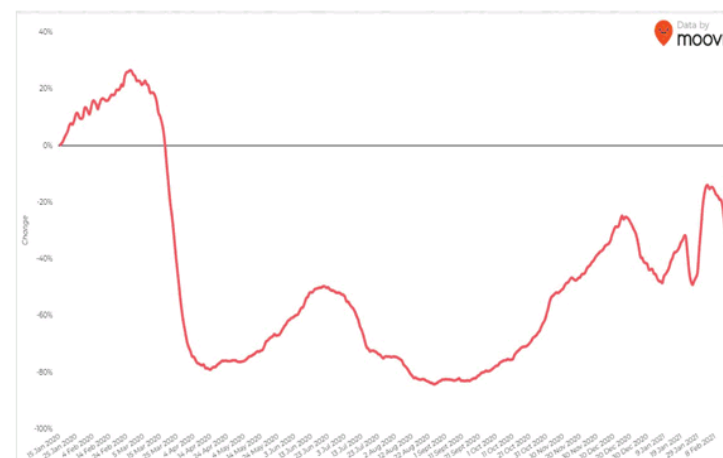
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FIGURE: CHANGES IN VICTORIA TRAFFIC SIGNAL LOOP VOLUMES RELATIVE TO 1<sup>ST</sup> WEEK OF MARCH - WEDNESDAYS



Source: charting transport, DOT

FIGURE: Impact of COVID-19 on Public Transit Use (Victoria)



Source: Moovit, 2021

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## Increase in walking and cycling during lockdowns, but will it continue?

During lockdowns, Melbournians like many around the world, took to cycling mainly for recreational purposes. Bicycle paths were busy on weekends of cyclists of all ages and abilities.

Possible drivers for the uptake include:

- Closure of gyms, sport driving alternative exercise
- Increased leisure and family time
- Desire to avoid public transport

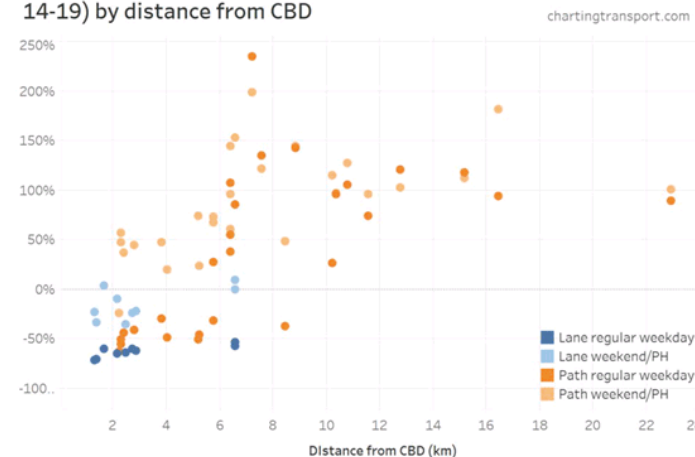
Bicycle counts indicate that rates of cycling typically increased further away from the CBD i.e. within 6-24km.

While waiting data to confirm cycling trends post-lockdown, the need for continued physical distancing may deter some people from public transport – cycling is a feasible alternative.

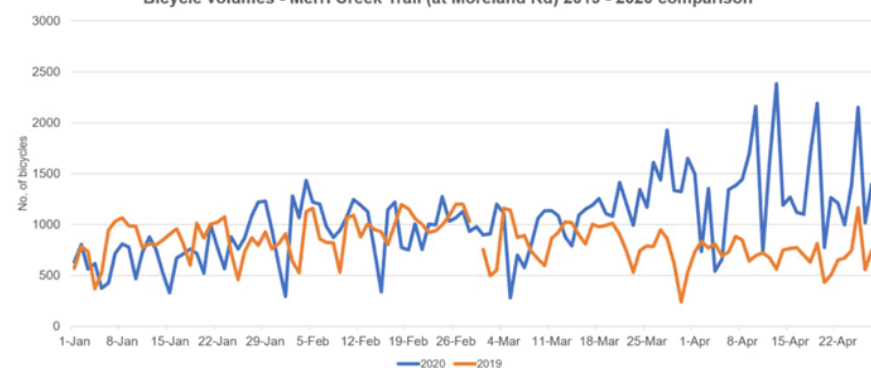
Cycling surveys have consistently shown the lack of infrastructure and safety concerns are a major reason for not cycling.

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Change in average Melbourne bicycle counts 2020 v 2019 (weeks 14-19) by distance from CBD



Bicycle volumes - Merri Creek Trail (at Moreland Rd) 2019 - 2020 comparison





## How have trips changed?

### Implications

The recovery phase will add additional complexity to managing the network which was already struggling to meet demand, with the need to balance transmission risks, congestion and stimulating greater economic activity.

While much is still much uncertainty, research suggests that the pandemic is unlikely to impact long-term travel behaviour and mode share (PTRG, 2020).

The proportion of residents working and studying from home (at least some of the time) and accessing teleconferencing (including telehealth) is likely to reduce the number of trips and the distance and time spent travelling. This is not expected to substantially impact road congestion or public transport demand.

The impact of Covid-19 may see a legacy for increased levels of recreational walking and cycling. Delivery of further infrastructure to support walking and cycling (including facilitating walking and cycling to connect to public transport nodes) will be important.

The pandemic has highlighted the increased importance of Council's and the community's existing directions for reducing congestion, supporting living locally including the creation of local jobs, working with State Government on road upgrades and public transport expansion, and enabling walking and cycling for local trips.

In addition, workplace flexibility and co-working hubs within the municipality could be encouraged to reduce trip numbers.



# Housing

## High rates of housing stress

Prior to COVID 20.3% of households in Whittlesea were experiencing mortgage stress and 33.8% experienced rental stress (compared to 15.6% and 30% for Gr. Melbourne) (ABS Census 2016).

- Higher rates of very low income and low-income earners within LGA are experiencing mortgage stress compared to Gr. Melbourne.
- Higher rates of low-income earners within Whittlesea face rental stress compared to Gr. Melbourne.

FIGURE: RENTAL STRESS BY INCOME LEVEL



Source: ABS Census 2016

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FIGURE: HOUSING STRESS BY REGION



FIGURE: MORTGAGE STRESS BY INCOME



# Housing affordability

The Rental Affordability Index for 2020 indicates that for many household types, suburbs in Whittlesea range from Affordable to Severely Unaffordable.

For households with a median annual income of \$50,000 (Gr. Melbourne median), most of Whittlesea is Severely Unaffordable.

For low-income households in Whittlesea, many of the suburbs range from 'severely' to 'extremely' unaffordable (with an annual income less than \$33,800) (SGS, 2020; i.d. profile).

More information on the Rental Affordability Index is available at <https://www.sgsep.com.au/projects/rental-affordability-index>

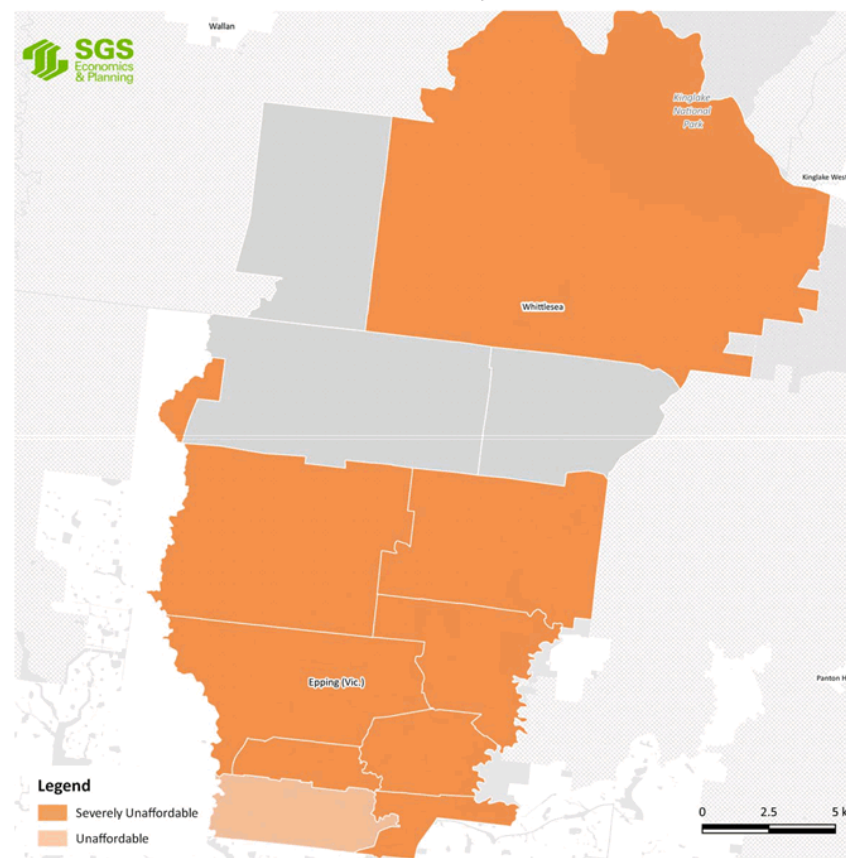
It is also worth noting that many of the suburbs in the LGA do not have rental properties available to suit a broad range of household types.

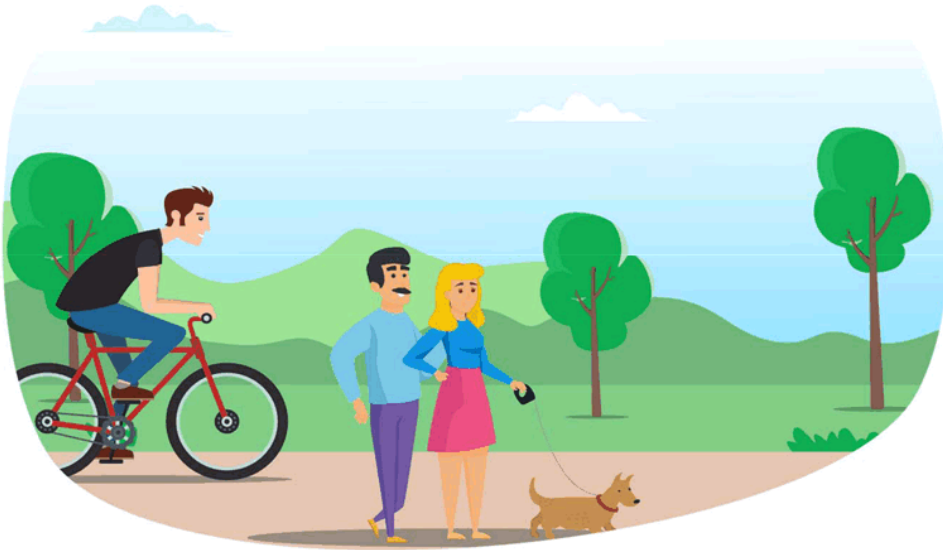
## Implications

- Pandemic highlights existing lack of affordable housing and rental stock within the LGA particularly for low-income households.
- Investigate opportunities and partnerships for social and affordable housing.

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FIGURE: RENTAL AFFORDABILITY FOR HOUSEHOLDS WITH \$50,000 ANNUAL INCOME





# Living locally

# A 'resurgence' of living local

COVID 19 and the resulting restrictions forced a 'resurgence' of local centres- people spending, staying, working and connecting locally

(Timperio and Giles-Corti, 2020).

## Access to local amenities

Prior to the pandemic, Whittlesea residents reported high levels of satisfaction with access to local amenities (CoW, 2018).

The pandemic highlighted that some places have higher amenity and services with a 5km radius than others, putting the concept of the '20 minute neighbourhood' to the test.

During the pandemic, several challenges were reported:

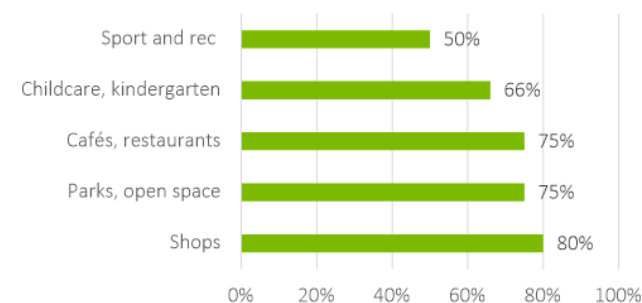
- The 5km travel rule, made finding supplies and services more difficult for those located in the LGA's rural areas (CoW, 2020).
- Reports of breaches of physical distancing in some local centres meant some residents were apprehensive to go shopping for food and other essential items.
- Many residents became connected (or reconnected) to their local neighbourhood services and facilities.

### Implications

- Access to local services will remain important.
- Those areas with access will be more desirable; people will rethink their locational choices.
- More important than ever to enable '20 minute neighbourhoods' in established and new areas.

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FIGURE: PROPORTION OF RESIDENTS VERY SATISFIED WITH ACCESS TO VARIOUS AMENITIES



Source: CoW, 2018

FIGURE: 20-MINUTE NEIGHBOURHOOD



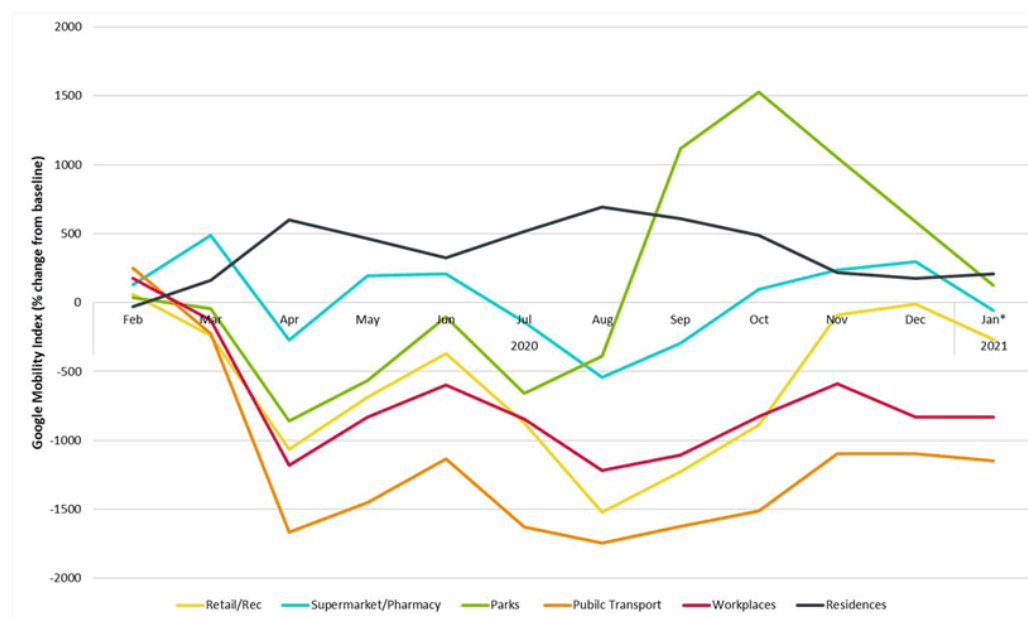
Source: DELWP (2019)

# Local mobility during COVID-19

Google mobility data shows that in Whittlesea during COVID:

- visiting a workplace, using public transport, and retail/recreation visitation remained below the February baseline throughout 2020.
- Supermarket/pharmacy and park visitation fluctuated across the year with periods of increased attendance.
- Park visits peaked in October 2020 and have declined to lower levels in subsequent months.

FIGURE: VISITATION RATES PRE- AND DURING COVID (WHITTLESEA)



Please note January 2021 data is an incomplete month with data available until January 28<sup>th</sup> at the time of publishing  
Source: SGS adapted Google Mobility data (2021)



## A 'resurgence' of living local

The increase in 'local living' resulted in more people using local streets and parks.

Levels of access to green space was highlighted as an issue in Whittlesea pre COVID 19 (CoW, 2019).

During the May lockdown, there was an increase in the number of families walking, and time spent compared to February 2020, especially among those with a child aged 5-17 years (Timperio and Giles-Corti, 2020).

As a result of the increased bike and walking activity, additional pressure was placed on public natural and green spaces. Bike paths and footpaths became the new congested highways.

Neighbourhoods that do not have adequate public natural and green spaces have been more vulnerable to impacts of the pandemic during the restriction periods (Neighbourlytics, 2020).

### Implications

- Renewed emphasis on local access to greenspace, means addressing any gaps has become more important
- The high use of walking/cycling paths prior to and during the pandemic places increased emphasis on design and planning for on-street and off-street paths.
- Opportunity to encourage a continued increase in exercise and family time through provision of attractive facilities and promotion.

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FIGURE : PUBLIC OPEN SPACE IN WHITTLESEA

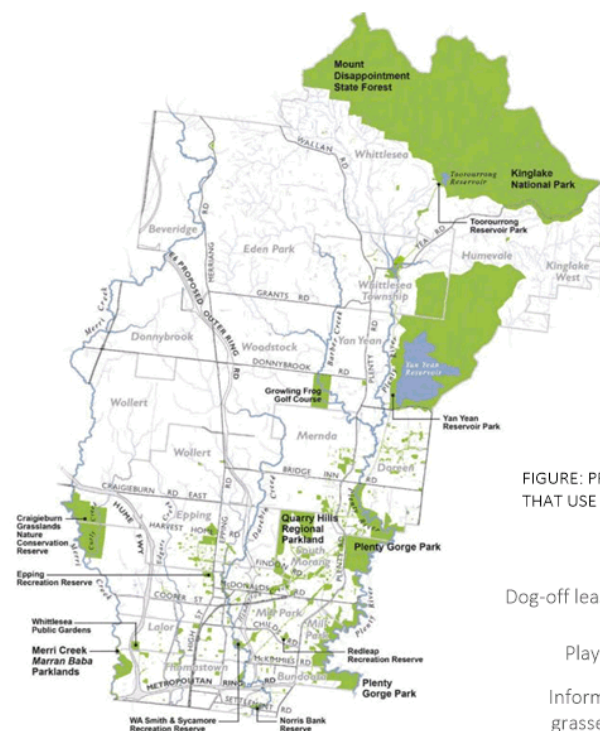
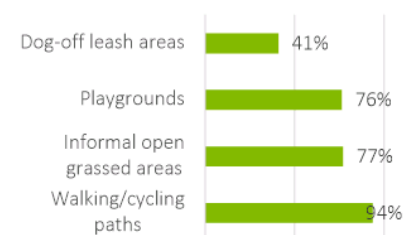


FIGURE: PROPORTION OF RESIDENTS THAT USE RECREATION FACILITIES



Source: City of Whittlesea (2016)

Source: CoW, 2018

## A 'resurgence' of living local

**It has been harder for people to maintain extended family and social connections, on the other hand people have generally felt more connected to their local areas**

Prior to COVID-19 Whittlesea residents' sense of community was mixed. While over time there has been an increase in the sense of belonging, there are still large numbers of residents that do not feel like they belong (CoW, 2017).

During restrictions, households generally reported feeling more connected (51%), even amongst the challenges of home schooling, working from home and lack of social and physical activities (CoW, 2020).

Nonetheless, many people had difficulty connecting to family members living outside of their local area. In particular, many older people struggled with technology use, essential for connecting with others further away and relied on in-person visits. Research highlighted that the digital divide became more evident during the pandemic, unevenly impacting low-income families, people with disability and older people. This limited their ability to engage in services and socialise (BSL, 2020).

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Early surveys during the pandemic in Whittlesea indicate more familiarity with neighbours and an increase in shared experiences during local restrictions, while others felt less part of the community (CoW, 2020). Those working from home have spent more time locally. VicHealth research into how 'local living' is reshaping communities highlighted various benefits including children gaining confidence and skills through an increased ability to negotiate their local area (Timperio and Giles-Corti, 2020).

The resurgence of living locally has to some degree reshaped our connections and interactions, bringing both new challenges and opportunities. "Cities are becoming both more local and more digital at the same time. It's not a return to localism. It's the New Local." (Neighbourlytics, 2020)

### Implications

- Accelerated use of technology in social interactions, which is likely to enhance the digital divide
- Extended family and social connections are expected to bounce back with the easing of restrictions, but some will have been disrupted permanently
- These longer-term impacts may require ensuring the community, and especially isolated residents have opportunities to (re-)build social connections and addressing the digital divide.



# Health and wellbeing

# Mental Health

**The mental health of many Victorians was severely impacted by COVID-19 and the resulting restrictions that were placed upon the community.**

At the beginning of the restrictions (March 2020), Victorians deferred seeking treatment and care for a broad range of medical conditions, including mental illness (DHHS, 2020).

Overall, the total number of emergency department (ED) presentations for any reason reduced in March 2020 compared with March 2019. Mental health-related ED presentations reduced further during April–June 2020.

From April 2020, mental health community services across Victoria began changing the way services were delivered to their clients. Face-to-face contact was reduced, while telehealth and telephone services were increased to ensure that service delivery continued to be delivered (DHHS, 2020). Although this corresponded with a reduction in inpatient admissions and lower occupancy rates, particularly in adult acute inpatient units, occupancy remained high overall due to the existing high demand on inpatient beds (DHHS, 2020).

A survey conducted by the Victorian Mental Illness Awareness Council (VMIAC) between April and May 2020 found that most respondents (75 per cent) reported that their mental health was

worse during coronavirus (COVID-19) than previously. The highest risk age group were those aged under 35 years, with their mental health impacted much more than any other group (VMIAC, 2020).

**Almost all (99 per cent) respondents** found that self-isolation, quarantine and social distancing had the most significant impacts on their mental health. More than a third of respondents wanted additional mental health service support at this time (VMIAC, 2020).

**Victorians suffered more adverse impacts of mental health in the year 2019-20 than Australians as a whole.**

Victoria saw an increase of 15% in alcohol/drug abuse and alcohol/drug induced mental disorder emergency department presentations between 2017-18 and 2019-20. This was experienced even though people were overall presenting at hospitals less (AIHW, 2020).

Concerningly, Victoria saw a 32% increase in psychiatric illness presentations at emergency departments between 2017-18 and 2019-20. Comparatively, Australia was a 17% reduction of these presentations in the same time period (AIHW, 2020).

Source: Australian Institute of Health and Welfare, 2020

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# Mental Health

Women, youth and young adults, people with a disability and people who provided care experienced and continue to experience higher levels of psychological distress during and after lockdowns.

Data suggests that impacts on mental health may be stabilising. By November, fewer Australians reported feeling a range of indicators of poor mental health compared to August. Nonetheless, around one in five people (21%) continued to experience high or very high levels of psychological distress. The State Government is funding increased additional mental health services including mental health beds in Epping.

Prior to COVID-19, 13% of individuals in the LGA were classified as having a high or very high level of psychological distress (compared to 8% in Greater Melbourne). While there is no specific LGA level data regarding mental health impacts of COVID-19 available at present, it is anticipated that rates of mental health illness increased in the municipality.

TABLE: EMERGENCY DEPARTMENT PRESENTATIONS(A) BY MAJOR DIAGNOSTIC BLOCK, VICTORIA AND AUSTRALIA, 2017-18, and 2019-20

	Victoria			Australia		
	2017-18	2019-20	% increase	2017-18	2019-20	% increase
Alcohol/drug abuse and alcohol/drug induced mental disorders	16,358	18,769	15%	87,730	79,040	-10%
Psychiatric illness	48311	63765	32%	291158	241,953	-17%
Total emergency department presentations	1,792,906	1,785,135	-0.4%	8,236,159	8,017,492	-3%

## Implications

Increased rates of mental health have personal and community impacts ranging from increased risks of substance abuse, unemployment, relationship breakdowns, burden of disease and mortality, to community impacts of reduced productivity and increased levels of care.

Increased recognition, provision and funding for mental health is an opportunity to destigmatise and address mental health in the community.

For Whittlesea, there are opportunities to link up existing facilities to funding for new infrastructure and services to be delivered locally and improve holistic access.

# Domestic violence increased

There has been a measurable increase in both the frequency and severity of violence against women (VAW) in Victoria due to the COVID-19 induced restrictions.

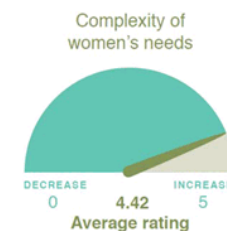
Research from the Monash Gender and Family Violence Prevention not only showed an increase in frequency and severity, but an increase in the complexity of victim-survivor's needs, an increase in first-time family violence incidents and new tactics used by perpetrators to achieve social isolation and control (Monash Gender and Family Violence Prevention, 2020). A survey from 166 Victorian practitioners working in this space reported the following:

- 59% of respondents reported that COVID-19 has increased the frequency of VAW
- 50% reported COVID-19 has increased the severity of VAW.
- 86% of respondents noted an increase in the complexity of women's needs
- 42% of respondents noted an increase in first time family violence being reported by women
- Respondents noted new forms of intimate partner abuse was occurring, including enhanced tactics to achieve social isolation and forms of violence specifically relating to the threat and risk of COVID-19 infection

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- For many women experiencing violence during the lockdown period, there was less ability to seek help
- COVID-19 has also reportedly intensified the impact of excluding temporary visa holders experiencing violence from safety and support mechanisms at a time when it is needed the most (Monash Gender and Family Violence Prevention Centre, 2020).

PERCEPTIONS ON THE IMPACT OF COVID-19 AND VIOLENCE AGAINST WOMEN



Source: Monash Gender and Family Violence Prevention Centre, 2020



## Domestic violence increased

Victorian Crime Statistics data also shows an increase in family violence incidents reported to police for the 2019/20 year (measured to June 2020). The data shows a 6.7% increase on 2019 numbers, to a five-year high. Breaches of family violence orders increased by 9.7% on 2018-17 numbers (Monash Gender and Family Violence Prevention Centre (2020).

Whittlesea has a higher rate of family violence incidents compared to the total rate for the North West Metropolitan Region. The family violence incident rate per 100,000 population for July 2018 to June 2019 was 1,371.5 and the rate for incidents with children present was 454.3.

### Implications

Increased importance of the objectives and actions within the CoW's *Equal and Safe Strategy 2019*.



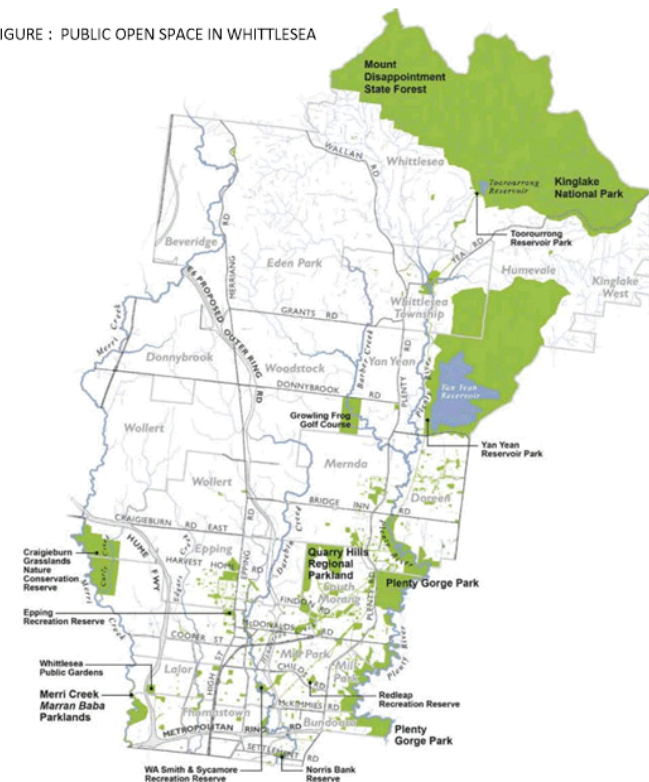


# Environment

# Pre-Covid Whittlesea is across its open space network and has a biodiversity strategy in place

- Pre – COVID there was and remains significant variation across Whittlesea with rural areas, growth areas and established urban networks.
- Public open space was and continues to be recognised by Council as a health and wellbeing asset
- There were 760 open public spaces across Whittlesea's network with gaps in distribution and required upgrades documented by council in its *Open Space Strategy*.
- Agricultural land use has long resulted in fragmented pockets of natural areas across the LGA. Whittlesea has 35 per cent of original vegetation with 49 per cent under permanent protection on crown land.
- Council has had a *Biodiversity Strategy* in place which had identified several biodiversity threats, including land use management and climate change.
- An adaptive management approach has been applied to 520ha of Whittlesea's conservation reserve.

FIGURE : PUBLIC OPEN SPACE IN WHITTLESEA



Source: City of Whittlesea (2016)

## Pre-Covid the community expressed a desire for leadership on environmental issues

Victorians take climate change seriously and 78 per cent think climate change is an urgent issue that requires action now (Sustainability Victoria, 2017).

Whittlesea's community have shared a desire for:

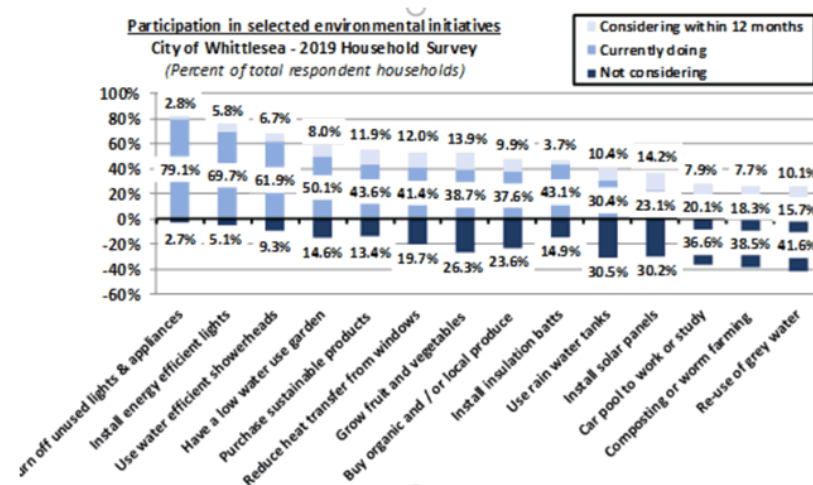
- Cleaner, more sustainable living and a reduction in GHG Emissions
- Education and management around sustainability, mitigation and preparation for extreme events
- To embrace sustainable building designs, solar and renewable energy and embedding technologies and initiatives
- To be carbon positive
- Many households engage with selected environmental initiatives (see Figure)

Between 2016 – 19 there were measurable increases in current and potential participation for most environmental initiatives , particularly:

- Solar panel installation
- Purchase of sustainable products, and
- Use of sustainable transport

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FIGURE : 2019 Whittlesea Household Survey

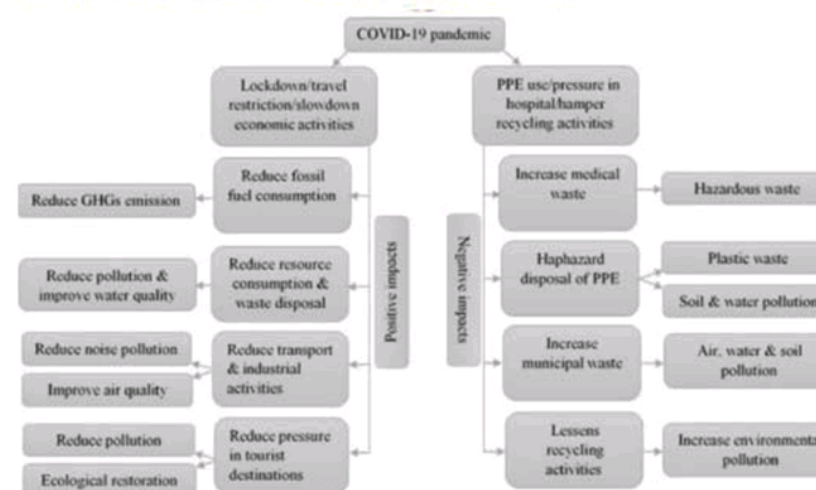


Source: City of Whittlesea (2016)

## COVID – 19 has brought both positive & negative environmental impacts

- Overall, at a global, national and local level both positive and negative environmental effects have been observed (see Figure)
- Globally there remains a temporary reduction of GHG emissions due to international border closures, lockdown restrictions and reduced transport (Quere et al, 2020)
- Altered energy patterns and an increased importance on thermal comfort with more time spent at home
- There was a national increase of 20% in waste and recycling (Seslja, 2020)
- A heightened awareness has been established for the links between biodiversity and infectious diseases (OECD, 2020)
- An increased appreciation and demand for natural spaces, quality open space and greenery was seen in Whittlesea
- There was a sustained sense of urgency for action on climate change from the community (74 per cent of Australians are concerned about climate change) (Quicke and Bennett, 2020)
- Disruption to local food systems and food availability placing an increased focus on local food production (FOA, 2020)
- At a local level local governments witnessed an increased self-sufficiency with trends such as home baking, sewing, growing vegetables.

FIGURE : POSITIVE AND NEGATIVE ENVIRONMENTAL EFFECTS OF COVID-19 PANDEMIC.



Source: Rume & Islam, 2020.

# Implications for Council

## Implications

Climate change risk remains catastrophic for communities, as will the need to decouple economic growth and human activity from negative environmental impacts (production & consumption, transportation, construction, design and waste management) . With any shock there is an opportunity to do things differently rather than returning to status quo. Council can harness the community's sense of urgency and calls for leadership with regards to climate change action.

It is essential for Council to continue to develop the municipality's first climate strategy and implement the action plan and new Net Zero Emissions Plan in partnership with the community. Advocacy and partnerships should also continue through key networks (for example, the Northern Alliance for Greenhouse Action (NAGA).

Biodiversity 'underpins current and future human health, wellbeing and economic prosperity' (OECD, 2020). COVID - 19 has highlighted the link between biodiversity loss and infectious disease, and emphasised the need to ramp up conservation efforts, land management and regenerative agriculture. Global bodies are suggesting that recovery should include the scaling up of investment in biodiversity conservation and biodiversity spending targets for COVID stimulus measures. Furthermore, the OECD recommends decision makers ensure recovery measures do not compromise biodiversity and to screen for impacts. This is something for Council to consider in its COVID response and recovery plans.

It is not yet clear if patterns of increased self sufficiency will remain embedded nor whether increased levels of municipal waste and recycling reported nationally during lockdown will return to pre-COVID levels. Council can play a central role in encouraging increased self sufficiency and seeking to reverse negative waste management behavioural patterns.

Finally, Council should continue to meet the community's ongoing requirement and demand for equitable access to quality open space across the municipality. Council can draw on existing strategic work to address gaps in both quality and distribution.





**03**

**How has COVID-19  
impacted cohorts?**

# CALD Community's experiences and impacts

Whittlesea has a high proportion of residents that have culturally and linguistically diverse backgrounds. 33.5% of residents were born overseas (compared to 33.8% for Greater Melbourne) (ABS, 2016).

During the pandemic, extended family interactions and gathering for religious practices were disrupted, while employment arrangements and in some instances lower socio-economic settings have contributed to unique impacts on these communities.

The pandemic also highlighted the need to communicate messages in a wide variety of ways including through local community leaders to reach CALD residents.

10 organisations within Whittlesea received funding through the CALD Communities Taskforce to provide support for immediate and critical needs.

## Implications

- Importance of engaging with CALD community leaders to improve social cohesiveness and communication across the community.
- Opportunities for generalist services such as libraries and MCH; as well as targeted MCH enhanced, playgroups, refugee immunisation programs

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FIGURE: PROPORTION OF RESIDENTS THAT SPEAK A LANGUAGE OTHER THAN ENGLISH

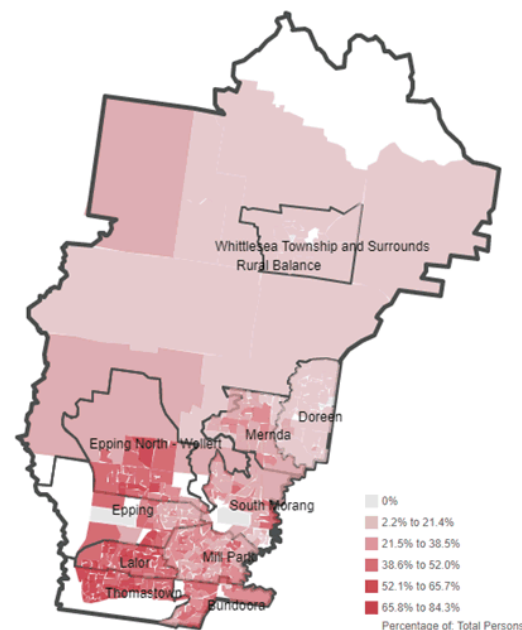


FIGURE: WHITTLESEA RESIDENTS BORN OVERSEAS



Source: ABS Census of Population and Housing.



# Refugee and asylum seekers experiences and impacts

The pandemic has further increased the vulnerabilities of refugees and asylum seekers resulting from the following:

- Visa waiting times increased, creating fear and uncertainty.
- Asylum seekers, not having working rights were unable to earn an income and were also ineligible for bank loans.
- Harder to connect with others, local community classes and events were disrupted.
- The above issues had a combined impact on mental health and wellbeing (CSNAP, 2020 in CoW, 2020)

Regarding migrant and refugee women, research undertaken by the Harmony Alliance (2021), highlighted that their concerns are interconnected and mutually reinforcing.

The crisis introduced new stressors and layers of complexity to their ability to seek help. Causes of heightened mental distress included:

- Lack of information about COVID-19 and its consequences.
- Loss of loved ones overseas and grief of not being able to attend funerals and burial practices.
- Loss of jobs and income, financial distress
- Increased experiences of domestic violence
- Increased burden of caring duties at home

The research also highlighted women's leadership, resilience and innovation to help themselves and their communities in times of crises.

## Implications

- Solutions to issues need to be holistic and address all areas of migrant and refugee women's lives.
- Migrant and refugee women's leadership and innovation should be seen as a key resource to draw upon to enable equitable recovery from the pandemic.

## Women's experiences and impacts

Women were disproportionately impacted in several ways.

During the pandemic, women experienced higher psychological distress than men (WHIN, 2020). Young women in particular aged between 25 and 21 years old, reported feeling very or extremely stressed (Loxton et al., 2020 in WHIN, 2020).

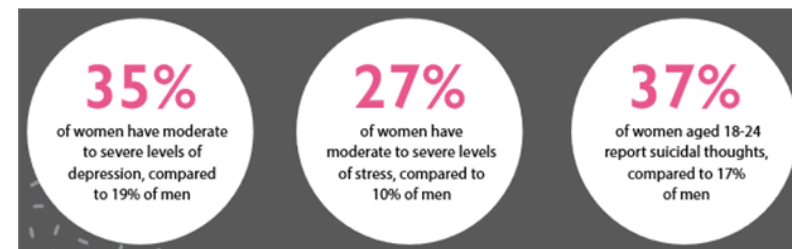
Women have faced greater job losses and are disproportionately in frontline roles such as aged care and education, making them more exposed to COVID-19. Nationally, almost two-thirds of young women reported financial stress (Loxton et al., 2020 in WHIN, 2020).

The closure of physical workplaces and the ability to work from home resulted in many women taking on most of the unpaid care work, including home learning and in some cases providing care for relatives or neighbours who need support.

On the other hand, working from home arrangements presented opportunities for some women to (re-)enter the workforce including those that faced barriers of owning a car or have children at home. NGAA found 53% of people not currently working would seek part-time work if able to work from home part or all of the time.

Women also reported higher rates of partner and domestic abuse.

FIGURE: INDICATORS OF DEPRESSION AND ANXIETY FOR WOMEN DURING COVID-19 PANDEMIC



Source: WHIN, 2020

### Implications

- Targeted support in terms of employment, childcare and digital access would be beneficial.
- Working from home and enhanced flexibility may encourage some to enter or re-enter the workforce.
- Opportunity to redefine normal 'gender roles' and reduce gender inequality in the workplace, home and wellbeing.

## Young people's experiences and impacts

Many young people experienced multiple layers of disadvantage, particularly those that moved home with family due to economic circumstances. Younger Victorians were more likely to be experiencing 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.

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)

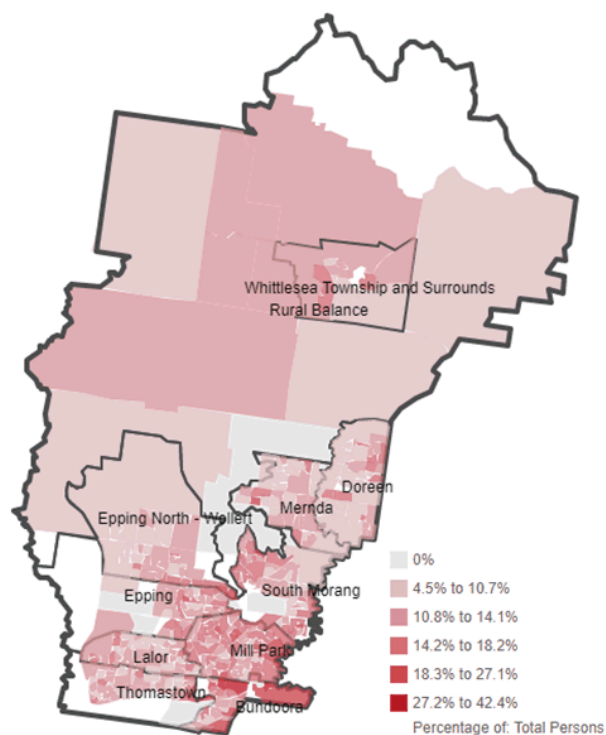
The longer-term impacts of these shocks are yet to be seen.

### Implications

- 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.

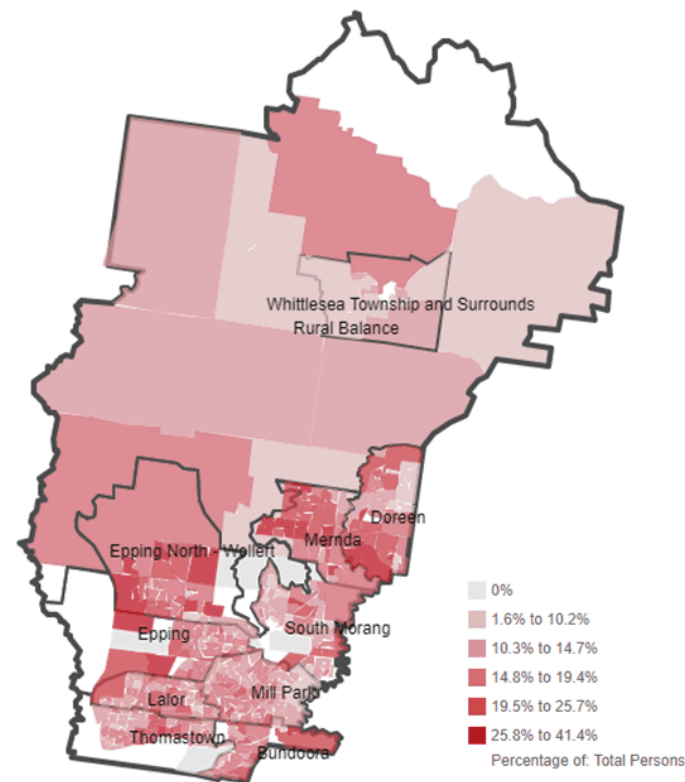
## Location of young residents in Whittlesea

FIGURE: PROPORTION OF RESIDENTS AGED 15-24



Source: Id profiles

FIGURE: PROPORTION OF RESIDENTS AGED 25 TO 34



## LGBTIQ+ residents

Research indicates that LGBTIQ+ Victorians faced increased risks of domestic violence during the COVID-19 pandemic (Respect Victoria, 2021).

The strain on domestic relationships during the pandemic was highlighted as a risk factor that contributed to family violence onset within various domestic relationship arrangements.

Stay-at-home-orders compromised some of the strategies LGBTIQ+ people use to reduce the risk and impact of domestic violence such as leaving the house to escape or de-escalate abuse as well as accessing support networks (Bishop 2020; Equality Australia 2020b *in* Respect Victoria, 2021).

### Implications

Increased levels of domestic violence, has highlighted gaps in perceptions and outreach for LGBTIQ+ community

# Aboriginal residents

In 2016, 1,638 residents identified as Aboriginal and Torres Strait Islander (ABS, 2016).

Across Victoria, the proportion of Aboriginal and Torres Strait Islanders reporting low levels of life satisfaction increased from 47% during February 2020 to 70% during the first lockdown.

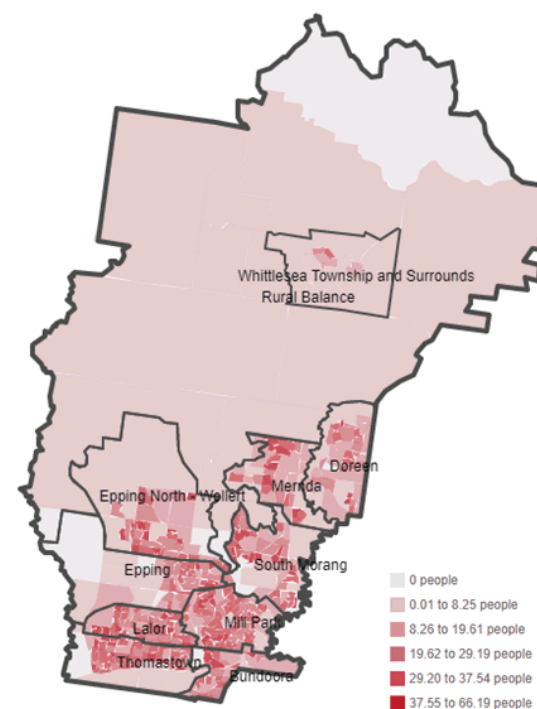
28% Aboriginal and Torres Strait Islanders had results indicative of high psychological distress.

Levels of physical activity for Aboriginal and Torres Strait Islanders dropped from 52% exercising 5 days or more a week during February 2020 to 38% exercising at this level during the first lockdown (VicHealth, 2020).

## Implications

- Potential increased need for mental health services and allied services.
- Need to engage with Aboriginal and Torres Strait Islander residents to understand barriers and opportunities to accessing services.

FIGURE: ABORIGINAL AND TORRES STRAIT ISLANDER POPULATION



## Elderly residents

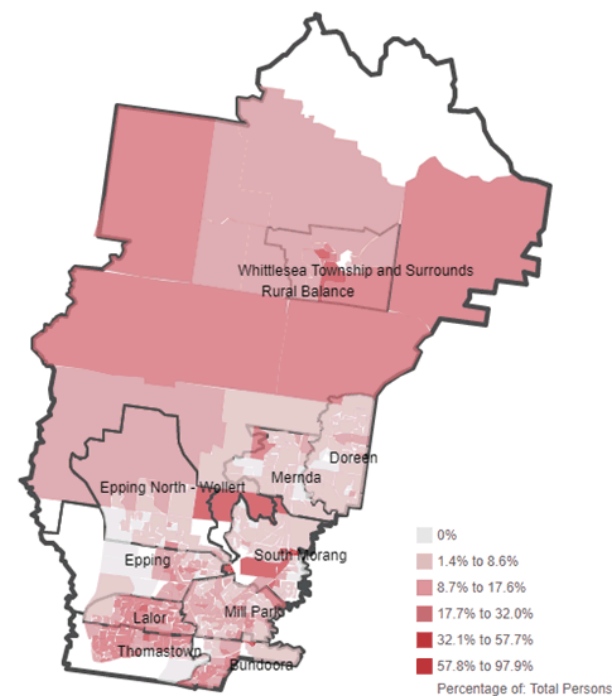
Older people are considered at a higher risk if they contract COVID-19. They have faced unique challenges, including strict isolation, restricted face-to-face health and personal care and less contact with friends and family.

There were reports of increased incidences of elder abuse and coercion during the pandemic (Respect Victoria, 2021b). Risk factors of abuse include increased isolation, health and disability.

### Implications

- Potential increased training for health workers and others on how to recognise elder abuse and coercion.
- Increased reliance on services to address isolation and loneliness.

FIGURE: PERCENTAGE OF TOTAL POPULATION AGED 65+



Source: id profiles



## Financially vulnerable households

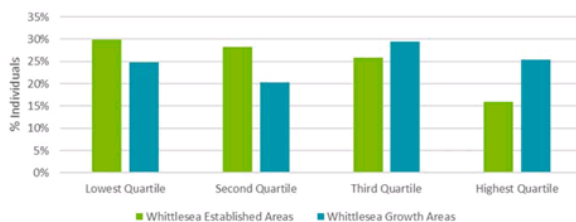
### Financial hardship

There are increases in financial impacts for the Whittlesea community. The Figure below highlights the percentage of the community already in the Lowest Quartile (30 per cent in established areas and 25 per cent in the growth area)s.

New postcode-level modelling (Greenfield, 2020) indicates that compared with June, where the financial impact of the pandemic on most postcodes was categorised as 'medium', the impact on all postcodes in the City of Whittlesea in October fell in the 'high' to 'extreme' range.

This data suggests residents are likely to have experienced significant loss of income and employment during the second Victorian lockdown. They are also likely to have low levels of savings and discretionary income available to cover unexpected expenses, putting them at high risk of financial hardship (CoW, 2020).

FIGURE: INCOME DISTRIBUTION BY VICTORIAN QUARTILE: WHITTLESEA



Source: id Community 2017. 'Growth areas include the following precincts: Donnybrook, Doreen, Epping North, Mernda, South Morang and Wollert. Established areas encompass precincts in the remainder of the LGA

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### Indicators of vulnerability

Whittlesea has high levels of vulnerability and this impacts the community's resilience to cope with economic shocks.

In 2016/17 there was a higher-than-average proportion of the Whittlesea community experiencing unemployment, paying a mortgage, living with a disability and reporting a low proficiency of English.

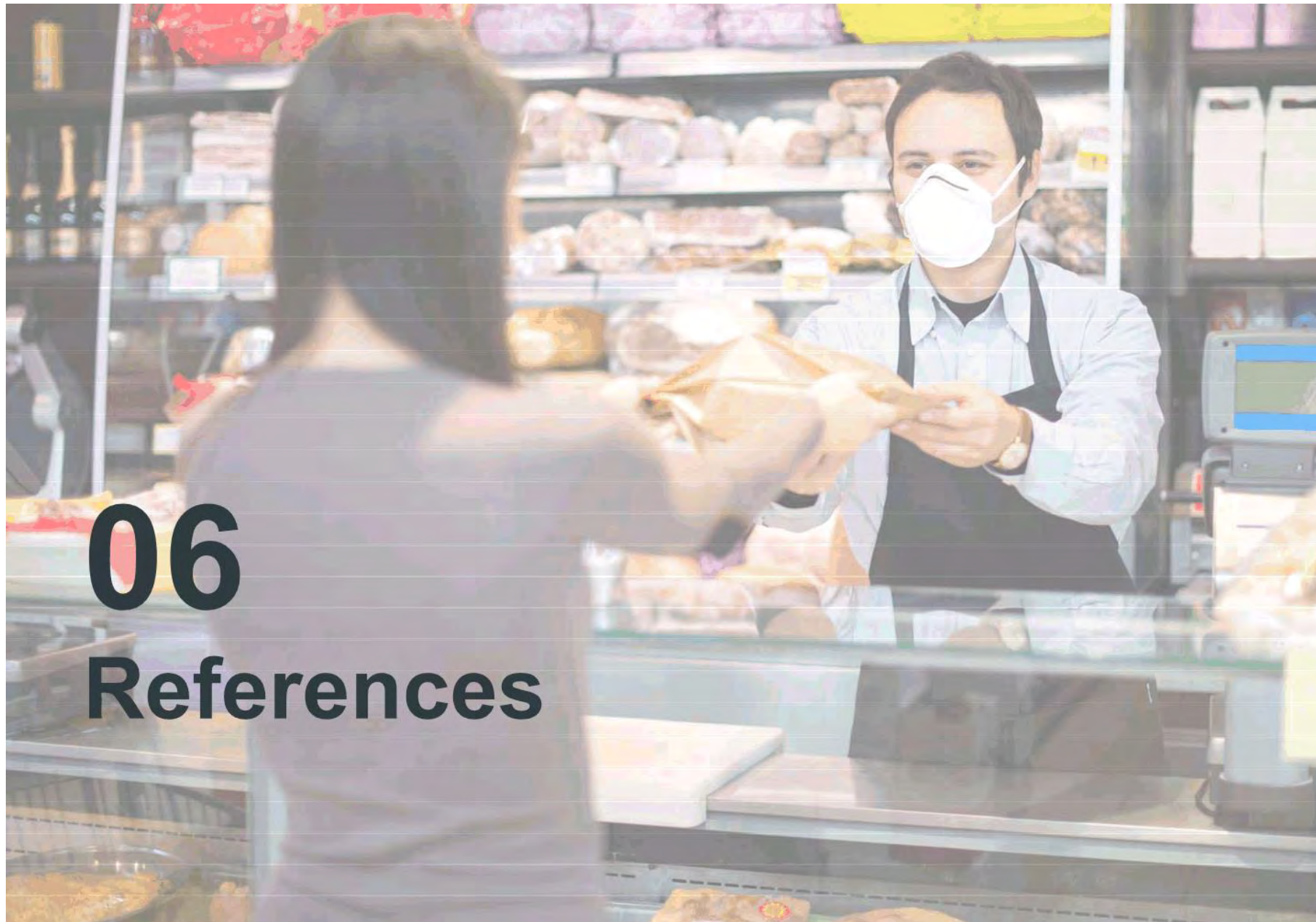
FIGURE: SELECTED INDICATORS OF VULNERABILITY 2016/17

	Whittlesea	Melbourne
Unemployed <sup>1</sup>	3.5%	3.4%
Renters (proportion of all households) <sup>2</sup>	23.4%	28.8%
Those paying a mortgage <sup>3</sup>	41.9%	34.3%
Households reporting rent or mortgage payments place moderate or heavy financial stress on household finances <sup>3</sup>	54%	NA
People living with a disability <sup>4</sup>	5.7%	4.9%
People with low English proficiency <sup>5</sup>	6.2%	4.7%
People who did not finish Year 12 or equivalent <sup>5</sup>	39%	27%
Households without internet <sup>5</sup>	14%	10%
Young people neither earning or learning at ages 15 to 24. <sup>4</sup>	14.3%	12.7

Sources: 1: id 2017, 2: Council Annual Household Survey 2016, 4: Public Health Information Development 2017 derived from ABS census data, 5: ABS Census 2016

### Implications

- Loss of income and employment for already financially vulnerable households will set these households back further even after the pandemic is over.



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## 6.2 LIVEABLE NEIGHBOURHOODS

### ITEM 6.2.1 FOR DECISION - ADOPTION OF THE ROAD MANAGEMENT PLAN (2021)

<b>Attachments:</b>	<b>1</b>	<b>Road Management Plan (2021)</b> <a href="#">↓</a>
	<b>2</b>	<b>Road Management Plan (2021) - Tracked Changes</b> <a href="#">↓</a>
	<b>3</b>	<b>Intervention Levels and Inspection Frequency - Tracked Changes</b> <a href="#">↓</a>

**Responsible Officer:** Acting Director Infrastructure & Environment

**Author:** Senior Infrastructure Engineer

### RECOMMENDATION SUMMARY

That Council resolve to:

1. Adopt the Road Management Plan (2021).
2. Advertise Council's adoption of the Road Management Plan (2021) in the Victorian Government Gazette, The Age, the Whittlesea Review and the Northern Star Weekly.
3. Provide a copy of the Road Management Plan (2021) on the City of Whittlesea website – [www.whittlesea.vic.gov.au](http://www.whittlesea.vic.gov.au).

### BRIEF OVERVIEW

Council is required to update its Road Management Plan (the Plan) in accordance with the Road Management Act 2004. The current review of the plan commenced in August 2020 and concluded with the public exhibition of the Plan.

### RATIONALE FOR RECOMMENDATION

The Road Management Plan sets the maintenance frequency for local roads and identifies when Council is required to undertake repairs to address faults in our footpath and road network.

The current Road Management Plan was prepared in accordance with guidance provided in the Code of Practice for Road Management Plans. Its contents have been reviewed and updated where required to match current industrial trends and standards.

### IMPACTS OF RECOMMENDATION

Should Council adopt the Road Management Plan (2021), Council will be obliged to meet the standards of operations detailed within the Plan.

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

A strategic review of Council's operations is in progress which will identify the resources necessary to deliver the maintenance and operations services and ensure ongoing compliance with the new Plan.

**REPORT****BACKGROUND**

The Road Management Act 2004 (the Act) has established a statutory framework for the management of public roads. The Act applies to road authorities including the City of Whittlesea. The Road Management Plan (the Plan) is made in accordance with the Act and its purpose is:

- (a) To establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources, and*
- (b) To set the relevant standard in relation to the discharge of duties in the performance of those road management functions.*

The Plan sets the maintenance frequency for local roads and identifies when Council is required to undertake repairs to address faults in our footpath and road network. The maintenance of a safe road and footpath network and availability of resources are the primary considerations for setting the hazard and defect intervention levels.

Council at its meeting dated 4 November 2020 endorsed the draft Road Management Plan (2021) for the purposes of allowing public exhibition and consultation in accordance with the Local Government Act 1989.

***Road Management Plan (2021)***

The Road Management Plan (2021) was prepared in accordance with the Code of Practice for Road Management Plans. Its contents are arranged in six sections and one appendix, as detailed below:

- Introduction  
Outlines the purpose, objectives, key stakeholders, duty of road users, and how it relates with the Community Plan and Asset Management Policy.
- Road Asset Description  
Provides descriptions of the types of road infrastructure.
- Road Infrastructure Hierarchy  
Provides hierarchy classification of road infrastructure relevant to setting performance standards.
- Performance Standards  
Specifies the performance standards to 'inspect, maintain and repair' public roads. This is the core part of the plan which defines the timelines of Council tasks. This section is often considered in any civil liability claims against Council relating to road or footpath conditions.
- Management System  
Outlines the current management system and what is required to be established to help discharge Council's duty to 'inspect, maintain and repair' public roads.
- Review of Road Management Plan  
Schedules the next review.

A copy of the Plan is provided (*Attachment 1*) along with a tracked changes Plan (*Attachment 2*) which shows the changes between the 2017 and 2021 versions.

## PROPOSAL

### ***Amendments to the Force Majeure***

Section 1.7: Force Majeure has been revised following a recent legal review. The intent of the revised Section 1.7: Suspension of Road Management Plan importantly remains the same, however minor terminology and wording changes were required to meet the latest legal mandates and precedents.

### ***Proposed Changes to Performance Standards***

A suite of amendments were made to the performance standards and intervention levels in the Road Management Plan (2021). Some of these changes propose to extend timeframes and expand levels of intervention in alignment with similar, northern metropolitan municipalities, however most changes propose to tighten timeframes and reduce defect tolerances (*Attachment 3*).

All the proposed changes consider current trends and industry benchmarks. The City of Whittlesea's performance standards were reviewed against northern metropolitan municipalities and differences were evaluated by Council Officers to determine Council's exposure to risk.

Importantly, all proposed changes incorporate feedback from the Municipal Association of Victoria and Council's Insurer, who undertook their own independent benchmarking exercise across the State.

### ***Schedule the Next Review***

The Plan dictates that the next Road Management Plan review must commence by 1 August 2024 and be completed by 30 June 2025 unless otherwise directed by the relevant Road Minister or directed by the Council and Chief Executive Officer.

## CONSULTATION

All Victorian councils are required by the Local Government Act 1989 to place their Road Management Plan on public exhibition for feedback for a period of no less than 28 days. Given the impacts of COVID-19, this consultation period was extended to 42 days to ensure all interested community members had an opportunity to provide comment on the proposed Plan.

### ***Committee of Council***

Public notices advising of the review of the Plan were placed in the Government Gazette, The Age, the Whittlesea Review and the Northern Star Weekly in the week commencing 11 January 2021. As no submissions were received during this process, the appointed Committee of Council were advised that there was no requirement for the Committee to meet.

### ***Public Advertisement on Revised Plan***

A public notice advising of the adoption of the new Plan is required to be placed in a daily circulating newspaper and the Government Gazette. It is proposed to advertise the adopted Plan in the Government Gazette, The Age, the Whittlesea Review and the Northern Star Weekly in the week commencing 14 June 2021.

## CRITICAL DATES

The Road Management Plan review process must be completed by 30 June 2021.

## FINANCIAL IMPLICATIONS

It is anticipated that there will be financial implications associated with the proposed changes to inspection frequencies, intervention levels and response times and it is forecast that the current level of resourcing (plant, equipment, and labour) will need to increase to align with the obligations set out in the Plan.

A strategic review of Council's operations is in progress which will identify the resources necessary to deliver the maintenance and operations services and ensure ongoing compliance with the new Plan.

## POLICY STRATEGY AND LEGISLATION

The review of the Road Management Plan aligns with the following policy, strategy and legislation:

- *Road Management Act 2004*
  - Division 5 regarding development of a Road Management Plan
- *Local Government Act 2020*
  - Section 55 regarding community engagement
- *Whittlesea 2040*
  - Connected Community: a healthy and safe community
  - Liveable Neighbourhoods: smart, connected transport network
- *Road Management Plan 2017*
  - Section 6 regarding review of the Plan

## LINK TO STRATEGIC RISKS

**Strategic Risk** *Life Cycle Asset Management - Failure to effectively plan for the construction, on-going maintenance and renewal of Council's assets*

The Road Management Plan (2021) is an essential document that sets the inspection frequency, intervention levels and maintenance response timeframes for Council's local road and footpath network.

## LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

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

The Plan sets out the maintenance frequency for local roads and identifies when Council is required to undertake repairs to address faults in its footpath and road network. These repairs are required to preserve the asset in a state of utility to facility a smart, connected transport network.

Updating the Plan will improve the infrastructure maintenance regime to align with current industrial trends and standards.

## DECLARATIONS OF CONFLICTS OF INTEREST

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

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



**CONCLUSION**

The draft Road Management Plan (2021) has been reviewed and updated where required to match current industrial trends and standards. The review incorporates feedback from the Municipal Association of Victoria and Council's Insurer and considers legal advice to meet the latest legal mandates and precedents.

The finalised plan is proposed for adoption by Council and will subsequently be advertised in the Government Gazette, The Age, the Whittlesea Review and the Northern Star Weekly in the week commencing 14 June 2021.

**RECOMMENDATION**

**THAT Council resolve to:**

1. **Adopt the Road Management Plan (2021).**
2. **Advertise Council's adoption of the Road Management Plan (2021) in the Victorian Government Gazette, The Age, the Whittlesea Review and the Northern Star Weekly.**
3. **Provide a copy of the Road Management Plan (2021) on the City of Whittlesea website – [www.whittlesea.vic.gov.au](http://www.whittlesea.vic.gov.au).**

**COUNCIL RESOLUTION**

**MOVED:** *Administrator Eddy*  
**SECONDED:** *Chair of Council Wilson*

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

**CARRIED**





# Road Management Plan

1 June 2021

*A place for all*



## Acknowledgement of Traditional Owners

The City of Whittlesea recognises the rich Aboriginal heritage of this country and acknowledges the Wurundjeri Willum Clam as the traditional owners of this place.

We acknowledge and respect their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

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## Document Control

Amendment Date	Scope of Amendment	Authorised By
June 2021	Amended and updated	Manager Maintenance and Operations
June 2017	Amended and updated	Manager City Design and Transport
May 2013	Amended and updated	Manager Engineering and Transportation
June 2009	Amended and updated	Manager Engineering Services
November 2005	Amended and updated	Manager Engineering Services
December 2004	First published	Manager Engineering Services

Certified by –  
Debbie Wood  
Director Infrastructure and Environment, City of Whittlesea

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## 1 Introduction

The Road Management Act 2004 (the “Act”) has established a statutory framework for the management of public roads in Victoria. The Act applies to road authorities including the City of Whittlesea.

Under Part 4, Division 5 of the Act, Council elected to make a Road Management Plan in accordance with the Code of Practice for Road Management Plans (1 October 2004).

### 1.1 Purpose of Plan

The purpose of this Road Management Plan (the “Plan”) is to ensure Council has in place a plan that helps Council to achieve the following objectives:

1. Ensure that a safe and efficient network of municipal public roads is provided primarily for travel and transport.
2. Meet the statutory requirements of the Road Management Act Section 50, Road Management Regulations (the “Regulations”) and relevant Ministerial Code of Practice (the “Codes”).
3. Provide a structure for a road asset management system which will ensure that the public roads in the municipality:
  - Are capable of functioning as they were built to function; and
  - Continue to meet the needs and expectations of the community and other key stakeholders.
4. Within that structure, advance Council’s asset management practice that is to achieve the strategic objectives of Council’s *Whittlesea 2040: A Place For All* and the objectives of Council’s Asset Management Policy.
5. Adhere to good practice of achieving an appropriate level of road maintenance, inspections and servicing.

### 1.2 How to Achieve the Plan’s Objectives

To achieve the above stated objectives, this Plan provides details in the following key management areas that are central to Council’s role as the road authority for municipal public roads:

- a) Provide descriptions of the types of road and road-related infrastructure assets covered including assets not covered. The details are in Section 2, Road Asset Description;
- b) Set up a road and pathway hierarchy classification to facilitate the setting of performance standards. The details are in Section 3, Road Infrastructure Hierarchy;
- c) Set relevant performance standards to help with the discharge of Council’s duties. The details are in Section 4, Performance Standards; and

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- d) Set details of the management system to be implemented to help with the discharge of Council's duties. Please refer to Section 5, Management System.

### 1.3 Stakeholders

Stakeholders who will be affected by this Road Management Plan in the City of Whittlesea include:

- The community - ratepayers, residents, business, industry, education.
- Road users such as pedestrians, bicyclists, motorcyclists, public transport passengers and vehicle drivers and passengers.
- Transport service providers - transport operators, bus operators and service providers supporting the delivery of transport service.
- Emergency services.
- Utilities such as water, sewerage, drainage, gas, electricity, telephone, telecommunications, cable TV, pipeline and other like services under the authority of an Act of Victoria or the Commonwealth.
- Land and property developers and their respective consultants and contractors.
- Road authorities/agencies of State and Federal governments.
- Other road authorities such as neighbour Councils, Department of Sustainability and Environment, Parks Victoria, Melbourne Water Corporation, Country Fire Authority, etc.
- Private road owners such as farms, business, industry, body corporate.
- Federal and State government departments and agencies.
- Special interest groups such as RACV, ratepayer associations, Chambers of Commerce, industry-representing bodies and like community groups.
- Elected representatives.
- Council staff and consultants and contractors.

### 1.4 Duty of Road Users

Whilst Council has certain duties and responsibilities, this Plan is predicated on the basis that the road users also have certain obligations and responsibilities including but not limited to; keeping a proper lookout and exercising due care for their own safety, to drive safely according to the prevailing conditions, to have regard to the rights of other road users, the community and infrastructure managers, and to avoid damaging infrastructure.

The roles and responsibilities of road users are outlined under the following documents:

- Section 17A, Road Safety Act 1986 (or as amended); and
- General Municipal Law, City of Whittlesea.

A copy of the General Municipal Law is available from Council's web site at [www.whittlesea.vic.gov.au](http://www.whittlesea.vic.gov.au) under About Us > Local laws and legislation > Whittlesea local laws.



### 1.5 Relationship with Budget

The annual budget has been developed within an overall financial planning framework that guides Council in identifying community needs and expectations over the short, medium and long term. In preparing the annual Budget, funding requirements for each year are linked with the objectives contained in the *Whittlesea 2040: A Place for All*.

In relation to road and road-related infrastructure assets that provide road transport service, Council recognises the importance of balancing appropriate performance standards with what the communities are able to afford and sustain. In balancing the funding level for the inspection, maintenance, repairs, upkeep, rehabilitation and renewal of road and road-related infrastructure assets, Council gives regards to the following key considerations:

- Its role and obligations under the Road Management Act 2004;
- Preservation of existing assets in an appropriate and safe working condition;
- Ability to acquire additional infrastructure assets to serve new growth;
- Market constraints in staffing, plant and equipment, building materials and contractors; and
- Budget / financial constraints.

The performance standards set in Section 4 of this Plan reflects such balance.

### 1.6 Relationship with Council Plan and Asset Management Policy

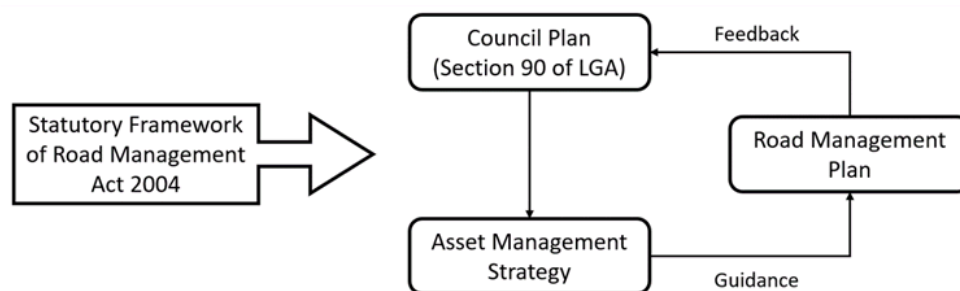
*Whittlesea 2040: A Place For All* is the “Council Plan” for the purpose of Section 90 of the Local Government Act 2020, which states that ‘*Every resident is able to get where they need to go with ease*’. It is available to the public on Council’s web site [www.whittlesea.vic.gov.au](http://www.whittlesea.vic.gov.au).

In addition, Council’s *Asset Management Strategy*, which provides guiding principles to achieve the following objectives in the management of assets used for providing services:



- 1) Promote effective and efficient service delivery outcomes via asset management;
- 2) Promote the safe and responsible use of assets;
- 3) Recognise that the costs of operation, maintenance and renewal of assets require an appropriate funding base;
- 4) Provide assets for present service delivery needs while sustaining resources for future communities; and
- 5) Support the strategic objectives of Council's Community Plan and other objectives of social planning and service strategies of Council.

**Diagram 1.1** below outlines the 'full circle' relationship of *Whittlesea 2040: A Place For All*, Council's Asset Management Strategy and Council's Road Management Plan, operating within the statutory framework of the Act.



**Diagram 1.1 – Council Plan, Asset Management Strategy and Road Management Plan**

Further to the Council Plan and Asset Management Strategy, are other strategic documents and policies that support and guide some of the objectives and implementation of the Plan.

Council documents such as the Whittlesea Bicycle Plan 2016 consider the maintenance objectives in the Plan in the context of cycling and active travel and include action items that relate to the Plan. These action items work to close the feedback loop and ensure the performance standards being implemented are adequate in maintaining a high quality bicycle network.

Other Council and external policies and strategies which help guide the Plan are mentioned throughout and referenced in the Referenced Documents.



### 1.7 Suspension of Road Management Plan

Council will implement the Plan as from the date of its adoption. However, if exceptional circumstances arise, Council may suspend the Plan (either in whole or part) for the duration of those circumstances.

Exceptional circumstances could include (without limitation) matters such as natural disasters, fires, floods, health pandemics, unavailability of Council staff or suitably qualified contractors, or other resourcing limitations.

#### 1.7.1 CEO Decides on Suspension and Reinstatement of Plan

Council's Chief Executive Officer (CEO) has the responsibility to decide whether to suspend, or reinstate, the Plan. Either the whole Plan, or specified aspects of it, can be suspended or reinstated, as determined by the CEO.

In determining whether the Plan should be suspended or reinstated, the CEO should consider (among other things) the principles in section 83 of the *Wrongs Act 1958* (Vic), and any advice or recommendations from Responsible or Senior Officers. The CEO is not obliged to act in accordance with any such recommendations or advice, and such recommendations or advice are not preconditions to the CEO's determinations.

Upon resolving to suspend or reinstate the Plan (as the case may be), the CEO must advise the Senior Officer in writing of the date of the suspension or reinstatement.

#### 1.7.2 Responsible and Senior Officers May Recommend Suspension and Reinstatement of Plan

In this clause:

- a. Responsible Officer means any Council officer with responsibilities related to activities covered by the Plan (for example, the Manager Maintenance and Operations, or Senior Infrastructure Engineer);
- b. Senior Officer means the senior Council officer for the time being with responsibility for implementing and overseeing the Plan (which at the date of adoption of this Plan is the Director of Infrastructure and Environment).

If a Responsible Officer considers that circumstances have arisen which may, or will, affect Council's capacity to comply with the Plan, the Responsible Officer should make a recommendation as follows:





1. The Responsible Officer should advise Council's Senior Officer of the circumstances, and any recommendation.
2. If a Senior Officer determines that the circumstances will affect Council's capacity to comply with the Plan, the Senior Officer must notify the CEO of the Senior Officer's determination together with any recommendations.
3. Where the Senior Officer receives written notification from the CEO that the Plan is or will be suspended, the Senior Officer shall cause a notice of the suspension to be posted on Council's website and social media channels.
4. Where the Senior Officer receives written notification from the CEO that the Plan is being reinstated, the Senior Officer shall cause the notice of suspension to be removed as from the date of reinstatement.
5. Where the Plan has been suspended in accordance with a recommendation of the Senior Officer, the Senior Officer shall notify the CEO of the cessation of the circumstances referenced in the recommendation.

## 2 Road Asset Description

This section provides the details of road infrastructure and road-related infrastructure assets that are being covered under this Road Management Plan. It also outlines asset not covered under this Plan.

### 2.1 Overview

The Municipality covers an area of approximately 490 square kilometres with a population of approximately 223,600 people. The City's population is expected to reach 383,600 by the year 2040.

The local network of public roads is expanding through the subdivision of land. For the financial year 2019/2020, the local road network had grown by about 8.4 percent. The key measurements are:

- 1,409 kilometres of public roads (urban and rural, sealed and unsealed roads);
- 1,123 kilometres of pathways (constructed footpath, bicycle path and shared path);
- 82 bridges and major culverts; and
- 2,195 kilometres of kerb and channel.

For the year ended 30 June 2020, the Total Replacement Cost is estimated at \$1.741 billion and the Depreciated Replacement Cost (DRC) is \$1.380 billion.

### 2.2 Assets covered

The road and road-related infrastructure assets covered in this Plan are as outlined in the Act.



A copy of the Road Management Act 2004 can be found on the Victorian State Government website at [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au) > Victorian Law Today.

### 2.3 Assets not covered

This Plan does not cover the following assets:

- Road and road-related infrastructure assets that are the responsibilities of other road authorities, utilities and/or other infrastructure managers. For example, Department of Transport (formerly VicRoads), Department of Environment, Land, Water and Planning, Parks Victoria, Melbourne Water Corporation and the like;
- Road, road-related and non-road infrastructure assets owned, managed and/or operated by private organisations, on private land or which interface on public land or within road reserves. Such private organisations would include shopping centres, educational institutions, body corporate subdivisions and the like;
- Non-road infrastructure in, on, under or over a municipal public road, which is the responsibility of other organisations. Non-road infrastructure would include gas pipes, water pipes, sewerage pipes, stormwater pipes, pits, electricity poles, cables, tram wires, rail infrastructure, bus shelters, public telephones, mail boxes, roadside furniture and fences erected by utilities;
- Subdivisional roads under construction and prior to the date the road became a public road;
- Assets such as vehicle crossings (also known as cross-overs, driveway crossings, driveways), pathways and house drains in road reserves that provide services to land and properties abutting a road. The owner, occupier, manager or operator of such asset is responsible for the condition and maintenance of that asset;
- Pathways that have not been constructed by a responsible road authority, e.g. unconstructed pathways such as a foot (human or animal) trodden pathways;
- Roadways that have not been constructed by a responsible road authority, e.g. an unconstructed track such as a vehicle or motorcycle trodden roadway;
- Fire priority roads to be maintained by notification in accordance with Appendix D of City of Whittlesea, Municipal Fire Management Plan 2020-2023 and any corresponding updates.
- Temporary road signs used in road works; and
- Any other road, road-related or non-road infrastructure asset not listed in the Section 2.2, "Assets covered" or not listed in the Register of Public Roads.

### 2.4 Register of Public Roads

Council keeps a copy of the Register of Public Roads (the "Register") in accordance with Section 19 of the Act. The Register is updated every six months (or as required) and lists





all the roads, for which Council is the coordinating and / or the responsible road authority, including details specified in Schedule 1 of the Act.

A copy of the Register is available for inspection at Council's municipal office, located at 25 Ferres Boulevard, South Morang (Melway Ref 183 A10).

The Register of Public Roads includes the following information:

- The name of each public road or, if unnamed, an identifiable description;
- Classification of the public road in accordance with road hierarchy classification outlined in Section 3;
- If a road becomes a public road after 1 July 2004, the date on which the road became a public road;
- If a public road ceases to be a public road, the date on which the road ceased to be a public road;
- Further description, such as road segments details, where Council considers appropriate;
- The name of Responsible Road Authority; and
- Any ancillary areas designated under Section 18 of the Act.

In addition, the Register includes information in relation to:

- Arterial roads in respect of which Department of Transport (formerly VicRoads) is the Coordinating Road Authority;
- Road management clarification – public roads, non-public roads and structures in respect of which the Council seeks to clarify the road management responsibility;
- Melbourne Water Corporation's structures (e.g. bridge or culvert over aqueduct) which form part of public roads, in respect of which the Council and Melbourne Water Corporation have separate road management responsibilities;
- Ancillary areas which contain public access roads, car parks, footpaths, shared footways and off-road bicycle paths;
- Discontinuance of Roads;
- Demarcation arrangements under which the boundaries of a public road and/or ancillary area is fixed or varied;
- Management arrangements, made in accordance with section 15 of the Act, under which road management functions in respect of any part of a public road and/or ancillary area is transferred or delegated to or from the City of Whittlesea, in relation to other road authorities;
- Pathway (footpath, bicycle path and shared path) which have been classified with Pathway Hierarchy 1 and 2; and



- Private roads in respect of which a body such as a body corporate, university, company and the like, is responsible to ensure the private road is safe for its users.

Roads that will not be included in the Register are:

- Unused or leased roads for which the Council has not accepted responsibility; and
- Roads set out on plans of subdivision, until such time as the Council accepts responsibility for those roads.

In respect to a road, which Council acquired as a result of subdivision development, Council becomes the Co-ordinating and Responsible Road Authority from the date the road became a public road, which is normally the Date of Practical Completion unless otherwise stated.

## 2.5 Municipal Road Map

The Municipal Road Map is stored on the Council's Geographic Information System and is updated as new public roads are added. It shows the locations of all the roads listed in the Register of Public Roads with the following information:

- Road segment ID No.;
- Road names;
- Road segments;
- Road hierarchy classifications; and
- Pathway hierarchy classifications.

The Municipal Road Map may be viewed at Council's municipal office located at Ferres Boulevard, South Morang (Melway Ref 183 A10).

## 2.6 Principles

In deciding which road is a municipal public road, Council will consider the following principles and situations:

1. Whether an area of land is a "public road" according to the following matters and reasonably required for public use:
  - The City of Whittlesea is capable of being both the coordinating road authority and the responsible road authority;
  - Road infrastructure exists on that area of land;
  - There is no restriction to public use;
  - The land is not under title to or managed by a body corporate as part of an estate; and
  - The land is deemed to be an ancillary area to an adjacent public road.



2. The need for establishment of a through-road in line with the definitions for link, collector and access road classifications.
3. The need to have access facility between adjoining land and a road reserve, via a link, collector or access road.
4. There is no need to unnecessarily continue multiple points of access to isolated properties.
5. Some road reserves may not be needed for access and could be closed.
6. Some existing roads, which provide unnecessary duplication of access, may be considered for closure.
7. The standard of construction of a road and who should pay for any road upgrade (if this is required or requested) is a separate issue from whether the road is required as a municipal public road.
8. Where roads, or road segments, do not service ratable property and are not Link or Collector roads then Council may elect not to place these roads on the Register or carry out maintenance works on them. However, Council may agree to carry out works under agreement or contract to another Coordinating Road Authority for such roads or road segments.
9. The ownership of the land on which a road is constructed does not affect whether the road may be considered as a municipal public road in the following circumstances:
  - Crown road reserve;
  - Crown land not on a road reserve;
  - Crown reserve; and
  - Municipal reserve.
10. Residual land of a completed subdivision where the title has not yet transferred to the City of Whittlesea (generally applies to subdivisions completed prior to 1989).
11. Further to Item 8 (above), private ownership of land in the cases of commercial, industrial or residential land (including by a body corporate) would not have municipal public roads on such land unless special circumstances apply, such as in the case of through roads.
12. Demarcation guidelines as set out in the Code of Practice for Operational Responsibility for Public Roads.

## **2.7 Demarcation and Agreements with other Authorities**

Demarcations refer to the boundaries of a public road (points of transfer) where the City of Whittlesea assumes responsibility, or relinquishes responsibility, for its care and maintenance.

The Register of Public Roads contains the agreed demarcations between the City of Whittlesea and other authorities; including Department of Transport (formerly



VicRoads), adjoining municipalities, Department of Sustainability and Environment, Parks Victoria, Melbourne Water Corporation, and public transport operators.

Specific information regarding the interface of road authorities is available in the *Road Management Act Code of Practice – Operational Responsibility for Public Roads*.

The Register also defines the general demarcations between private assets and Council assets. Where the City of Whittlesea enters into an arrangement with another organisation to carry out works on other public roads, the responsibility of the City of Whittlesea is limited to the terms of that agreement.

**Diagram 2.1** outlines the “tests” used to help determine who is responsible for a road. Where it is a public road, that body becomes the coordinating road authority.

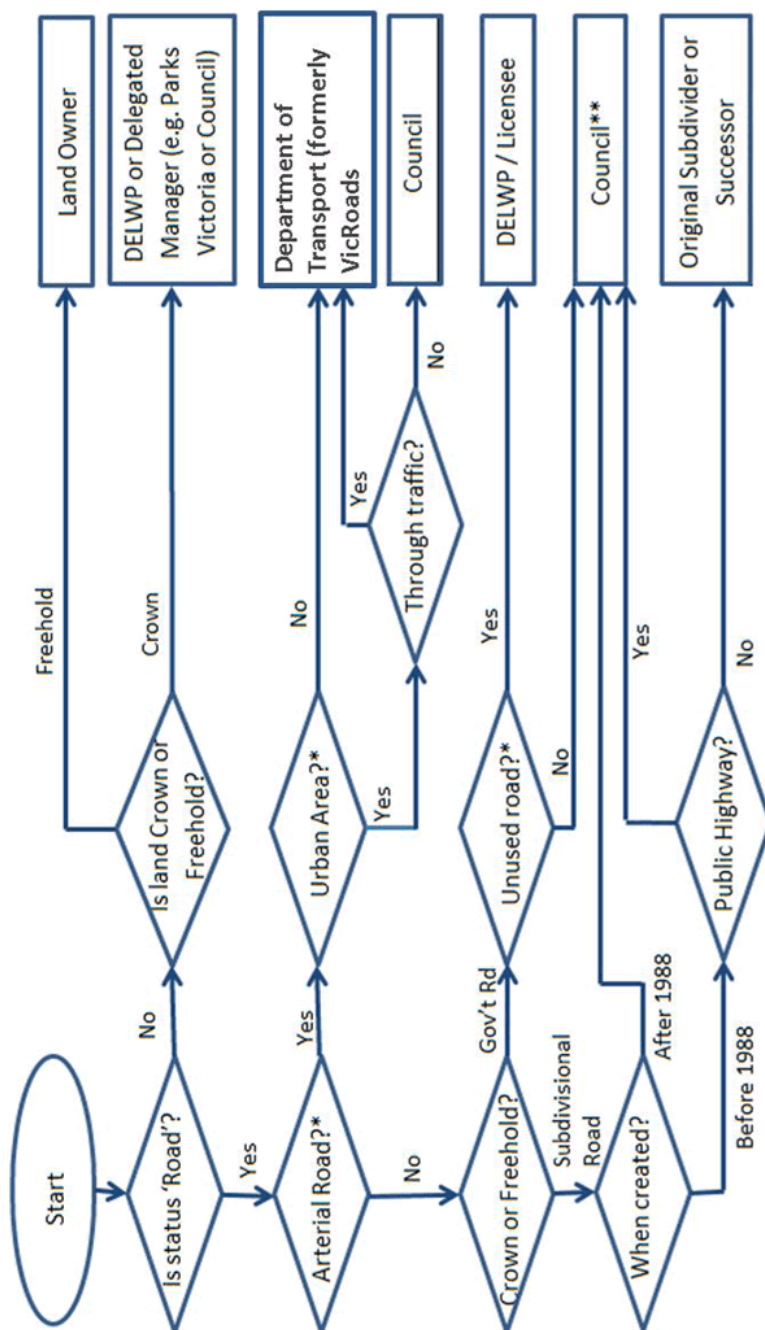


Diagram 2.1 – Road Responsibility

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### 3 Road Infrastructure Hierarchy

This section describes the hierarchy classification adopted in this Plan. A hierarchy classification for roads and pathways assists in determining relevant performance standards for key maintenance areas such as inspection, maintenance, repairs and intervention levels. It also assists in other management activities such as allocating resources and specifying design and construction standards.

Classification of a road as a freeway or an arterial road is declared by VicRoads (DoT) in accordance with Section 14 of the Act. VicRoads (DoT) is both the coordinating road authority and the responsible road authority for freeways and arterial roads. Arterial roads include roads formerly known as State Highways or Declared Main Roads.

#### 3.1 Road Hierarchy

A hierarchy classification is used to group roads and pathways based on the service levels that they provide in a road transport network. The hierarchy system considers service requirements such as traffic (vehicular and pedestrian) volumes, safety speed, riding quality and pavement durability.

For municipal public roads, a three-tier hierarchy classification has been adopted. Roads are classified as Link, Collector or Access.

##### (1) Link road

Roads of this classification provide linkages between places and arterial road network; or linkages among places. Examples of places are township, suburb, shopping precinct, major sporting venue, industrial area, agricultural area, tourist attraction and any places of interest. This type of road has an identifiable origin and destination. In general, a Link road gets its traffic from multiple Collector roads.

##### (2) Collector road

Roads of this classification primarily provide a route between and through residential, industrial, commercial and agricultural areas. They convey traffic from Access roads to the Link road and/or Arterial roads.

##### (3) Access road

Roads of this classification includes a road, service road, street, court, laneway or extended driveway, which primarily provide direct access for abutting residential, industrial, commercial and rural properties. They 'feed' traffic to Link, Collector or Arterial roads. There is minor to no through traffic in Access road.

Sub-classifications of Links, Collectors and Access are based on their respective traffic volumes, and physical attributes such as: service road, court, through road, right of way



(ROW) or 'extended driveway' that provides access to two or more properties. Further details of sub-classifications are provided in Register of Public Roads.

The road hierarchy adopted for municipal public roads is summarised in the following **Table 3.1**.

Table 3.1 Road Hierarchy		
COORDINATING ROAD AUTHORITY	ROAD TYPE	HIERARCHY CLASSIFICATION
Department of Transport (formerly VicRoads)	Freeways	Refer to VicRoads Road Management Plan (April 2014)
	Arterial roads	
City of Whittlesea	Municipal public roads	Link road
		Collector road
		Access road
DELWP, Parks Victoria, Melbourne Water, etc.	Other State roads	Not applicable





### 3.2 Pathway Hierarchy

A pathway hierarchy classification is different to that adopted for the roadway. The pathway hierarchy classification gives regards to the anticipated volumes of pedestrians, for example, in the vicinity of a public transport interchange, and busy shopping centres.

The following pathway hierarchy, **Table 3.2**, has been adopted to assist in setting performance standards in terms of inspection, maintenance, intervention levels and repairs.

Table 3.2 Pathway Hierarchy		
PATHWAY HIERARCHY	PEDESTRIAN ENVIRONMENT	PEDESTRIAN SERVICE LEVEL
1	(a) Shopping areas (b) Council paths in the streets around – <ul style="list-style-type: none"> <li>▪ Epping Plaza shopping centre</li> <li>▪ Plenty Valley shopping centre, South Morang</li> <li>▪ Lalor Shops</li> <li>▪ Thomastown Shopping precinct</li> <li>▪ Aurora Shopping Precinct</li> <li>▪ Lyndarum Shopping Precinct</li> <li>▪ Bundoora Shopping</li> <li>▪ University Hill Shopping Centre</li> <li>▪ Etc.</li> </ul> (c) Council paths around public transport interchanges at: <ul style="list-style-type: none"> <li>▪ Epping Railway Station</li> <li>▪ Lalor Railway Station</li> <li>▪ Thomastown Railway Station</li> <li>▪ Keon Park Railway Station</li> <li>▪ South Morang Railway Station</li> <li>▪ Middle Gorge Railway Station</li> <li>▪ Mernda Railway Station</li> <li>▪ Plenty Road Tram Terminus at McKimmies Road</li> </ul>	High
2	All other areas	Low
<i>Note: For pathways of classification Pathway Hierarchy 1, please refer to the maps included in the Register of Public Roads.</i>		



## 4 Performance Standards

In this Section, Council sets the performance standards for the following operational functions in roads and pathways:

- Defect Inspection;
- Condition inspection;
- Defect intervention levels;
- Emergency response time; and
- Defects exceeding intervention level response time.

### 4.1 Objectives

The objectives of setting performance standards:

1. To address public safety issues by ensuring any defects are within reasonable tolerance levels – achieved by regular Defect Inspections and being responsive to notification of defects and potential hazards by the public, including emergency situation like traffic crashes; and
2. To allow for long term planning of the management of road infrastructure assets – achieved by regular Condition Inspections that assist Council in the strategic planning and budgeting of the road assets to ensure best use and maximize their potential lifespan.

### 4.2 Defect and Condition Inspections

Performance standards for Defect Inspections are derived from balancing available resources. They are summarised in the following **Table 4.1** and **4.2**, respectively. These formal inspection processes are supplemented by inspections generated reactively through reports received from the public and through internal infrastructure maintenance programs.

Condition Inspections of Council's assets are generally carried out over a period of 4 years for the whole network. The purpose of these inspections is for long term planning and budgeting of major asset upgrades and to assess the effective lifespan of the assets. These inspections are not intended to identify specific defects as this is completed via the Defect and Reactive Inspections.



TABLE 4.1 PERFORMANCE STANDARDS FOR DEFECT INSPECTIONS ROADS		
Asset Hierarchy	Defect Inspection	
	Day Time	Night Time
Link	Every 4 weeks	Every 1 year
Collector	Every 12 weeks	Every 1 year
Access	Every 1 year	Not applicable

TABLE 4.2 PERFORMANCE STANDARDS FOR DEFECT INSPECTIONS PATHWAYS		
Asset Hierarchy	Defect Inspection	
	Day Time	Night Time
Hierarchy 1	6 monthly	Not applicable
Hierarchy 2	At intervals not exceeding two years	Not applicable

### 4.3 Emergency Response

The aim of Council's response to an emergency incident is to safeguard the public. This will be followed up with any necessary repairs.

An emergency situation is to include incidents such as bushfires, flooding, vehicle crashes, road wash away, damaged bridges, livestock on road, material spillage from large vehicles, etc.



Table 4.3. Performance standards for Emergency Response Times		
Asset Hierarchy	Response	Emergency Response Time
Roads		
Link	Inspect and provide appropriate warning or rectify if possible OR Provide appropriate warning and notification if asset is the responsibility of a utility, other road authority, private owner, or public transport provider	Within 2 hours of notification
Collector		Within 3 hours of notification
Access		Within 4 hours of notification
Pathways		
1	Inspect and provide appropriate warning or rectify if possible OR Provide appropriate warning and notification if asset is the responsibility of a utility, other road authority, private owner or public transport provider	Within 1 working day of notification
2		Within 1 working day of notification



#### 4.4 Defects Intervention Levels

Table 4.4 Defects Intervention Levels				
Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
SEALED PAVEMENT				
POTHLES	Potholes in traffic lane >300mm dia. and 50mm deep	Rectify within 7 days	Rectify within 10 days	Rectify within 28 days
WHEEL RUTS AND DEPRESSIONS	When ruts or depressions >25 mm depth measured with 1.2 m straightedge transverse, or under a 3 m straightedge longitudinal.	Rectify within 3 weeks	Rectify within 5 weeks	Rectify within 8 weeks
CRACKS Seal and fill cracks and joints, excluding “crocodile” cracking,	When cracks >30 mm width.	Rectify within 3 weeks	Rectify within 5 weeks	Rectify as resources come available
SURFACE TREATMENT – LOSS OF AGGREGATE, BLEEDING OR FLUSHING	When – (a) stripping has >50% loss of aggregate for an area >5 m²; (b) bleeding / flushing for an area >5 m²;	Rectify within 3 weeks	Rectify within 5 weeks	Rectify within 8 weeks
PAVEMENT CLEANING – REMOVAL OF DEBRIS	When accumulation of aggregate, dirt or debris over a 5 Square Metre area prevents the free drainage of the pavement.	Rectify within 8 weeks	Rectify within 8 weeks	Rectify within 8 weeks
EDGE BREAK	When edge break exceeds 75 mm laterally over at least a 1 m length from the nominal seal line.	Rectify within 2 weeks	Rectify within 4 weeks	Rectify within 8 weeks
SHOULDER				
UNSEALED SHOULDER - REPAIR	When drop off is > 50 mm depth measured over a 20 m length.	Rectify within 3 weeks	Rectify within 5 weeks	Rectify within 8 weeks

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Table 4.4 Defects Intervention Levels				
Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
<b>UNSEALED SHOULDER - REPAIR</b>	When potholes, scouring or roughness is >50 mm depth measured with a 1.2m straightedge, or when there is ponding of water.	Rectify within 4 weeks	Rectify within 8 weeks	Rectify within 8 weeks
<b>UNSEALED ROAD</b>				
<b>UNSEALED ROAD - REPAIR</b>	When potholes, scouring or roughness >100 mm depth measured with 1.2m straightedge.	Rectify within 4 weeks	Rectify within 5 weeks	Rectify within 10 weeks
	When continuous corrugations over 20 m exceeding 50 mm in depth.	Rectify within 5 weeks	Rectify within 5 weeks	Rectify within 16 weeks
<b>VEGETATION</b>				
<b>LONG GRASS AT ROADSIDE AREAS</b>	Grass length kept to an average 125 mm in urban roadside areas (a) 3 m behind the line of guideposts or kerb (and balance of median if remaining width is less than 5 m); (b) 30 m in advance of all road approaches and departures;	Rectify within 3 weeks for urban areas. Other areas slashed during the summer months for fire prevention	Rectify within 3 weeks for urban areas. Other areas slashed during the summer months for fire prevention	Rectify within 3 weeks for urban areas. Other areas slashed during the summer months for fire prevention
<b>INTRUSIVE TREES AND SHRUBS</b>	Cut and remove tree and shrub growth within roads, drains, clear zones, shoulders and verges to maintain – (a) a minimum 4.5 metres high	Rectify within 4 weeks	Rectify within 4 weeks	Rectify within 4 weeks

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Table 4.4 Defects Intervention Levels				
Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
	clearance over roads and shoulders for Declared Arterial Roads, Link and Collector roads and 4.0 metres for Access roads. (b) maintain clear lines of sight on rural roads for a distance of 1.0 metre behind the kerb line or, if there is no kerb, the outer edge of the road shoulder. (c) maintain vertical clearances of 2.5m over footpaths, walkways and nature strips.			
ROAD FURNITURE				
<b>SIGN REPAIR – DAMAGED OR DIRTY</b>	Replace when damage renders ineffective.  Clean sign and delineator faces when reflectivity is reduced due to accumulation of dirt.	Rectify all signage within 2 weeks	Rectify Warning and Regulatory Signs within 3 weeks. Others within 3 months	Rectify Warning and Regulatory Signs within 3 weeks. Others within 3 months
<b>DAMAGED GUARD FENCE AND WIRE ROPE SAFETY BARRIER</b>	Repair when damaged to such an extent that it has become ineffective	Rectify within 8 weeks	Rectify within 8 weeks	Rectify within 8 weeks
<b>SIGN AND LINE/PAVEMENT MARKINGS – WORN OR MISSING</b>	Signs and line/pavement markings which are not visible from 150m at night, on low beam.  Replace if missing.	Rectify within 4 weeks	Rectify within 4 weeks	Rectify within 12 weeks





Table 4.4 Defects Intervention Levels				
Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
<b>DAMAGED PEDESTRIAN SAFETY FENCING</b>	When integrity of fencing is not effective.	Rectify within 9 weeks	Rectify within 9 weeks	Rectify within 12 weeks
<b>STRUCTURE</b>				
<b>BRIDGE MAINTENANCE - CLEANING</b>	When any accumulation of materials causes interruption to the escape of drainage water, or the operation of expansion joints.	Rectify within 12 weeks	Rectify within 12 weeks	Rectify within 6 months
<b>BRIDGE MAINTENANCE – REPAIR OF PARAPETS</b>	When detected or made known.	Rectify within 12 weeks	Rectify within 12 weeks	Rectify within 6 months
<b>BRIDGE MAINTENANCE – REPAIRS NOT INCLUDED ABOVE</b>	As per bridge inspection program.	Refer to Bridge Inspection	Refer to Bridge Inspection	Refer to Bridge Inspection

Table 4.5 Defects in Pathways			
Defect Description	Defect Intervention Level	Defect Response Time	
		Pathway Hierarchy	
		1	2
<b>VERTICAL AND HORIZONTAL DISPLACEMENTS</b>	Pedestrian area with a step of >25mm or a crack with an opening >30mm	Rectify within 28 working days	Rectify within 3 months
<b>UNDULATIONS / DEPRESSIONS</b>	Pedestrian area – Rise or Depression >50 mm under 1.2 m straightedge.	Rectify within 5 weeks	Rectify within 3 months

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## 5 Management System

This section describes the 'management system' that facilitates Council to fulfil the role of a road authority. The 'management system' is a combination of people, equipment, communications, computer systems, performance standards, guidelines and procedures.

### 5.1 Computer Systems

The local road network is divided into road segments of manageable lengths for asset management purpose. It is a site-based approach and has been chosen because it can be easily understood by all stakeholders. Assets such as road pavement, kerb and channel, footpath, etc. are 'itemised' according to the road segment in which they are installed. The setup of computer systems, therefore, reflects this road segment approach.

### 5.2 Overview of Management System

The key feature of Council's 'management system' is to assist people through the use of technology and computer systems, in particular, helping officers to deliver service to the community within the statutory framework of the Road Management Act.

The following **Diagram 5.1** provides an overview of the 'management system' showing how people aided by computer systems interface. The diagram illustrates the workflows, information flows, interactions among customers and officers and how all of these processes are being aided by computer systems.

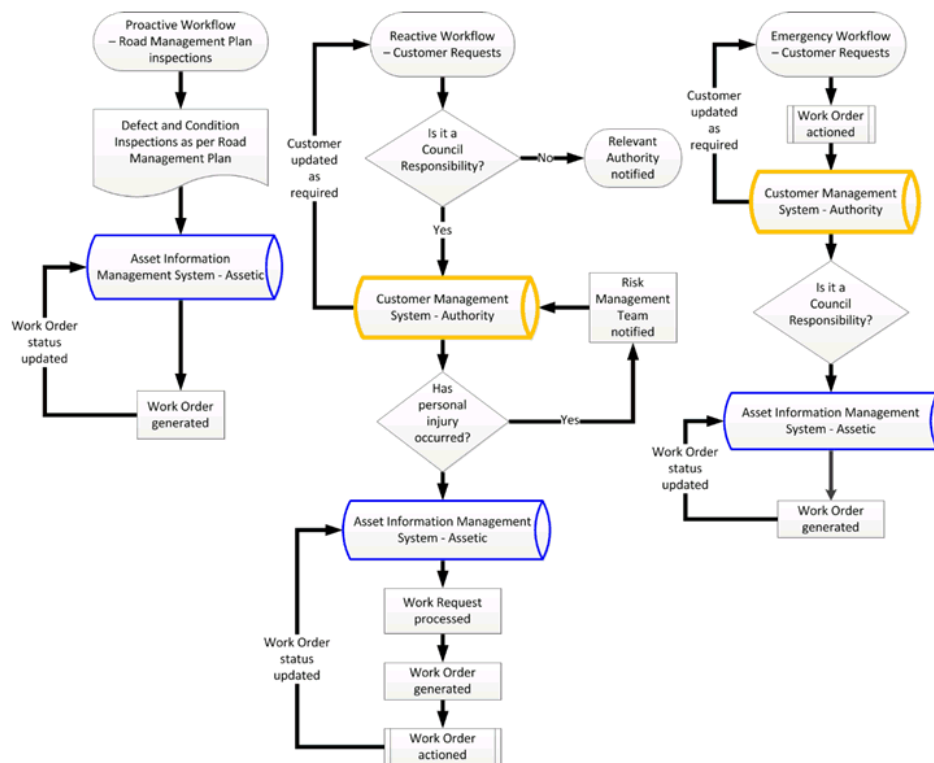


Diagram 5.1 – Overview of Management System

### 5.3 Managing Works within Road Reserve

Anyone who intends to conduct works within a road reserve must obtain consent from the Co-ordinating Road Authority, unless exempt under the Road Management (Works and Infrastructure) Regulations 2005, Version No. 004. In general, Council is the Co-ordinating Road Authority for all the public roads in the municipality.

To simplify the process for customers, Council uses the state-wide consent process. The process applies to everybody including, but not limited to – property owners, occupiers, tradesman, builders, contractors, developers, building surveyors, utility companies, fire authorities, water authorities, telecommunication carriers and road authorities.

More information about the consent process is contained in *A Guide to Working In the Road Reserve*, July 2015, jointly developed by VicRoads, Municipal Association of Victoria, Victorian Water and Energy Safe Victoria.



#### 5.3.1 Significant Roadsides

In the municipality, some roadsides are considered as Significant Roadside Areas. These are areas that contain significant native grass, flora and fauna that need protection. Such an area may be signed with “Significant Roadside Area” signs and/or “No Disturbance No Mowing” environmental markers.

Anyone who intends to conduct works within a Significant Roadside Area, must contact Council’s Environmental Planner. A planning permit may be required from City of Whittlesea to destroy, lop or remove any indigenous vegetation in a Significant Roadside Area.

Further information is available from Council’s City Design and Transport Department in relation to application for consent to conduct any works within a road reserve.

#### 5.4 Guidelines for Claims

Any person who wishes to commence legal proceedings in relation to an incident arising out of the condition of a public road or infrastructure for which Council is the responsible road authority, must follow the Claims Procedure specified in Part 6, Division 5 of The Act. **Diagram 5.4** below outlines the claim procedure for City of Whittlesea.

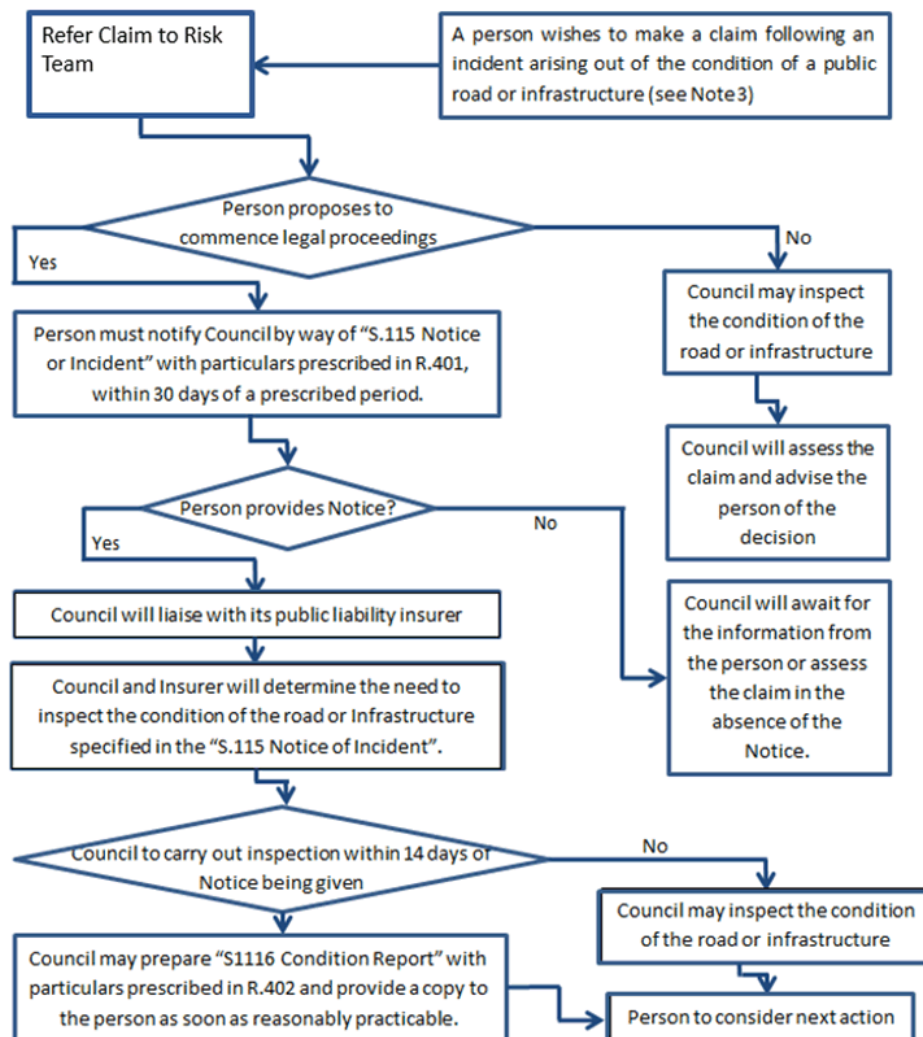


Diagram 5.4 – Claims Procedure

**Notes**

(1) S110, S115 and S116 mean Sections 110, 115 and 116 of the Road Management Act 2004.

(2) R401 and R402 mean Regulations 401 and 402 of the Road Management (General) Regulations 2016.

(3) If it is a property damage claim, Council is not liable for damage where the value is not greater than the Section 110 threshold amount.



## 6 Review of Road Management Plan

The next review of this Road Management Plan is scheduled to commence by 1 August 2024 and be completed by 30 June 2025, unless otherwise directed by the relevant Road Minister or directed by the Council and Chief Executive Officer.



## Referenced Documents

- Road Management Act 2004 (Version 059, incorporating amendments as at 6 April 2020).
- Road Management (General) Regulations 2016 (S.R. No. 11/2016, Version No. 002, incorporating amendments as at 1 January 2020).
- Road Management (Works and Infrastructure) Regulations 2015 (S.R. No. 61/2015, Version No. 001, authorized version as at 20 June 2015).
- Code of Practice for Operational Responsibility for Public Roads (published in Government Gazette, No. S 174 Tuesday 30 May 2017).
- Code of Practice for Clearways on Declared Arterial Roads (published in Government Gazette, No. S 202 Thursday 16 September 2004).
- Code of Practice for Road Management Plans (published in Government Gazette, No. S 201 Thursday 16 September 2004).
- Code of Practice for Management of Infrastructure in Road Reserves (published in Government Gazette, No. S 117 Thursday 28 April 2016).
- Code of Practice for Worksite Safety – Traffic Management (published in Government Gazette, No. S 351 Tuesday 31 August 2010).
- Road Safety Act 1986 (Version 175, incorporating amendments as at 12 April 2017).
- VicRoads, A Guide to Working In The Road Reserve, July 2015.
- City of Whittlesea, General Municipal Law No. 1 of 2014, Reprint No. 2 – October 2008, incorporating General (Amendment) Local Law No. 2 of 2008 and including Building Site Code (published in Government Gazette, No. G51 Thursday 20 December 2007 and No. G42 Thursday 16 October 2008).
- Whittlesea 2040: A Place for All Council Plan 2018-2022 (made for Section 90 of Local Government Act 2020).
- City of Whittlesea, Municipal Emergency Management Plan (made for Section 20 of the Emergency Management Act 1986).
- City of Whittlesea, Municipal Fire Management Plan 2020-2023 (made for Section 20 of the Emergency Management Act 1986; and deemed to fulfill Section 55A of the Country Fire Authority Act 1958).
- City of Whittlesea, Shire of Nillumbik, City of Banyule, Parks Victoria, Plenty Gorge Precinct Integrated Fire Prevention Strategy 2016-2020.
- City of Whittlesea, Asset Management Strategy 2018.
- City of Whittlesea, Register of Public Roads 2020 (or as amended).
- City of Whittlesea, Street Tree Management Plan 2016.
- Whittlesea Bicycle Plan 2016 (or as amended)

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## Appendix – Definitions

<b>access facility</b>	<p>means—</p> <p>(a) a physical means of entry or exit for vehicles between adjoining land and a road reserve -- example: a driveway on adjacent land; or</p> <p>(b) infrastructure on a road reserve which provides, or a part of roadway which facilitates, entry or exit for traffic between the access facility referred to in paragraph (a) and the roadway -- example: a driveway on adjoining land which extends into the road reserve to connect the driveway to the roadway or an acceleration or deceleration lane of a roadway which connects to an entry or exit to adjoining land.</p> <p>[Source: clause 2(7), schedule 2, Road Management Act 2004, Version No. 035, 5 December 2012]</p>
<b>ancillary area</b>	<p>means an area designated as ancillary area by the coordinating road authority under section 18 of the Road Management Act 2004.</p> <p>Example</p> <p>Any area which is a "park and ride" carpark, rest stop or scenic lookout could be designated as an ancillary area.</p> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
<b>arterial road</b>	<p>means a road which is declared to be an arterial road under section 14.</p> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p> <p>means a road which immediately before 1 July 2004 is declared as—</p> <ul style="list-style-type: none"> <li>(a) a forest road; or</li> <li>(b) a main road; or</li> <li>(c) a State highway; or</li> <li>(d) the King-Street Bridge; or</li> <li>(e) a tourists' road—</li> </ul> <p>is deemed to have been declared as an arterial road under Road Management Act 2004.</p> <p>[Source: clause 1(2), schedule 9, Road Management Act 2004, Version No. 035, 5 December 2012]</p>
<b>condition report</b>	<p>means a report of the inspection of the condition of any public road or infrastructure conducted by Council (as the responsible road authority) in response to a notice of incident prepared under section 115 of the Act. The inspection of condition must be carried out, and the corresponding condition report must be prepared, in accordance with section 116 of Road Management Act 2004 and Regulation 402 of Road Management (General) Regulations 2005.</p>



**coordinating road authority**

[Source: sections 115 and 116, Road Management Act 2004, Version No. 035; and Road Management (General) Regulations 2005, Version No. 004, 10 April 2013]

in relation to a road, means the road authority which has coordination functions as determined in accordance with section 36 of the Road Management Act 2004.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

in relation to Road Safety Act 1986 –  
coordinating road authority, for a road or road related area or highway (a Road Safety Act road), means the coordinating road authority (within the meaning of the Road Management Act 2004) for the road (within the meaning of that Act) that consists of or includes the Road Safety Act road.

[Source: Regulation 4, Road Safety (Traffic Management) Regulations 2009, Version No. 003, 19 December 2012]

**date of practical completion**

means—

in relation to AS4000-1997:

- (a) the date evidenced in a *certificate of practical completion* as the date upon which *practical completion* was reached; or
- (b) where another date is determined in any arbitration or litigation as the date upon which *practical completion* was reached, that other date.

[Source: sections 1, AS4000-1997, Australian Standard - General Conditions of Contract]

in relation to AS2124-1992:

- (a) the date certified by the Superintendent in a Certificate of Practical Completion issued pursuant to Clause 42.5, to be the date upon which Practical Completion was reached; or
- (b) where another date is determined in any arbitration or litigation as the date upon which Practical Completion was reached, that other date.

[Source: section 2, AS2124-1992, Australian Standard - General Conditions of Contract]

Also see "Practical Completion".

**defect**

means the visible or measurable evidence of failure or undesirable condition of a road or road-related infrastructure asset.

Example: pothole, damaged pit cover, damaged road safety barrier (guard rail). Defects below the stated intervention level are considered reasonable tolerable defects not requiring repair.

**emergency**

means, without limiting the generality of the foregoing—

- a) an earthquake, flood, wind-storm or other natural event; and

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	<ul style="list-style-type: none"> <li>b) a fire; and</li> <li>c) an explosion; and</li> <li>d) a road accident or any other accident; and</li> <li>e)</li> <li>f) a disruption to an essential service;</li> </ul>
<b>function</b>	<p>in relation to Part 6 Civil Liability of Road Management Act 2004</p> <p>—</p> <p>function includes a power, authority or duty.</p> <p>[Source: section 97, Road Management Act 2004, Version No. 035, 5 December 2012]</p>
<b>highway</b>	<p>means road or road related area.</p> <p>[Source: section 3(1), Road Safety Act 1986, Version No. 151, 30 March 2013]</p>
<b>infrastructure</b>	<p>means road infrastructure and non-road infrastructure.</p> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
<b>infrastructure manager</b>	<p>means—</p> <ul style="list-style-type: none"> <li>(a) in relation to road infrastructure, the responsible road authority under section 37; or</li> <li>(b) subject to section 3 and subsection (5), in relation to non-road infrastructure, the person or body that is responsible for the provision, installation, maintenance or operation of the non-road infrastructure.</li> </ul> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
<b>intervention level</b>	<p>in relation to asset maintenance and repairs, an intervention level is the point at which the magnitude of a defect (or defects) is considered to warrant some form of intervention action or treatment.</p>
<b>maintenance</b>	<p>the preservation of any road and infrastructure including execution of all works of any description required to keep the road or infrastructure in the state of utility determined in accordance with the Road Management Act.</p>
<b>municipal public road</b>	<p>means a municipal road which is also a public road within the meaning of section 17 of Road Management Act 2004. Also see “public road”.</p> <p>Also see “municipal road” and “public road”.</p>
<b>municipal road</b>	<p>means any road which is not a State road, including any road which —</p> <ul style="list-style-type: none"> <li>(a) is a road referred to in section 205 of the Local Government Act 1989; or</li> <li>(b) is a road declared by VicRoads to be a municipal road under section 14(1)(b): or</li> </ul>



	<p>(c) is part of a Crown Land reserve under the Crown Land (Reserves) Act 1978 and has the relevant municipal council as the committee of management.</p> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
<b>night</b>	<p>means the period between sunset on one day and sunrise on the next day.</p> <p>[Source: section 3(1), Road Safety Act 1986, Version No. 151, 30 March 2013]</p>
<b>non-road infrastructure</b>	<p>means infrastructure in, on, under or over a road which is not road infrastructure.</p> <p>Note: See the definition of "road infrastructure".</p> <p>Examples: Non-road infrastructure would include gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure (including boom gates, level crossings and tram safety zones), bus shelters, public telephones, mail boxes, roadside furniture and fences erected by utilities.</p> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
<b>pathway</b>	<p>means a footpath, bicycle path or other area constructed or developed by a responsible road authority for use by members of the public other than with a motor vehicle but does not include any path –</p> <ul style="list-style-type: none"> <li>(a) which has not been constructed by a responsible road authority; or</li> <li>(b) which connects to other land.</li> </ul> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
<b>practical completion</b>	<p>in relation to AS4000-1997 –</p> <p>means is that stage in the carrying out and completion of <i>WUC</i> (work under Contract) when:</p> <ul style="list-style-type: none"> <li>(a) <i>the Works</i> are complete except for minor <i>defects</i>:             <ul style="list-style-type: none"> <li>i. which do not prevent <i>the Works</i> from being reasonably capable of being used for their stated purpose;</li> <li>ii. which the <i>Superintendent</i> determines the <i>Contractor</i> has reasonable grounds for not promptly rectifying; and</li> <li>iii. the rectification of which will not prejudice the convenient use of <i>the Works</i>.</li> </ul> </li> <li>(b) those <i>tests</i> which are required by the <i>Contract</i> to be carried out and passed before <i>the Works</i> reach <i>practical completion</i> have been carried out and passed; and</li> <li>(c) documents and other information required under the <i>Contract</i> which, in <i>Superintendent's</i> opinion, are essential</li> </ul>



for the use, operation and maintenance of *the Works* have been supplied.

[Source: section 1, AS4000-1997, Australian Standard - General Conditions of Contract]

In relation to AS2124-1992 – means is that stage in the execution of the work under the Contract when—

- (a) the Works are complete except for minor omissions and minor defects —
  - i. which do not prevent the Works from being reasonably capable of being used for their intended purpose; and
  - ii. which the Superintendent determines the Contractor has reasonable grounds for not promptly rectifying; and
  - iii. rectification of which will not prejudice the convenient use of the Works; and
- (b) those tests which are required by the Contract to be carried out and passed before the Works reach Practical Completion have been carried out and passed; and
- (c) documents and other information required under the Contract which, in the opinion of the Superintendent, are essential for the use, operation and maintenance of the Works have been supplied.

[Source: section 2, AS2124-1992, Australian Standard - General Conditions of Contract]

#### **public road**

means a public road within the meaning of section 17 of Road Management Act, which sets out a road is a public road if it is —

- (a) a freeway; or
- (b) an arterial road; or
- (c) declared under section 204(1) of the Local Government Act 1989, or
- (d) declared under section 61 or 93H of the Melbourne City Link Act 1995; or
- (da) declared under section 143 of the EastLink Project Act 2004; or
- (db) the Peninsula Link Freeway; or
- (e) a road to which subsection (3) applies; that is — Subject to section 14(7), the relevant coordinating road authority must register on its register of public roads a road in respect of which the road authority has made a decision that the road is reasonably required for general public use.  
Example:  
A road set aside as a road in a plan of subdivision registered under the Subdivision Act 1988 is not a public road for the purposes of this Act unless and until a decision is made under subsection (3).
- (f) a non-arterial State road declared under section 14(1) by VicRoads; or
- (g) a municipal road declared under section 14(1) by VicRoads.





[Source: sections 3(1) and 17, Road Management Act 2004, Version No. 035, 5 December 2012]

**renewal (asset renewal)**

activities include the following –

- (a) resurfacing of sealed roads to maintain a waterproof layer and to maintain a surface which has sufficient skid resistance for traffic movements.
- (b) rehabilitation of failed sections of road, such as major patching with asphalt, pavement stabilisation, reconstruction of pavements, adding extra layers on top of a pavement, correction of wheel rutting or surface roughness, correction of pavement shape to enable rainwater to drain off to the side and not ponding on the surface;
- (c) gravel re-sheeting of unsealed roads; and
- (d) rehabilitation of other road-related infrastructure assets, such as replacing unserviceable sections of kerb and channel or pathways.

Also see “maintenance”.

**repair**

means the taking of any action to remove or reduce a risk arising from a defect in a roadway, pathway or road-related infrastructure, including –

providing a warning to road users of a defect in a roadway, pathway or road-related infrastructure –  
but does not include the upgrading of a roadway, pathway or road related infrastructure.

**Examples**

Filling a pothole in a roadway, resurfacing the roadway and erecting a warning sign would be actions to repair the road.  
[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

**responsible road authority**

means a person or body specified in or under section 37 of Road Management Act 2004.

[Source: section 3, Road Management Act 2004, Version No. 035, 5 December 2012]

In relation to Road Safety Act 1986 –  
responsible road authority, for a road or road related area, means the responsible road authority (within the meaning of the Road Management Act 2004) for the road (within the meaning of that Act) that consists of or includes that road or road related area, and  
includes—

- (a) the Link corporation; and
- (b) the Extension corporation; and
- (c) the Freeway Corporation; and

**road**

(d) the Peninsula Link Freeway Corporation.  
 [Source: Regulation 4, Road Safety (Traffic Management) Regulations 2009, Version No. 003, 19 December 2012]

in relation to Road Management Act 2004 –  
 road includes –

- (a) any public highway;
- (b) any ancillary area;
- (c) any land declared to be a road under section 11 of Road Management Act 2004 or forming part of a public highway or ancillary area.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

in relation to Road Safety Act 1986 –  
 means—

- (a) an area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles; or
- (b) a place that is a road by virtue of a declaration under section 3(2)(a)—

but does not include a place that is not a road by virtue of a declaration under section 3(2)(a).

[Source: section 3(1), Road Safety Act 1986, Version No. 151, 30 March 2013]

**Note:**

In relation to Road Safety Road Rules 2009 –  
 a reference in Road Rules (except in Part 1, Division 2) to a road, does not include a reference to any shoulder of the road.

[Source: Rule 12(2), Road Safety Road Rules 2009, Version No. 009, 11 December 2012]

**road authority**

means a person or body specified in or under section 37 of Road Management Act 2004.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

**road infrastructure**

in relation to Road Management Act 2004 –  
 means –

- (a) the infrastructure which forms part of a roadway, pathway or shoulder, including—
    - i. structures forming part of the roadway, pathway or shoulder;
    - ii. materials from which a roadway, pathway or shoulder is made;
  - (b) the road-related infrastructure—
- but does not include—
- (c) if the irrigation channel, sewer or drain is works within the meaning of the Water Act 1989, any bridge or culvert over an irrigation channel, sewer or drain, other than a bridge or culvert constructed by a road authority; or





- (d) a bridge or culvert over a sewer or drain constructed under section 132 of the Melbourne and Metropolitan Board of Works Act 1958;

#### Examples

Materials such as asphalt, bitumen, gravel, lane markers and lines would be materials from which a roadway, pathway or shoulder is made.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

In relation to Road Safety Act 1986 –

road infrastructure includes—

- (a) a road, including its surface or pavement; and
- (b) anything under or supporting a road or its surface or pavement and maintained by a road authority; and
- (c) any bridge, tunnel, causeway, road-ferry, ford or other work or structure forming part of a road system or supporting a road; and
- (d) any bridge or other work or structure located above, in or on a road and maintained by a road authority; and
- (e) any traffic control devices, railway or tramway equipment, electricity equipment, emergency telephone systems or any other facilities (whether of the same or a different kind) in, on, over, under or connected with anything referred to in paragraphs (a)–(d); and
- (f) anything declared by the regulations to be included in this definition;

but does not include anything declared by the regulations to be excluded from this definition.

[Source: section 3(1), Road Safety Act 1986, Version No. 151, 30 March 2013]

#### **road-related infrastructure**

means infrastructure which is installed or constructed by the relevant road authority for road-related purposes to —

- (a) facilitate the operation or use of the roadway or pathway; or
- (b) support or protect the roadway or pathway.

#### Examples

A traffic control sign, traffic light, road drain or embankment would be road-related infrastructure.

A noise wall, gate, post or board installed on the road reserve by the relevant road authority for road-related purposes would be road-related infrastructure.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

#### **road reserve**

means all the area of land that is within the boundaries of a road.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

#### **road user**

means all users of a road including pedestrians, bicyclists, motorcyclists, public transport passengers and vehicle drivers and passengers.



[Source: clause 6(3), Code of Practice for Management of Infrastructure in Road Reserves, published in Government Gazette, No. S 269 Monday 6 October 2008]

**roadside**

means any land that is within the boundaries of a road (other than the shoulders of the road) which is not a roadway or a pathway and includes the land on which any vehicle crossing or pathway which connects from a roadway or pathway on a road to other land has been constructed.

Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be roadside.  
[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

**roadway**

means—

- (a) in the case of a public road, the area of the public road that is open to or used by members of the public and is developed by a road authority for the driving or riding of motor vehicles;
- (b) in the case of any other road, the area of the road within the meaning of road in section 3(1) of the Road Safety Act 1986—

but does not include a driveway providing access to the public road or other road from adjoining land.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

**shoulder**

means the cleared area, whether or not constructed or sealed, next to a roadway that provides clearance between the roadway and the roadside but does not include any area that is not in the road reserve.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

The shoulder of the road means an area (not being part of the road) adjoining the road that is open to or used by the public for driving, riding or parking motor vehicles and to which a parking control sign does not apply.

[Source: Rule 12(3), Road Safety Road Rules 2009, Version No. 009, 11 December 2012]

Note:

In relation to Road Safety Road Rules 2009 – a reference in Road Rules (except in Part 1, Division 2) to a road, does not include a reference to any shoulder of the road.

[Source: Rule 12(2), Road Safety Road Rules 2009, Version No. 009, 11 December 2012]

**Sign**

includes any associated support structure.

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**significant roadside area**

[Source: clause 5(2), Code of Practice for Operational Responsibility for Public Roads, published in Government Gazette, No. S 267 Friday 17 December 2004]

means roadside that contains significant native vegetation including native grasses, shrubs and trees that need protection. Such areas may be signed with "Significant Roadside Area" signs and/or "No Disturbance No Mowing" environmental markers. Refer to the Roadside Conservation Map for the locations. [Source: City of Whittlesea Roadside Management Handbook, 1999]

**substance**

means substance in any form (whether gaseous, liquid, solid or other) and includes material, preparation, extract and admixture. [Source: section 3(1), Road Safety Act 1986, Version No. 151]

**traffic**

includes vehicular, pedestrian and all other kinds of traffic. [Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

**unused road**

a government road that was officially set aside for public traffic but never constructed or used.

**urban area utility**

an area identified as an area intended for an urban purpose. means—  
 (a) an entity (whether publicly or privately owned) which provides, or intends to provide, water, sewerage, drainage, gas, electricity, telephone, telecommunication or other like services under the authority of an Act of Victoria or the Commonwealth;  
 (b) any person who under the Pipelines Act 2005 is the holder of a license to construct and operate a pipeline;  
 [Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

**vehicle crossing**

(also known as: cross over, driveway, driveway crossing, driveway access)  
 means that area designed to facilitate the entry of vehicles onto, and the exit of vehicles from, adjacent premises, being an area extending from the property line of the premises to the nearest point of the adjacent roadway.  
 [Source: section 1.8(1), City of Whittlesea, General Municipal Law No. 1 of 2008, Reprint No. 2 – October 2008, incorporating General (Amendment) Local Law No. 2 of 2008 and including Building Site Code]

**works**

includes any kind of activity conducted on or in the vicinity of a road or proposed road in connection with the construction, maintenance or repair of the road or the installation, maintenance or repair of any infrastructure in, on, under or over a road and without limiting the generality of this definition includes —  
 (a) excavating or breaking up the surface of a road;  
 (b) erecting a structure in, on or over a road;  
 (c) removing or interfering with any structure or marking on a road;  
 (d) planting or removing a tree or other vegetation;

*A place for all*



- (e) tunneling under a road;
- (f) connecting a road to a road;
- (g) installing pipes, drains, cables, poles, buildings, shelters or other structures on a road reserve;
- (h) erecting any obstruction on a road or otherwise impeding the use of a road for the purpose of conducting any works.

[Source: section 3, Road Management Act 2004, Version 035, 5 December 2012]


does not include emergency works.

[Source: clause 6(2), Code of Practice for Management of Infrastructure in Road Reserves, published in Government Gazette, No. S 269 Monday 6 October 2008]

**worksite**

has the meaning as generally used in the Australian Standard AS 1742.3 – 2009: Manual of Uniform Traffic Control Devices, Part 3: Traffic Control for Works on Roads, being 'an area which includes the work area(s) and any additional length of road required for advance signing, tapers, side-tracks, or other areas needed for associated purposes'.

[Source: clause 5(2), Code of Practice for Worksite Safety – Traffic Management, published in Government Gazette, No. S 351 Tuesday 31 August 2010]



## City of Whittlesea

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Anthony Kyrkou (03) 9401 0501

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# Road Management Plan

30 June ~~2017~~2021

Creating vibrant self-sustaining communities together





### Acknowledgement of Traditional Owners

The City of Whittlesea recognises the rich Aboriginal heritage of this country and acknowledges the Wurundjeri Willum Clam as the traditional owners of this place. We acknowledge and respect their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.



## Document Control

Amendment Date	Scope of Amendment	Authorised By
<u>June 2021</u>	<u>Amended and updated</u>	<u>Manager Maintenance and Operations</u>
June 2017	Amended and updated	Manager City Design and Transport
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Certified by –

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## 1 Introduction

The Road Management Act 2004 (the “Act”) has established a statutory framework for the management of public roads in Victoria. The Act applies to road authorities including the City of Whittlesea.

Under Part 4, Division 5 of the Act, Council elected to make a Road Management Plan in accordance with the Code of Practice for Road Management Plans (1 Oct 2004).

### 1.1 Purpose of Plan

The purpose of this Road Management Plan (the “Plan”) is to ensure Council has in place a plan that helps Council to achieve the following objectives:

1. Ensure that a safe and efficient network of municipal public roads is provided primarily for travel and transport.
2. Meet the statutory requirements of the Road Management Act Section 50, Road Management Regulations (the “Regulations”) and relevant Ministerial Code of Practice (the “Codes”).
3. Provide a structure for a road asset management system which will ensure that the public roads in the municipality:
  - Are capable of functioning as they were built to function; and
  - Continue to meet the needs and expectations of the community and other key stakeholders.
4. Within that structure, advance Council’s asset management practice that is to achieve the strategic objectives of Council’s *Shaping Our Future Council Plan 2017-2021* *Whittlesea 2040: A Place For All* and the objectives of Council’s Asset Management Policy.
5. Adhere to good practice of achieving an appropriate level of road maintenance, inspections and servicing.

### 1.2 How to Achieve the Plan’s Objectives

To achieve the above stated objectives, this Plan provides details in the following key management areas that are central to Council’s role as the road authority for municipal public roads:

- a) Provide descriptions of the types of road and road-related infrastructure assets covered including assets not covered. The details are in Section 2, Road Asset Description;
- b) Set up a road and pathway hierarchy classification to facilitate the setting of performance standards. The details are in Section 3, Road Infrastructure Hierarchy;



- c) Set relevant performance standards to help with the discharge of Council's duties. The details are in Section 4, Performance Standards; and
- d) Set details of the management system to be implemented to help with the discharge of Council's duties. Please refer to Section 5, Management System.

### 1.3 Stakeholders

Stakeholders who will be affected by this Road Management Plan in the City of Whittlesea include:

- The community - ratepayers, residents, business, industry, education.
- Road users such as pedestrians, bicyclists, motorcyclists, public transport passengers and vehicle drivers and passengers.
- Transport service providers - transport operators, bus operators and service providers supporting the delivery of transport service.
- Emergency services.
- Utilities such as water, sewerage, drainage, gas, electricity, telephone, telecommunications, cable TV, pipeline and other like services under the authority of an Act of Victoria or the Commonwealth.
- Land and property developers and their respective consultants and contractors.
- Road authorities/agencies of State and Federal governments.
- Other road authorities such as neighbour Councils, Department of Sustainability and Environment, Parks Victoria, Melbourne Water Corporation, Country Fire Authority, etc.
- Private road owners such as farms, business, industry, body corporate.
- Federal and State government departments and agencies.
- Special interest groups such as RACV, ratepayer associations, Chambers of Commerce, industry-representing bodies and like community groups.
- Elected representatives.
- Council staff and consultants and contractors.

### 1.4 Duty of Road Users

Whilst Council has certain duties and responsibilities, this Plan is predicated on the basis that the road users also have certain obligations and responsibilities including but not limited to; keeping a proper lookout and exercising due care for their own safety, to drive safely according to the prevailing conditions, to have regard to the rights of other road users, the community and infrastructure managers, and to avoid damaging infrastructure.

The roles and responsibilities of road users are outlined under the following documents:

- Section 17A, Road Safety Act 1986 (or as amended); and





- General Municipal Law, City of Whittlesea.

A copy of the General Municipal Law is available from Council's web site at [www.whittlesea.vic.gov.au](http://www.whittlesea.vic.gov.au) under About Us > Local laws and legislation > Whittlesea local laws.

## 1.5 Relationship with Budget

The annual budget has been developed within an overall financial planning framework that guides Council in identifying community needs and expectations over the short, medium and long term. In preparing the annual Budget, funding requirements for each year are linked with the objectives contained in the *Shaping Our Future Council Plan 2017-2021* *Whittlesea 2040: A Place For All*.

In relation to road and road-related infrastructure assets that provide road transport service, Council recognises the importance of balancing appropriate performance standards with what the communities are able to afford and sustain. In balancing the funding level for the inspection, maintenance, repairs, upkeep, rehabilitation and renewal of road and road-related infrastructure assets, Council gives regards to the following key considerations:

- Its role and obligations under the Road Management Act 2004;
- Preservation of existing assets in an appropriate and safe working condition;
- Ability to acquire additional infrastructure assets to serve new growth;
- Market constraints in staffing, plant and equipment, building materials and contractors; and
- Budget / financial constraints.

The performance standards set in Section 4 of this Plan reflects such balance.

## 1.6 Relationship with Council Plan and Asset Management Policy

*Shaping Our Future Council Plan 2017-2021* *Whittlesea 2040: A Place For All* is the "Council Plan" for the purpose of Section ~~125 of the Local Government Act 1989~~ of the Local Government Act 90 2020, which states that '~~people can access and use public transport and road networks effectively in accessing jobs, services and recreational activities.~~' 'Every resident is able to get where they need to go with ease'. It is available to the public on Council's web site [www.whittlesea.vic.gov.au](http://www.whittlesea.vic.gov.au).

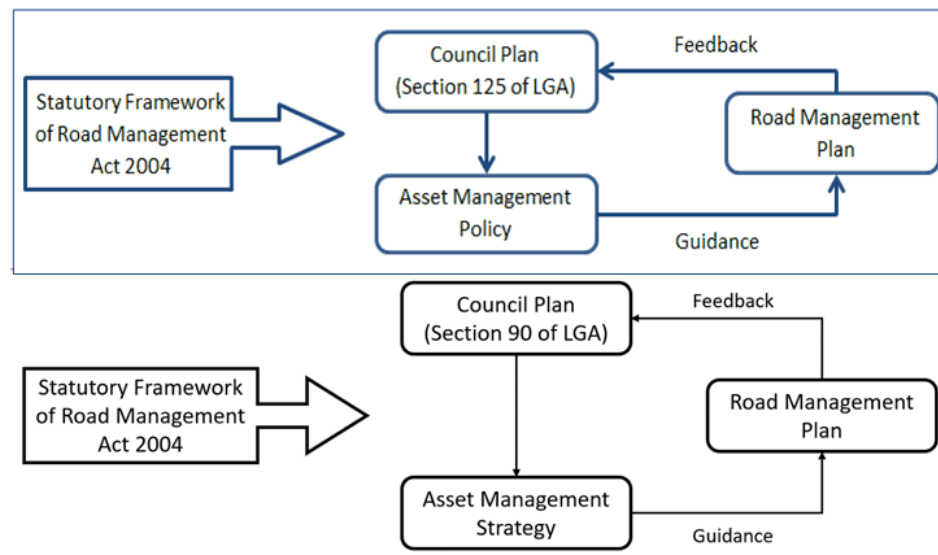
In addition, Council's *Asset Management Policy*, which provides guiding principles to achieve the following objectives in the management of assets used for providing services:





- 1) Promote effective and efficient service delivery outcomes via asset management;
- 2) Promote the safe and responsible use of assets;
- 3) Recognise that the costs of operation, maintenance and renewal of assets require an appropriate funding base;
- 4) Provide assets for present service delivery needs while sustaining resources for future communities; and
- 5) Support the strategic objectives of Council's Community Plan and other objectives of social planning and service strategies of Council.

**Diagram 1.1** below outlines the 'full circle' relationship of *Shaping Our Future Council Plan 2017-2021*, *Whittlesea 2040: A Place For All*, Asset Management Policy Strategy and Road Management Plan, operating within the statutory framework of the Act.



**Diagram 1.1 – Council Plan, Asset Management Policy and Road Management Plan**



Further to the Council Plan and Asset Management Strategy, are other strategic documents and policies that support and guide some of the objectives and implementation of the Plan.

Council documents such as the Whittlesea Bicycle Plan 2016 consider the maintenance objectives in the Plan in the context of cycling and active travel and include action items that relate to the Plan. These action items work to close the feedback loop and ensure the performance standards being implemented are adequate in maintaining a high quality bicycle network.

Other Council and external policies and strategies which help guide the Plan are mentioned throughout and referenced in the Referenced Documents.



## 1.7 Force Majeure

Council will make every endeavour to meet all aspects of its Road Management Plan. However in the event of natural disasters and events but not limited to, fires, and floods, as well as human factors, but not limited to lack of Council staff or suitably qualified contractors, because of Section 83 of the Victorian Wrongs Act, 1958, as amended, Council reserves the right to suspend compliance with its Plan.

In the event that the Chief Executive Officer of Council, has to, pursuant to Section 83 of the said Act, consider the limited financial resources of Council and its other conflicting priorities, meaning Council's Plan cannot be met, they will write to Council's Officer in charge of its Plan and inform them that some, or all of the timeframes and responses in Council's Plan, are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's Chief Executive Officer will write to Council's Officer responsible for Council's Plan and inform them which parts of Council's Plan are to be reactivated and when.

The procedure to enact the Force Majeure is as follows:

1. If any officer with responsibilities related to activities covered by the Plan (e.g. Manager City Presentation, Senior Infrastructure Engineer) believes that a natural disaster or similar event has affected Council's ability to deliver the service levels specified in the Plan, they should contact the Council Officer responsible (Manager, City Design and Transport) advising them of the situation.
2. On determining that it is not possible to comply fully with the Plan, the Council Officer shall notify the CEO of the situation and request that the Force Majeure clause be activated.
3. On receiving the request, the CEO shall if in agreement, write to the Council Officer in charge of the Plan and inform them that some, or all of the timeframes and responses in Council's RMP, are to be suspended.
4. The Council Officer shall request that a notice of the suspension is to be posted on Council's website.
5. Upon making the assessment that the emergency or event has fully or partially abated, the Council Officer shall notify the CEO that the Road Management Plan can be fully or partially reactivated.
6. The CEO shall if in agreement, write to the Council Officer and inform them which parts of Council's Plan are to be reactivated and when.
7. The Council Officer shall request that the notice of the suspension of the Plan be removed from Council's website.



## **1.7 Suspension of Road Management Plan**

Council will implement the Plan as from the date of its adoption. However, if exceptional circumstances arise, Council may suspend the Plan (either in whole or part) for the duration of those circumstances.

Exceptional circumstances could include (without limitation) matters such as natural disasters, fires, floods, health pandemics, unavailability of Council staff or suitably qualified contractors, or other resourcing limitations.

### **1.7.1 CEO Decides on Suspension and Reinstatement of Plan**

Council's Chief Executive Officer (CEO) has the responsibility to decide whether to suspend, or reinstate, the Plan. Either the whole Plan, or specified aspects of it, can be suspended or reinstated, as determined by the CEO.

In determining whether the Plan should be suspended or reinstated, the CEO should consider (among other things) the principles in section 83 of the *Wrongs Act 1958* (Vic), and any advice or recommendations from Responsible or Senior Officers. The CEO is not obliged to act in accordance with any such recommendations or advice, and such recommendations or advice are not preconditions to the CEO's determinations.

Upon resolving to suspend or reinstate the Plan (as the case may be), the CEO must advise the Senior Officer in writing of the date of the suspension or reinstatement.

### **1.7.1 Responsible and Senior Officers May Recommend Suspension and Reinstatement of Plan**

In this clause:

- a. Responsible Officer means any Council officer with responsibilities related to activities covered by the Plan (for example, the Manager Maintenance and Operations, or Senior Infrastructure Engineer);
- b. Senior Officer means the senior Council officer for the time being with responsibility for implementing and overseeing the Plan (which at the date of adoption of this Plan is the Director of Infrastructure and Environment).



If a Responsible Officer considers that circumstances have arisen which may, or will, affect Council's capacity to comply with the Plan, the Responsible Officer should make a recommendation as follows:

1. The Responsible Officer should advise Council's Senior Officer of the circumstances, and any recommendation.
2. If a Senior Officer determines that the circumstances will affect Council's capacity to comply with the Plan, the Senior Officer must notify the CEO of the Senior Officer's determination together with any recommendations.
3. Where the Senior Officer receives written notification from the CEO that the Plan is or will be suspended, the Senior Officer shall cause a notice of the suspension to be posted on Council's website and social media channels.
4. Where the Senior Officer receives written notification from the CEO that the Plan is being reinstated, the Senior Officer shall cause the notice of suspension to be removed as from the date of reinstatement.
5. Where the Plan has been suspended in accordance with a recommendation of the Senior Officer, the Senior Officer shall notify the CEO of the cessation of the `circumstances referenced in the recommendation.

## 2 Road Asset Description

This section provides the details of road infrastructure and road-related infrastructure assets that are being covered under this Road Management Plan. It also outlines asset not covered under this Plan.

### 2.1 Overview

The Municipality covers an area of approximately 487 square kilometres with a population of approximately ~~209,100~~ 223,600 people. The City's population is expected to reach ~~353,910~~ 383,600 by the year ~~2037~~ 2040.

The local network of public roads is expanding through the subdivision of land. For the financial year ~~2015/2016~~ 2019/2020, the local road network had grown by about ~~3.78.4~~ 4.4%. The key measurements are:

- ~~1,194~~ 1,409 kilometres of public roads (urban and rural, sealed and unsealed roads);
- ~~1,654~~ 1,123 kilometres of pathways (constructed footpath, bicycle path and shared path);
- ~~228~~ 82 bridges and major culverts; and





- ~~2,044~~ 2,195 kilometres of kerb and channel.

For the year ended 30 June ~~2016~~2020, the Total Replacement Cost is estimated at ~~\$1.336~~ \$1.741 billion and the Depreciated Replacement Cost (DRC) is ~~\$1.175~~ \$1.380 billion.

## 2.2 Assets covered

The road and road-related infrastructure assets covered in this Plan are as outlined in the Act.

A copy of the Road Management Act 2004 can be found on the Victorian State Government website at [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au) > Victorian Law Today.

## 2.3 Assets not covered

This Plan does not cover the following assets:

- Road and road-related infrastructure assets that are the responsibilities of other road authorities, utilities and/or other infrastructure managers. For example, VicRoads, Department of Environment, Land, Water and Planning, Parks Victoria, Melbourne Water Corporation and the like;
- Road, road-related and non-road infrastructure assets owned, managed and/or operated by private organisations, on private land or which interface on public land or within road reserves. Such private organisations would include shopping centres, educational institutions, body corporate subdivisions and the like;
- Non-road infrastructure in, on, under or over a municipal public road, which is the responsibility of other organisations. Non-road infrastructure would include gas pipes, water pipes, sewerage pipes, stormwater pipes, pits, electricity poles, cables, tram wires, rail infrastructure, bus shelters, public telephones, mail boxes, roadside furniture and fences erected by utilities;
- Subdivisional roads under construction and prior to the date the road became a public road;
- Assets such as vehicle crossings (also known as cross-overs, driveway crossings, driveways), pathways and house drains in road reserves that provide services to land and properties abutting a road. The owner, occupier, manager or operator of such asset is responsible for the condition and maintenance of that asset;
- Pathways that have not been constructed by a responsible road authority, e.g. unconstructed pathways such as a foot (human or animal) trodden pathways;
- Roadways that have not been constructed by a responsible road authority, e.g. an unconstructed track such as a vehicle or motorcycle trodden roadway;



- Fire priority roads to be maintained by notification in accordance with Appendix D of City of Whittlesea, Municipal Fire Management Plan 2016-2019 and any corresponding updates.
- Temporary road signs used in road works; and
- Any other road, road-related or non-road infrastructure asset not listed in the Section 2.2, “Assets covered” or not listed in the Register of Public Roads.

## 2.4 Register of Public Roads

Council keeps a copy of the Register of Public Roads (the “Register”) in accordance with Section 19 of the Act. The Register is updated every six months (or as required) and lists all the roads, for which Council is the coordinating and / or the responsible road authority, including details specified in Schedule 1 of the Act.

A copy of the Register is available for inspection at Council’s municipal office, located at 25 Ferres Boulevard, South Morang (Melway Ref 183 A10).

The Register of Public Roads includes the following information:

- The name of each public road or, if unnamed, an identifiable description;
- Classification of the public road in accordance with road hierarchy classification outlined in Section 3;
- If a road becomes a public road after 1 July 2004, the date on which the road became a public road;
- If a public road ceases to be a public road, the date on which the road ceased to be a public road;
- Further description, such as road segments details, where Council considers appropriate;
- The name of Responsible Road Authority; and
- Any ancillary areas designated under Section 18 of the Act.

In addition, the Register includes information in relation to:

- Arterial roads in respect of which VicRoads’ is the Coordinating Road Authority;
- Road management clarification – public roads, non-public roads and structures in respect of which the Council seeks to clarify the road management responsibility;
- Melbourne Water Corporation’s structures (e.g. bridge or culvert over aqueduct) which form part of public roads, in respect of which the Council and Melbourne Water Corporation have separate road management responsibilities;
- Ancillary areas which contain public access roads, car parks, footpaths, shared footways and off-road bicycle paths;
- Discontinuance of Roads;





- Demarcation arrangements under which the boundaries of a public road and/or ancillary area is fixed or varied;
- Management arrangements, made in accordance with section 15 of the Act, under which road management functions in respect of any part of a public road and/or ancillary area is transferred or delegated to or from the City of Whittlesea, in relation to other road authorities;
- Pathway (footpath, bicycle path and shared path) which have been classified with Pathway Hierarchy 1 and 2; and
- Private roads in respect of which a body such as a body corporate, university, company and the like, is responsible to ensure the private road is safe for its users.

Roads that will not be included in the Register are:

- Unused or leased roads for which the Council has not accepted responsibility; and
- Roads set out on plans of subdivision, until such time as the Council accepts responsibility for those roads.

In respect to a road, which Council acquired as a result of subdivision development, Council becomes the Co-ordinating and Responsible Road Authority from the date the road became a public road, which is normally the Date of Practical Completion unless otherwise stated.

## 2.5 Municipal Road Map

The Municipal Road Map is stored on the Council's Geographic Information System and is updated as new public roads are added. It shows the locations of all the roads listed in the Register of Public Roads with the following information:

- Road segment ID No.;
- Road names;
- Road segments;
- Road hierarchy classifications; and
- Pathway hierarchy classifications.

The Municipal Road Map may be viewed at Council's municipal office located at Ferres Boulevard, South Morang (Melway Ref 183 A10).

## 2.6 Principles

In deciding which road is a municipal public road, Council will consider the following principles and situations:



1. Whether an area of land is a “public road” according to the following matters and reasonably required for public use:
  - The City of Whittlesea is capable of being both the coordinating road authority and the responsible road authority;
  - Road infrastructure exists on that area of land;
  - There is no restriction to public use;
  - The land is not under title to or managed by a body corporate as part of an estate; and
  - The land is deemed to be an ancillary area to an adjacent public road.
2. The need for establishment of a through-road in line with the definitions for link, collector and access road classifications.
3. The need to have access facility between adjoining land and a road reserve, via a link, collector or access road.
4. There is no need to unnecessarily continue multiple points of access to isolated properties.
5. Some road reserves may not be needed for access and could be closed.
6. Some existing roads, which provide unnecessary duplication of access, may be considered for closure.
7. The standard of construction of a road and who should pay for any road upgrade (if this is required or requested) is a separate issue from whether the road is required as a municipal public road.
8. Where roads, or road segments, do not service rateable property and are not Link or Collector roads then Council may elect not to place these roads on the Register or carry out maintenance works on them. However Council may agree to carry out works under agreement or contract to another Coordinating Road Authority for such roads or road segments.
9. The ownership of the land on which a road is constructed does not affect whether the road may be considered as a municipal public road in the following circumstances:
  - Crown road reserve;
  - Crown land not on a road reserve;
  - Crown reserve; and
  - Municipal reserve.
10. Residual land of a completed subdivision where the title has not yet transferred to the City of Whittlesea (generally applies to subdivisions completed prior to 1989).
11. Further to Item 8 (above), private ownership of land in the cases of commercial, industrial or residential land (including by a body corporate) would not have municipal public roads on such land unless special circumstances apply, such as in the case of through roads.



12. Demarcation guidelines as set out in the Code of Practice for Operational Responsibility for Public Roads.

## 2.7 Demarcation and Agreements with other Authorities

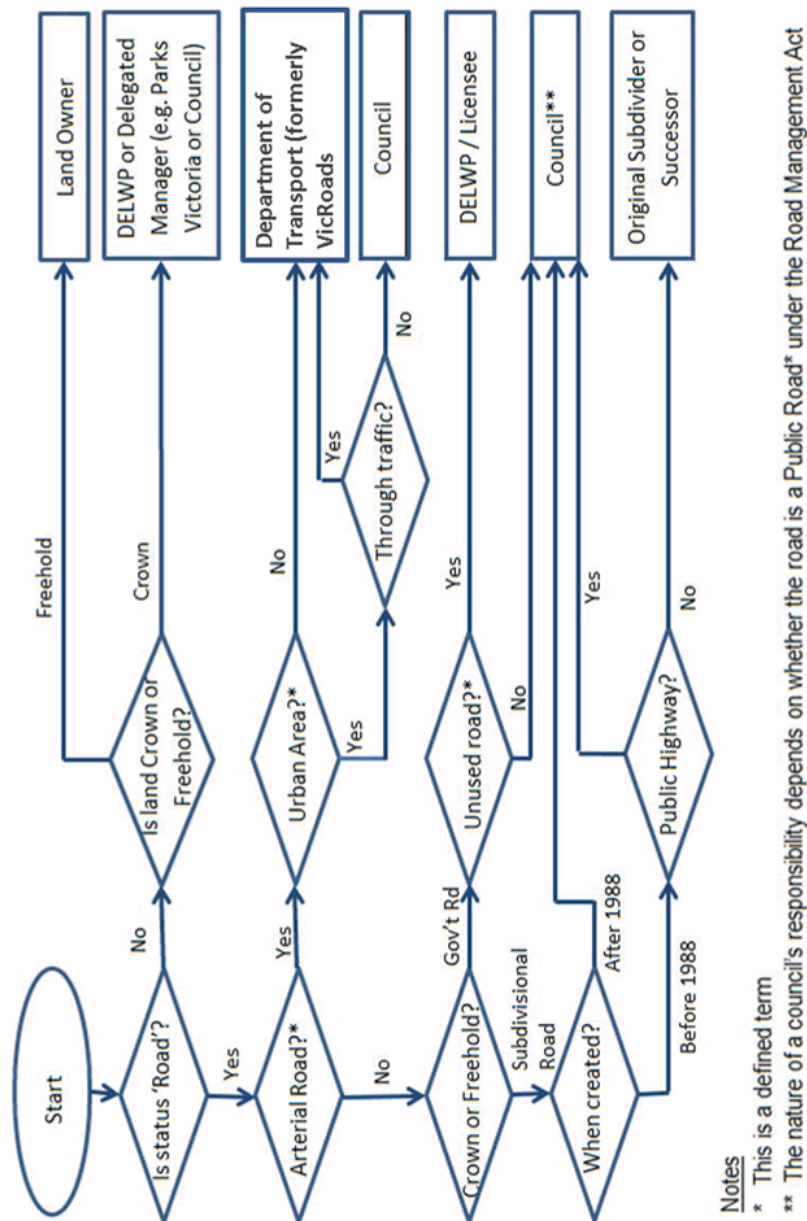
Demarcations refer to the boundaries of a public road (points of transfer) where the City of Whittlesea assumes responsibility, or relinquishes responsibility, for its care and maintenance.

The Register of Public Roads contains the agreed demarcations between the City of Whittlesea and other authorities; including VicRoads, adjoining municipalities, Department of Sustainability and Environment, Parks Victoria, Melbourne Water Corporation, and public transport operators.

Specific information regarding the interface of road authorities is available in the *Road Management Act Code of Practice – Operational Responsibility for Public Roads*.

The Register also defines the general demarcations between private assets and Council assets. Where the City of Whittlesea enters into an arrangement with another organisation to carry out works on other public roads, the responsibility of the City of Whittlesea is limited to the terms of that agreement.

**Diagram 2.1** outlines the “tests” used to help determine who is responsible for a road. Where it is a public road, that body becomes the coordinating road authority.



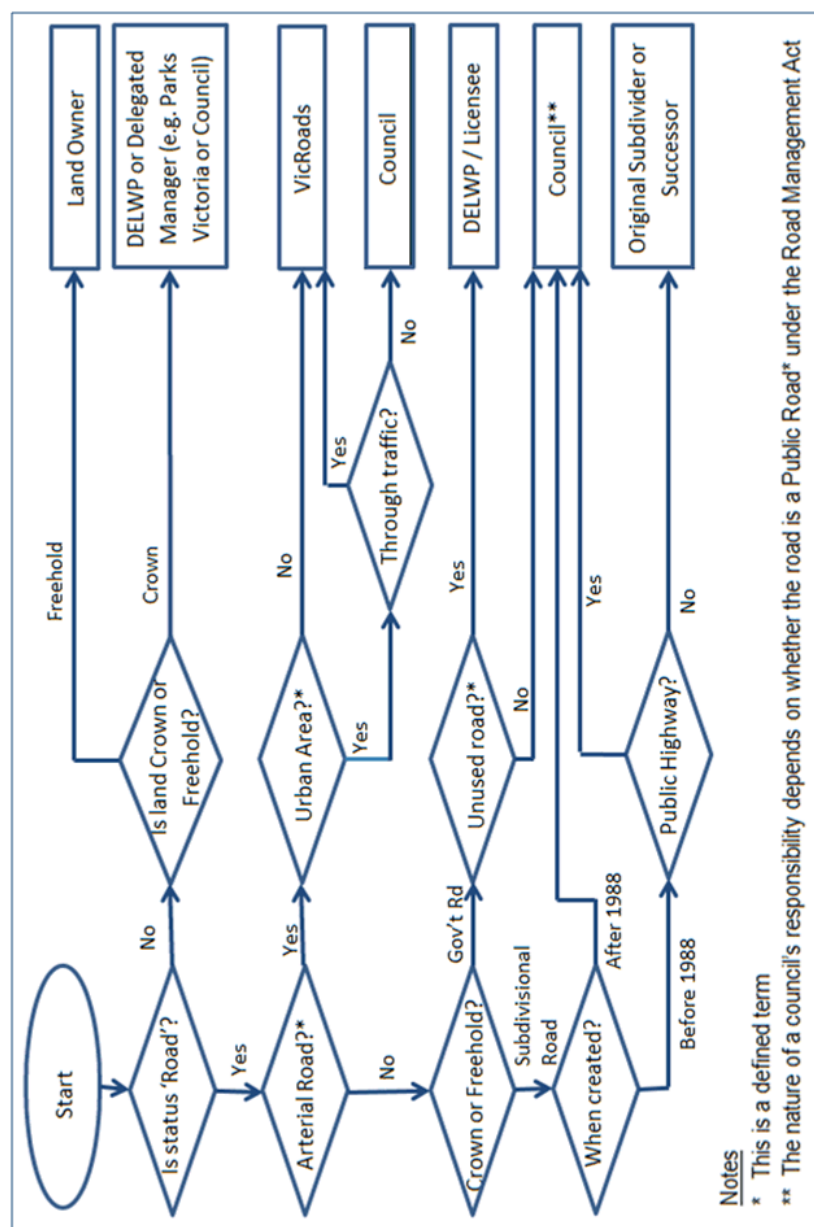


Diagram 2.1 – Road Responsibility





## 3 Road Infrastructure Hierarchy

This section describes the hierarchy classification adopted in this Plan. A hierarchy classification for roads and pathways assists in determining relevant performance standards for key maintenance areas such as inspection, maintenance, repairs and intervention levels. It also assists in other management activities such as allocating resources and specifying design and construction standards.

Classification of a road as a freeway or an arterial road is declared by VicRoads in accordance with Section 14 of the Act. VicRoads is both the coordinating road authority and the responsible road authority for freeways and arterial roads. Arterial roads include roads formerly known as State Highways or Declared Main Roads.

### 3.1 Road Hierarchy

A hierarchy classification is used to group roads and pathways on the basis of the service levels that they provide in a road transport network. The hierarchy system takes into account service requirements such as traffic (vehicular and pedestrian) volumes, safety speed, riding quality and pavement durability.

For municipal public roads, a three-tier hierarchy classification has been adopted. Roads are classified as Link, Collector or Access.

#### (1) Link road

Roads of this classification provide linkages between places and arterial road network; or linkages among places. Examples of places are township, suburb, shopping precinct, major sporting venue, industrial area, agricultural area, tourist attraction and any places of interest. This type of road has an identifiable origin and destination. In general, a Link road gets its traffic from multiple Collector roads.

#### (2) Collector road

Roads of this classification primarily provide a route between and through residential, industrial, commercial and agricultural areas. They convey traffic from Access roads to the Link road and/or Arterial roads.

#### (3) Access road

Roads of this classification includes a road, service road, street, court, laneway or extended driveway, which primarily provide direct access for abutting residential, industrial, commercial and rural properties. They 'feed' traffic to Link, Collector or Arterial roads. There is minor to no through traffic in Access road.

Sub-classifications of Links, Collectors and Access are based on their respective traffic volumes, and physical attributes such as: service road, court, through road, right of



way (ROW) or 'extended driveway' that provides access to two or more properties. Further details of sub-classifications are provided in Register of Public Roads.

The road hierarchy adopted for municipal public roads is summarised in the following **Table 3.1**.

Table 3.1 Road Hierarchy		
COORDINATING ROAD AUTHORITY	ROAD TYPE	HIERARCHY CLASSIFICATION
Department of Transport (formally VicRoads)	Freeways	According to VicRoads' Road Management Plan, freeways and arterial roads are classified as Road Maintenance Category 1 to 6. Refer to VicRoads Road Management Plan (April 2014)
	Arterial roads	
City of Whittlesea	Municipal public roads	Link road
		Collector road
		Access road
DELWP, Parks Victoria, Melbourne Water, etc.	Other State roads	Not applicable





### 3.2 Pathway Hierarchy

A pathway hierarchy classification is different to that adopted for the roadway. The pathway hierarchy classification gives regards to the anticipated volumes of pedestrians, for example, in the vicinity of a public transport interchange, and busy shopping centres.

The following pathway hierarchy, **Table 3.2**, has been adopted to assist in setting performance standards in terms of inspection, maintenance, intervention levels and repairs.

Table 3.2 Pathway Hierarchy		
PATHWAY HIERARCHY	PEDESTRIAN ENVIRONMENT	PEDESTRIAN SERVICE LEVEL
1	(a) Shopping areas (b) Council paths in the streets around – <ul style="list-style-type: none"> <li>▪ Epping Plaza shopping centre</li> <li>▪ Plenty Valley shopping centre, South Morang</li> </ul> (c) Council paths around public transport interchanges at: <ul style="list-style-type: none"> <li>▪ Epping Railway Station</li> <li>▪ Lalor Railway Station</li> <li>▪ Thomastown Railway Station</li> <li>▪ Keon Park Railway Station</li> <li>▪ South Morang Railway Station</li> <li>▪ Plenty Road Tram Terminus at McKimmies Road</li> </ul>	High
2	All other areas	Low
<i>Note: For pathways of classification Pathway Hierarchy 1, please refer to the maps included in the Register of Public Roads.</i>		



## 4 Performance Standards

In this Section, Council sets the performance standards for the following operational functions in roads and pathways:

- Defect Inspection;
- Condition inspection;
- Defect intervention levels;
- Emergency response time; and
- Defects exceeding intervention level response time.

### 4.1 Objectives

The objectives of setting performance standards:

1. To address public safety issues by ensuring any defects are within reasonable tolerance levels – achieved by regular Defect Inspections and being responsive to notification of defects and potential hazards by the public, including emergency situation like traffic crashes; and
2. To allow for long term planning of the management of road infrastructure assets – achieved by regular Condition Inspections that assist Council in the strategic planning and budgeting of the road assets to ensure best use and maximize their potential lifespan.

### 4.2 Defect and Condition Inspections

Performance standards for Defect Inspections are derived from balancing available resources. They are summarised in the following **Table 4.1** and **4.2**, respectively. These formal inspection processes are supplemented by inspections generated reactively through reports received from the public and through internal infrastructure maintenance programs.

Condition Inspections of Council's assets are generally carried out over a period of 4 years for the whole network. The purpose of these inspections is for long term planning and budgeting of major asset upgrades and to assess the effective lifespan of the assets. These inspections are not intended to identify specific defects as this is completed via the Defect and Reactive Inspections.



TABLE 4.1 PERFORMANCE STANDARDS FOR DEFECT INSPECTIONS ROADS		
Asset Hierarchy	Defect Inspection	
	Day Time	Night Time
Link	Every 4 weeks	Every 1 year
Collector	Every 12 weeks	Every 1 year
Access	Every 1 year	Not applicable

TABLE 4.2 PERFORMANCE STANDARDS FOR DEFECT INSPECTIONS PATHWAYS		
Asset Hierarchy	Defect Inspection	
	Day Time	Night Time
Hierarchy 1	6 monthly	Not applicable
Hierarchy 2	At intervals not exceeding two years and six months.	Not applicable

### 4.3 Emergency Response

The aim of Council's response to an emergency incident is to safeguard the public. This will be followed up with any necessary repairs.

An emergency situation is to include incidents such as bushfires, flooding, vehicle crashes, road wash away, damaged bridges, livestock on road, material spillage from large vehicles, etc.



Table 4.3. Performance standards for Emergency Response Times		
Asset Hierarchy	Response	Emergency Response Time
Roads		
Link	Inspect and provide appropriate warning or rectify if possible OR Provide appropriate warning and notification if asset is the responsibility of a utility, other road authority, private owner, or public transport provider	Within 2 hours of notification
Collector		Within 3 hours of notification
Access		Within 4 hours of notification
Pathways		
1	Inspect and provide appropriate warning or rectify if possible OR Provide appropriate warning and notification if asset is the responsibility of a utility, other road authority, private owner or public transport provider	Within 1 working day of notification
2		Within 1 working day of notification



## 4.4 Defects

**Table 4.4 Defect List**

Defect Description
<b>Road</b>
<b>Obstructions / Substances in Traffic Lane</b>
Materials fallen from vehicles – minimum dimension at least 100 mm.
Dead animals
Wet clay and other slippery substances – over an area of 5 Square Metres minimum
Accumulation of dirt or other granular materials on the traffic lane of sealed roads – over an area of 5 Square Metres minimum
Ponding of water >300 mm deep
Fallen trees
Oil spills
Stray livestock
<b>Pavement or Surface Defects</b>
Sealed pavement – potholes in traffic lane >300mm dia. and 100mm deep
Unsealed pavement – potholes in traffic lane >500mm dia. and 150mm deep
Deformations >100mm under a 3m straight edge
Edge drops onto unsealed shoulder >100mm over a length of at least 5 Metres
Edge breaks – over a length of at least 5 Metres
<b>Drainage</b>
Drainage lids, surrounds, grates, in traffic lanes which are damaged to an extent that severely undermine the structural integrity of the asset
<b>Vegetation – Trees, Shrubs and Grassed Areas</b>
Trees, shrubs or grasses that have grown to restrict design sight distance to intersections or restrict viewing of safety signs
Trees and shrubs that encroach on the following clearance requirements: (a) a minimum 4.5 metres high clearance over roads and shoulders for VicRoads roads and 4.4 metres for Council's roads; and (b) Clear lines of sight on curved roads for a distance of 1.0 metre behind the kerb line or, if there is no kerb, the outer edge of the road shoulder.
<b>Safety Signs</b>
Safety signs missing, illegible or damaged making them substantially ineffective
<b>Guideposts</b>
Missing or damaged guidepost at a critical location making them substantially ineffective
<b>Safety Barriers and Fencing</b>
Missing or damaged safety barriers and fencing at a critical location making them substantially ineffective
<b>Pavement Markings</b>



Table 4.4—Defect List

Defect Description
Pavement Markings—missing, illegible or confusing at a critical location
<b>Traffic Signals and In-road Electrical Assets</b>
Red light traffic signal inoperative or confusing
<b>Pathway (constructed footpath, bicycle path and shared path)</b>
defective pedestrian areas with a step greater than 25 mm and/or surface cracking wider than 25mm.
Drainage lids, surrounds, grates, in pedestrian areas which are damaged to an extent that severely undermine the structural integrity of the asset
slippery substance on pathway over an area of 1 Square Metre minimum
hazardous materials on pathway over an area of 1 Square Metre minimum
potholes in non-concrete pathway >300mm dia. and 25 mm deep
ponding of water >150mm deep on the pedestrian area
Vegetation which presents a physical hazard to the public over pedestrian/bicycle paths, intruding into a clearance envelope between the edges of path and a minimum of 2.5m height clearance over path. Note: Vegetation which represents sight distance issues on curves on shared pathways to be maintained to an additional 0.5m width to the envelope outlined above.



## 4.5 Defects Intervention Levels

Table 4.5 Defects Intervention Levels				
Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
SEALED PAVEMENT				
POTHOLES	Potholes in traffic lane >300mm dia. and <del>100mm</del> <u>50mm</u> deep	Rectify within <del>5 days</del> <u>7 days</u>	Rectify within <del>7 days</del> <u>10 days</u>	Rectify within <del>14 days</del> <u>28 days</u>
WHEEL RUTS AND DEPRESSIONS	When ruts or depressions >25 mm depth measured with 1.2 m straightedge transverse, or under a 3 m straightedge longitudinal.	Rectify within <del>4 weeks</del> <u>3 weeks</u>	Rectify within <del>4 weeks</del> <u>5 weeks</u>	<del>Rectify as resources become available</del> <u>Rectify within 8 weeks</u>
CRACKS Seal and fill cracks and joints, excluding “crocodile” cracking,	When cracks >30 mm width.	<del>Rectify as resources become available</del> <u>Rectify within 3 weeks</u>	<del>Rectify as resources become available</del> <u>Rectify within 5 weeks</u>	Rectify as resources become available
SURFACE TREATMENT – LOSS OF AGGREGATE, BLEEDING OR FLUSHING	When – (a) stripping has >50% loss of aggregate for an area >5 m <sup>2</sup> ; (b) bleeding / flushing for an area >5 m <sup>2</sup> ; <del>(c) all “crocodile” cracking.</del>	<del>Rectify as resources become available</del> <u>Rectify within 3 weeks</u>	<del>Rectify as resources become available</del> <u>Rectify within 5 weeks</u>	<del>Rectify as resources become available</del> <u>Rectify within 8 weeks</u>
PAVEMENT CLEANING – REMOVAL OF DEBRIS	When accumulation of aggregate, dirt or debris over a 5 Square Metre area prevents the free drainage of the pavement.	Rectify within 8 weeks	Rectify within 8 weeks	Rectify within 8 weeks
EDGE BREAK	When edge break exceeds 75 mm laterally over at least a 1 m length from the nominal seal line.	Rectify within 2 weeks	Rectify within 4 weeks	Rectify within 8 weeks





Table 4.5 Defects Intervention Levels

Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
SHOULDER				
UNSEALED SHOULDER - REPAIR	When drop off is > 50 mm depth measured over a 20 m length.	Rectify within <del>4 weeks</del> <u>3 weeks</u>	Rectify within <del>8 weeks</del> <u>5 weeks</u>	Rectify within 8 weeks
UNSEALED SHOULDER - REPAIR	When potholes, scouring or roughness is >50 mm depth measured with a 1.2 m straightedge, or when there is ponding of water.	Rectify within 4 weeks	Rectify within 8 weeks	Rectify within 8 weeks
UNSEALED ROAD				
UNSEALED ROAD - REPAIR	When potholes, scouring or roughness >100 mm depth measured with 1.2 m straightedge.	Rectify within 4 weeks	Rectify within <del>8 weeks</del> <u>5 weeks</u>	Rectify within <del>8 weeks</del> <u>10 weeks</u>
	When continuous corrugations over 20 m exceeding 50 mm in depth.	Rectify within <del>4 weeks</del> <u>5 weeks</u>	Rectify within <del>8 weeks</del> <u>5 weeks</u>	Rectify within <del>8 weeks</del> <u>16 weeks</u>
VEGETATION				
LONG GRASS AT ROADSIDE AREAS	Grass length to an average <del>300 mm</del> <u>125mm</u> in roadside areas – (a) 3 m behind the line of guideposts or kerb (and balance of median if remaining width is less than 5 m); (b) 30 m in advance of all road approaches and departures;	<del>Rectify within 3 months</del> <u>Rectify within 3 weeks for urban areas. Other areas slashed during the summer months for fire prevention</u>	<del>Rectify within 3 months</del> <u>Rectify within 3 weeks for urban areas. Other areas slashed during the summer months for fire prevention</u>	<del>Rectify within 3 months</del> <u>Rectify within 3 weeks for urban areas. Other areas slashed during the summer months for fire prevention</u>



Table 4.5 Defects Intervention Levels				
Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
		<a href="#">prevention</a>		
INTRUSIVE TREES AND SHRUBS	Cut and remove tree and shrub growth within roads, drains, clear zones, shoulders and verges to maintain – (a) a minimum 4.5 metres high clearance over roads and shoulders for <a href="#">Declared Arterial Roads, Link and Collector Roads</a> and <a href="#">VicRoads roads</a> and <a href="#">4.4 metres 4 metres for access roads, for Council's roads</a> . (b) Clear lines of sight on rural roads for a distance of 1.0 metre behind the kerb line or, if there is no kerb, the outer edge of the road shoulder. (c) <a href="#">maintain vertical clearances of 2.5m over footpaths, walkways and nature strips</a> .	Rectify within 4 weeks	Rectify within <a href="#">6 weeks</a> <a href="#">4 weeks</a>	Rectify within <a href="#">8 weeks</a> <a href="#">4 weeks</a>
ROAD FURNITURE				
SIGN REPAIR – DAMAGED OR DIRTY	Replace when damage renders ineffective.  Clean sign and delineator faces when reflectivity is reduced due to accumulation of dirt.	Rectify <a href="#">all signage</a> within 2 weeks	Rectify within <a href="#">3 months</a> <a href="#">Rectify Warning and Regulatory Signs within 3 weeks.</a> <a href="#">Others</a>	Rectify within <a href="#">3 months</a> <a href="#">Rectify Warning and Regulatory Signs within 3 weeks.</a> <a href="#">Others within 3 months.</a>



Table 4.5 Defects Intervention Levels				
Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
			<u>within 3 months.</u>	
DAMAGED GUARD FENCE AND WIRE ROPE SAFETY BARRIER	Repair when damaged to such an extent that it has become ineffective	Rectify within <del>12</del> <u>weeks 8</u> <u>weeks</u>	Rectify within <del>12</del> <u>weeks 8</u> <u>weeks</u>	Rectify within <del>12</del> <u>weeks 8</u> <u>weeks</u>
SIGN AND LINE/PAVEMENT MARKINGS – WORN OR MISSING	Signs and line/pavement markings which are not visible from 150 M at night, on low beam.  Replace if missing.	Rectify within 4 weeks	Rectify within 8 weeks	Rectify within 12 weeks
DAMAGED SAFETY FENCING	When integrity of fencing is not effective.	Rectify within <del>12</del> <u>weeks 9</u> <u>weeks</u>	Rectify within <del>12</del> <u>weeks 9</u> <u>weeks</u>	Rectify within <del>6</del> <u>months 12</u> <u>weeks</u>
STRUCTURE				
BRIDGE MAINTENANCE - CLEANING	When any accumulation of materials causes interruption to the escape of drainage water, or the operation of expansion joints.	Rectify within 12 weeks	Rectify within 12 weeks	Rectify within 6 months
BRIDGE MAINTENANCE – REPAIR OF PARAPETS	When detected or made known.	Rectify within 12 weeks	Rectify within 12 weeks	Rectify within 6 months
BRIDGE MAINTENANCE – REPAIRS NOT INCLUDED ABOVE	As per bridge inspection program.	Refer to Bridge Inspection	Refer to Bridge Inspection	Refer to Bridge Inspection

Table 4.6 Defects in Pathways			
Defect Description	Defect Intervention Level	Defect Response Time	
		Pathway Hierarchy	
		1	2



<b>VERTICAL AND HORIZONTAL DISPLACEMENTS</b>	Pedestrian area with a step of $\geq$ 25mm <del>and/or</del> a crack with an opening <del>greater than</del> $\geq$ 30mm	<del>14–30 working days</del> <u>Rectify within 28 days</u>	<del>30–60 working days</del> <u>Rectify within 3 months</u>
<b>UNDULATIONS / DEPRESSIONS</b>	Pedestrian area – Rise or Depression $>$ 50 mm under 1.2 m straightedge.	<del>Rectify within 3 months</del> <u>5 weeks</u>	<del>Rectify within available resources</del> <u>Rectify within 3 months</u>



## 5 Management System

This section describes the 'management system' that facilitates Council to fulfil the role of a road authority. The 'management system' is a combination of people, equipment, communications, computer systems, performance standards, guidelines and procedures.

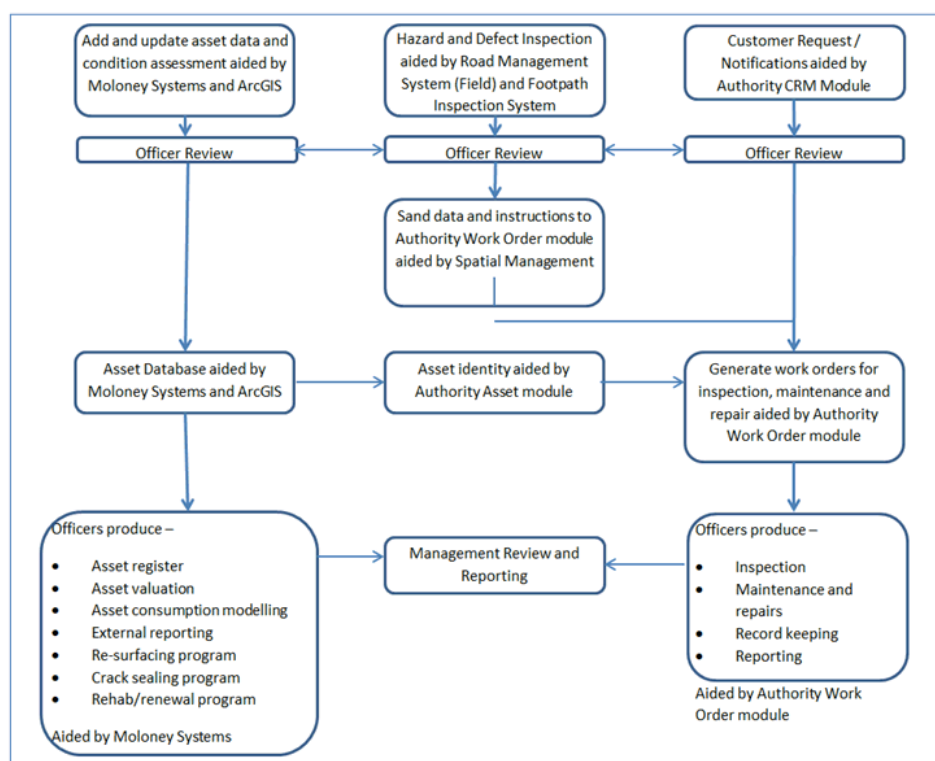
### 5.1 Computer Systems

The local road network is divided into road segments of manageable lengths for asset management purpose. It is a site-based approach and has been chosen because it can be easily understood by all stakeholders. Assets such as road pavement, kerb and channel, footpath, etc. are 'itemised' according to the road segment in which they are installed. The setup of computer systems, therefore, reflects this road segment approach.

### 5.2 Overview of Management System

The key feature of Council's 'management system' is to assist people through the use of technology and computer systems, in particular, helping officers to deliver service to the community within the statutory framework of the Road Management Act.

The following **Diagram 5.1** provides an overview of the 'management system' showing how people aided by computer systems interface. The diagram illustrates the work flows, information flows, interactions among customers and officers and how all of these processes are being aided by computer systems.



**Diagram 5.1 – Overview of Management System**

### 5.3 Managing Works within Road Reserve

Anyone who intends to conduct works within a road reserve must obtain consent from the Co-ordinating Road Authority, unless exempt under the Road Management (Works and Infrastructure) Regulations 2005, Version No. 004. In general, Council is the Co-ordinating Road Authority for all the public roads in the municipality. VicRoads is the Co-ordinating Road Authority for freeways and arterial roads.

To simplify the process for customers, Council uses the state-wide consent process. The process applies to everybody including, but not limited to – property owners, occupiers, tradesman, builders, contractors, developers, building surveyors, utility companies, fire authorities, water authorities, telecommunication carriers and road authorities.

More information about the consent process is contained in *A Guide to Working In the Road Reserve*, July 2015, jointly developed by VicRoads, Municipal Association of Victoria (MAV), Victorian Water and Energy Safe Victoria.



### 5.3.1 Significant Roadsides

In the municipality, some roadsides are considered as Significant Roadside Areas. These are areas that contain significant native grass, flora and fauna that need protection. Such an area may be signed with “Significant Roadside Area” signs and/or “No Disturbance No Mowing” environmental markers.

Anyone who intends to conduct works within a Significant Roadside Area, must contact Council’s Environmental Planner. A planning permit may be required from City of Whittlesea to destroy, lop or remove any indigenous vegetation in a Significant Roadside Area.

Further information is available from Council’s City Design and Transport Department in relation to application for consent to conduct any works within a road reserve.

### 5.4 Guidelines for Claims

**Diagram 5.3** below outlines the claim procedure. Any person who wishes to commence legal proceedings in relation to an incident arising out of the condition of a public road or infrastructure for which Council is the responsible road authority, must follow the Claims Procedure specified in Part 6, Division 5 of The Act.



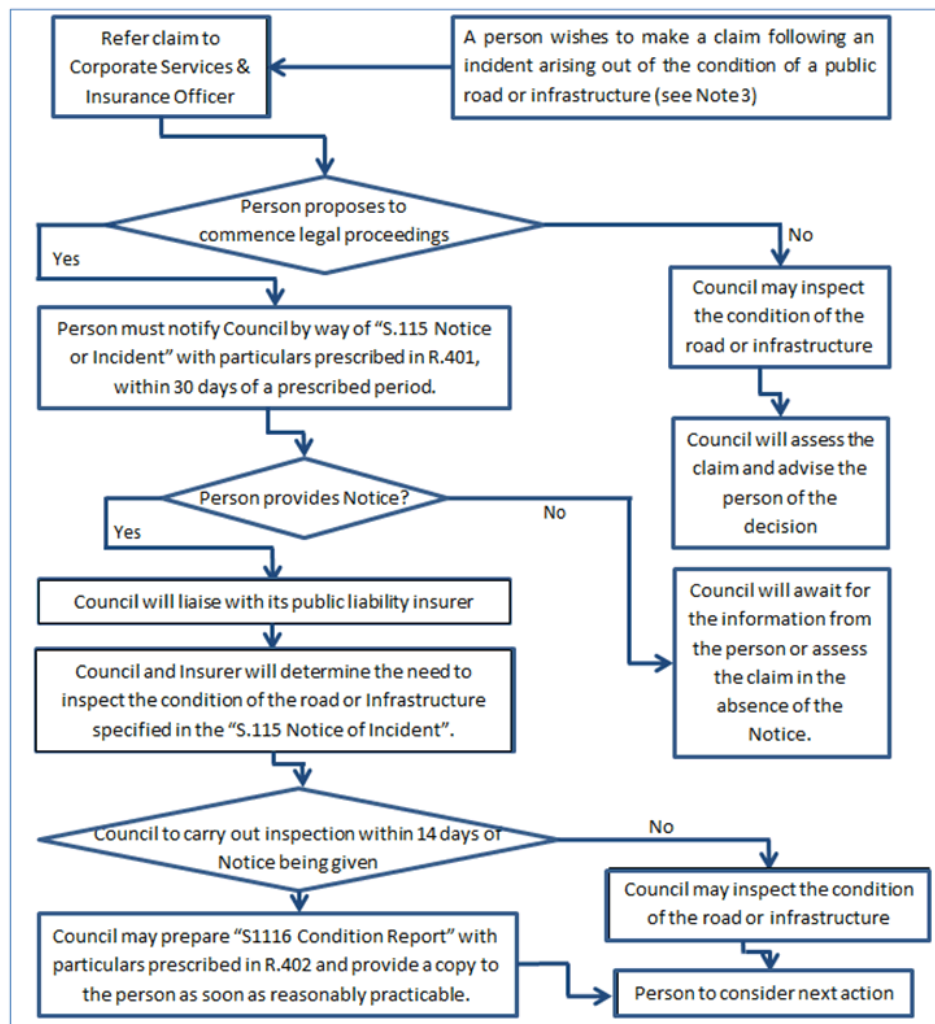


Diagram 5.2 – Claims Procedure

**Notes**

(1) S110, S115 and S116 mean Sections 110, 115 and 116 of the Road Management Act 2004.

(2) R401 and R402 mean Regulations 401 and 402 of the Road Management (General) Regulations 2016.

(3) If it is a property damage claim, Council is not liable for damage where the value is not greater than the Section 110 threshold amount.



## 6 Review of Road Management Plan

The next review of this Road Management Plan is scheduled to commence by 1 August ~~2020-2024~~ and be completed by 30 June ~~2024-2025~~, unless otherwise directed by the relevant Road Minister or directed by the Council and Chief Executive Officer.



## Referenced Documents

- Road Management Act 2004 (Version [053059](#), incorporating amendments as at [12 April 2017](#) [6 April](#)).
- Road Management (General) Regulations 2016 (S.R. No. 11/2016, Version No. [006002](#), incorporating amendments as at [18 March 2016](#) [1 January 2020](#)).
- Road Management (Works and Infrastructure) Regulations 2015 (S.R. No. 61/2015, Version No. 001, authorized version as at 20 June 2015).
- Code of Practice for Operational Responsibility for Public Roads (published in Government Gazette, No. S 174 Tuesday 30 May 2017).
- Code of Practice for Clearways on Declared Arterial Roads (published in Government Gazette, No. S 202 Thursday 16 September 2004).
- Code of Practice for Road Management Plans (published in Government Gazette, No. S 201 Thursday 16 September 2004).
- Code of Practice for Management of Infrastructure in Road Reserves (published in Government Gazette, No. S 117 Thursday 28 April 2016).
- Code of Practice for Worksite Safety – Traffic Management (published in Government Gazette, No. S 351 Tuesday 31 August 2010).
- Road Safety Act 1986 (Version 175, incorporating amendments as at 12 April 2017).
- VicRoads, A Guide to Working In The Road Reserve, July 2015.
- City of Whittlesea, General Municipal Law No. 1 of 2008, Reprint No. 2 – October 2008, incorporating General (Amendment) Local Law No. 2 of 2008 and including Building Site Code (published in Government Gazette, No. G51 Thursday 20 December 2007 and No. G42 Thursday 16 October 2008).
- [Whittlesea 2040: A Place for All Council Plan 2018-2022 \(made for Section 90 of Local Government Act 2020\)](#). ~~City of Whittlesea, Shaping Our Future Council Plan 2013-2017 (made for Section 125 of Local Government Act 1989).~~
- City of Whittlesea, Municipal Emergency Management Plan (made for Section 20 of the Emergency Management Act 1986).
- City of Whittlesea, Municipal Fire Management Plan [2012-2015-2020-2023](#) (made for Section 20 of the Emergency Management Act 1986; and deemed to fulfill Section 55A of the Country Fire Authority Act 1958).
- City of Whittlesea, Municipal Fire Prevention Risk Management Strategy 2011-2014.
- City of Whittlesea, Shire of Nillumbik, City of Banyule, Parks Victoria, Plenty Gorge Precinct Integrated Fire Prevention Strategy [2010-2014](#) [2016-2020](#).
- ~~City of Whittlesea, Roadside Management Strategy 2014.~~
- City of Whittlesea, Asset Management Policy [2006](#) [2018](#).
- City of Whittlesea, Register of Public Roads [2017-2020](#) (or as amended).
- City of Whittlesea, Street Tree Management Plan 2016.
- [Whittlesea Bicycle Plan 2016 \(or as amended\)](#).



## Appendix – Definitions

<b>access facility</b>	<p>means—</p> <p>(a) a physical means of entry or exit for vehicles between adjoining land and a road reserve -- example: a driveway on adjacent land; or</p> <p>(b) infrastructure on a road reserve which provides, or a part of roadway which facilitates, entry or exit for traffic between the access facility referred to in paragraph (a) and the roadway -- example: a driveway on adjoining land which extends into the road reserve to connect the driveway to the roadway or an acceleration or deceleration lane of a roadway which connects to an entry or exit to adjoining land.</p> <p>[Source: clause 2(7), schedule 2, Road Management Act 2004, Version No. 035, 5 December 2012]</p>
<b>ancillary area</b>	<p>means an area designated as ancillary area by the coordinating road authority under section 18 of the Road Management Act 2004.</p> <p>Example</p> <p>Any area which is a "park and ride" carpark, rest stop or scenic lookout could be designated as an ancillary area.</p> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
<b>arterial road</b>	<p>means a road which is declared to be an arterial road under section 14.</p> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p> <p>means a road which immediately before 1 July 2004 is declared as—</p> <ul style="list-style-type: none"> <li>(a) a forest road; or</li> <li>(b) a main road; or</li> <li>(c) a State highway; or</li> <li>(d) the King-Street Bridge; or</li> <li>(e) a tourists' road—</li> </ul> <p>is deemed to have been declared as an arterial road under Road Management Act 2004.</p> <p>[Source: clause 1(2), schedule 9, Road Management Act 2004, Version No. 035, 5 December 2012]</p>
<b>condition report</b>	<p>means a report of the inspection of the condition of any public road or infrastructure conducted by Council (as the responsible road authority) in response to a notice of incident prepared under section 115 of the Act. The inspection of condition must be carried out, and the corresponding condition report must be prepared, in accordance with section 116 of Road Management Act 2004 and Regulation 402 of Road Management (General) Regulations 2005.</p>



**coordinating road authority**

[Source: sections 115 and 116, Road Management Act 2004, Version No. 035; and Road Management (General) Regulations 2005, Version No. 004, 10 April 2013]

in relation to a road, means the road authority which has coordination functions as determined in accordance with section 36 of the Road Management Act 2004.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

in relation to Road Safety Act 1986 –  
coordinating road authority, for a road or road related area or highway (a Road Safety Act road), means the coordinating road authority (within the meaning of the Road Management Act 2004) for the road (within the meaning of that Act) that consists of or includes the Road Safety Act road.

[Source: Regulation 4, Road Safety (Traffic Management) Regulations 2009, Version No. 003, 19 December 2012]

**date of practical completion**

means—

in relation to AS4000-1997:

- (a) the date evidenced in a *certificate of practical completion* as the date upon which *practical completion* was reached; or
- (b) where another date is determined in any arbitration or litigation as the date upon which *practical completion* was reached, that other date.

[Source: sections 1, AS4000-1997, Australian Standard - General Conditions of Contract]

in relation to AS2124-1992:

- (a) the date certified by the Superintendent in a Certificate of Practical Completion issued pursuant to Clause 42.5, to be the date upon which Practical Completion was reached; or
- (b) where another date is determined in any arbitration or litigation as the date upon which Practical Completion was reached, that other date.

[Source: section 2, AS2124-1992, Australian Standard - General Conditions of Contract]

Also see "Practical Completion".

**defect**

means the visible or measurable evidence of failure or undesirable condition of a road or road-related infrastructure asset.

Example: pothole, damaged pit cover, damaged road safety barrier (guard rail). Defects below the stated intervention level are considered reasonable tolerable defects not requiring repair.

**emergency**

means, without limiting the generality of the foregoing—

- a) an earthquake, flood, wind-storm or other natural event; and
- b) a fire; and





	<ul style="list-style-type: none"> <li>c) an explosion; and</li> <li>d) a road accident or any other accident; and</li> <li>e)</li> <li>f) a disruption to an essential service;</li> </ul>
<b>function</b>	<p>in relation to Part 6 Civil Liability of Road Management Act 2004 –</p> <p>function includes a power, authority or duty.</p> <p>[Source: section 97, Road Management Act 2004, Version No. 035, 5 December 2012]</p>
<b>highway</b>	<p>means road or road related area.</p> <p>[Source: section 3(1), Road Safety Act 1986, Version No. 151, 30 March 2013]</p>
<b>infrastructure</b>	<p>means road infrastructure and non-road infrastructure.</p> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
<b>infrastructure manager</b>	<p>means—</p> <ul style="list-style-type: none"> <li>(a) in relation to road infrastructure, the responsible road authority under section 37; or</li> <li>(b) subject to section 3 and subsection (5), in relation to non-road infrastructure, the person or body that is responsible for the provision, installation, maintenance or operation of the non-road infrastructure.</li> </ul> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
<b>intervention level</b>	<p>in relation to asset maintenance and repairs, an intervention level is the point at which the magnitude of a defect (or defects) is considered to warrant some form of intervention action or treatment.</p>
<b>municipal public road</b>	<p>means a municipal road which is also a public road within the meaning of section 17 of Road Management Act 2004. Also see “public road”.</p> <p>Also see “municipal road” and “public road”.</p>
<b>municipal road</b>	<p>means any road which is not a State road, including any road which –</p> <ul style="list-style-type: none"> <li>(a) is a road referred to in section 205 of the Local Government Act 1989; or</li> <li>(b) is a road declared by VicRoads to be a municipal road under section 14(1)(b); or</li> <li>(c) is part of a Crown Land reserve under the Crown Land (Reserves) Act 1978 and has the relevant municipal council as the committee of management.</li> </ul> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>



<b>night</b>	<p>means the period between sunset on one day and sunrise on the next day.</p> <p>[Source: section 3(1), Road Safety Act 1986, Version No. 151, 30 March 2013]</p>
<b>non-road infrastructure</b>	<p>means infrastructure in, on, under or over a road which is not road infrastructure.</p> <p>Note: See the definition of "road infrastructure".</p> <p>Examples: Non-road infrastructure would include gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure (including boom gates, level crossings and tram safety zones), bus shelters, public telephones, mail boxes, roadside furniture and fences erected by utilities.</p> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
<b>pathway</b>	<p>means a footpath, bicycle path or other area constructed or developed by a responsible road authority for use by members of the public other than with a motor vehicle but does not include any path –</p> <ul style="list-style-type: none"> <li>(a) which has not been constructed by a responsible road authority; or</li> <li>(b) which connects to other land.</li> </ul> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
<b>practical completion</b>	<p>in relation to AS4000-1997 –</p> <p>means is that stage in the carrying out and completion of <i>WUC</i> (work under Contract) when:</p> <ul style="list-style-type: none"> <li>(a) <i>the Works</i> are complete except for minor <i>defects</i>:             <ul style="list-style-type: none"> <li>i. which do not prevent <i>the Works</i> from being reasonably capable of being used for their stated purpose;</li> <li>ii. which the <i>Superintendent</i> determines the <i>Contractor</i> has reasonable grounds for not promptly rectifying; and</li> <li>iii. the rectification of which will not prejudice the convenient use of <i>the Works</i>.</li> </ul> </li> <li>(b) those <i>tests</i> which are required by the <i>Contract</i> to be carried out and passed before <i>the Works</i> reach <i>practical completion</i> have been carried out and passed; and</li> <li>(c) documents and other information required under the <i>Contract</i> which, in <i>Superintendent's</i> opinion, are essential for the use, operation and maintenance of <i>the Works</i> have been supplied.</li> </ul> <p>[Source: section 1, AS4000-1997, Australian Standard - General Conditions of Contract]</p> <p>In relation to AS2124-1992 –</p>





means is that stage in the execution of the work under the Contract when—

- (a) the Works are complete except for minor omissions and minor defects —
  - i. which do not prevent the Works from being reasonably capable of being used for their intended purpose; and
  - ii. which the Superintendent determines the Contractor has reasonable grounds for not promptly rectifying; and
  - iii. rectification of which will not prejudice the convenient use of the Works; and
- (b) those tests which are required by the Contract to be carried out and passed before the Works reach Practical Completion have been carried out and passed; and
- (c) documents and other information required under the Contract which, in the opinion of the Superintendent, are essential for the use, operation and maintenance of the Works have been supplied.

[Source: section 2, AS2124-1992, Australian Standard - General Conditions of Contract]

**public road**

means a public road within the meaning of section 17 of Road Management Act, which sets out a road is a public road if it is —

- (a) a freeway; or
  - (b) an arterial road; or
  - (c) declared under section 204(1) of the Local Government Act 1989, or
  - (d) declared under section 61 or 93H of the Melbourne City Link Act 1995; or
  - (da) declared under section 143 of the EastLink Project Act 2004; or
  - (db) the Peninsula Link Freeway; or
  - (e) a road to which subsection (3) applies; that is —
- Subject to section 14(7), the relevant coordinating road authority must register on its register of public roads a road in respect of which the road authority has made a decision that the road is reasonably required for general public use.
- Example:
- A road set aside as a road in a plan of subdivision registered under the Subdivision Act 1988 is not a public road for the purposes of this Act unless and until a decision is made under subsection (3).
- (f) a non-arterial State road declared under section 14(1) by VicRoads; or
  - (g) a municipal road declared under section 14(1) by VicRoads.

[Source: sections 3(1) and 17, Road Management Act 2004, Version No. 035, 5 December 2012]

**renewal (asset renewal)**

activities include the following —



- (a) resurfacing of sealed roads to maintain a waterproof layer and to maintain a surface which has sufficient skid resistance for traffic movements.
- (b) rehabilitation of failed sections of road, such as major patching with asphalt, pavement stabilisation, reconstruction of pavements, adding extra layers on top of a pavement, correction of wheel rutting or surface roughness, correction of pavement shape to enable rainwater to drain off to the side and not ponding on the surface;
- (c) gravel re-sheeting of unsealed roads; and
- (d) rehabilitation of other road-related infrastructure assets, such as replacing unserviceable sections of kerb and channel or pathways.

Also see "maintenance".

**repair**

means the taking of any action to remove or reduce a risk arising from a defect in a roadway, pathway or road-related infrastructure, including –

providing a warning to road users of a defect in a roadway, pathway or road-related infrastructure –  
but does not include the upgrading of a roadway, pathway or road related infrastructure.

**Examples**

Filling a pothole in a roadway, resurfacing the roadway and erecting a warning sign would be actions to repair the road.  
[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

**responsible road authority**

means a person or body specified in or under section 37 of Road Management Act 2004.  
[Source: section 3, Road Management Act 2004, Version No. 035, 5 December 2012]

In relation to Road Safety Act 1986 –  
responsible road authority, for a road or road related area, means the responsible road authority (within the meaning of the Road Management Act 2004) for the road (within the meaning of that Act) that consists of or includes that road or road related area, and  
includes—

- (a) the Link corporation; and
- (b) the Extension corporation; and
- (c) the Freeway Corporation; and
- (d) the Peninsula Link Freeway Corporation.

[Source: Regulation 4, Road Safety (Traffic Management) Regulations 2009, Version No. 003, 19 December 2012]

**road**

in relation to Road Management Act 2004 –



road includes –

- (a) any public highway;
- (b) any ancillary area;
- (c) any land declared to be a road under section 11 of Road Management Act 2004 or forming part of a public highway or ancillary area.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

in relation to Road Safety Act 1986 –  
means—

- (a) an area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles; or
- (b) a place that is a road by virtue of a declaration under section 3(2)(a)—

but does not include a place that is not a road by virtue of a declaration under section 3(2)(a).

[Source: section 3(1), Road Safety Act 1986, Version No. 151, 30 March 2013]

Note:

In relation to Road Safety Road Rules 2009 –

a reference in Road Rules (except in Part 1, Division 2) to a road, does not include a reference to any shoulder of the road.

[Source: Rule 12(2), Road Safety Road Rules 2009, Version No. 009, 11 December 2012]

**road authority**

means a person or body specified in or under section 37 of Road Management Act 2004.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

**road infrastructure**

in relation to Road Management Act 2004 –  
means –

- (a) the infrastructure which forms part of a roadway, pathway or shoulder, including—
  - i. structures forming part of the roadway, pathway or shoulder;
  - ii. materials from which a roadway, pathway or shoulder is made;
- (b) the road-related infrastructure—

but does not include—

- (c) if the irrigation channel, sewer or drain is works within the meaning of the Water Act 1989, any bridge or culvert over an irrigation channel, sewer or drain, other than a bridge or culvert constructed by a road authority; or
- (d) a bridge or culvert over a sewer or drain constructed under section 132 of the Melbourne and Metropolitan Board of Works Act 1958;

Examples



Materials such as asphalt, bitumen, gravel, lane markers and lines would be materials from which a roadway, pathway or shoulder is made.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

In relation to Road Safety Act 1986 –  
road infrastructure includes—

- (a) a road, including its surface or pavement; and
- (b) anything under or supporting a road or its surface or pavement and maintained by a road authority; and
- (c) any bridge, tunnel, causeway, road-ferry, ford or other work or structure forming part of a road system or supporting a road; and
- (d) any bridge or other work or structure located above, in or on a road and maintained by a road authority; and
- (e) any traffic control devices, railway or tramway equipment, electricity equipment, emergency telephone systems or any other facilities (whether of the same or a different kind) in, on, over, under or connected with anything referred to in paragraphs (a)–(d); and
- (f) anything declared by the regulations to be included in this definition;

but does not include anything declared by the regulations to be excluded from this definition.

[Source: section 3(1), Road Safety Act 1986, Version No. 151, 30 March 2013]

**road-related infrastructure**

means infrastructure which is installed or constructed by the relevant road authority for road-related purposes to —

- (a) facilitate the operation or use of the roadway or pathway; or
- (b) support or protect the roadway or pathway.

**Examples**

A traffic control sign, traffic light, road drain or embankment would be road-related infrastructure.

A noise wall, gate, post or board installed on the road reserve by the relevant road authority for road-related purposes would be road-related infrastructure.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

**road reserve**

means all the area of land that is within the boundaries of a road.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

**road user**

means all users of a road including pedestrians, bicyclists, motorcyclists, public transport passengers and vehicle drivers and passengers.

[Source: clause 6(3), Code of Practice for Management of Infrastructure in Road Reserves, published in Government Gazette, No. S 269 Monday 6 October 2008]

**roadside**

means any land that is within the boundaries of a road (other than the shoulders of the road) which is not a roadway or a pathway and includes the land on which any vehicle crossing or pathway which connects from a roadway or pathway on a road to other land has been constructed.

Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be roadside.  
[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

**roadway**

means—

- (a) in the case of a public road, the area of the public road that is open to or used by members of the public and is developed by a road authority for the driving or riding of motor vehicles;
- (b) in the case of any other road, the area of the road within the meaning of road in section 3(1) of the Road Safety Act 1986—

but does not include a driveway providing access to the public road or other road from adjoining land.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

**shoulder**

means the cleared area, whether or not constructed or sealed, next to a roadway that provides clearance between the roadway and the roadside but does not include any area that is not in the road reserve.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

The shoulder of the road means an area (not being part of the road) adjoining the road that is open to or used by the public for driving, riding or parking motor vehicles and to which a parking control sign does not apply.

[Source: Rule 12(3), Road Safety Road Rules 2009, Version No. 009, 11 December 2012]

**Note:**

In relation to Road Safety Road Rules 2009 – a reference in Road Rules (except in Part 1, Division 2) to a road, does not include a reference to any shoulder of the road.  
[Source: Rule 12(2), Road Safety Road Rules 2009, Version No. 009, 11 December 2012]

**Sign**

includes any associated support structure.

[Source: clause 5(2), Code of Practice for Operational Responsibility for Public Roads, published in Government Gazette, No. S 267 Friday 17 December 2004]





<b>significant roadside area</b>	means roadside that contains significant native vegetation including native grasses, shrubs and trees that need protection. Such areas may be signed with "Significant Roadside Area" signs and/or "No Disturbance No Mowing" environmental markers. Refer to the Roadside Conservation Map for the locations. [Source: City of Whittlesea Roadside Management Handbook, 1999]
<b>substance</b>	means substance in any form (whether gaseous, liquid, solid or other) and includes material, preparation, extract and admixture. [Source: section 3(1), Road Safety Act 1986, Version No. 151]
<b>traffic</b>	includes vehicular, pedestrian and all other kinds of traffic. [Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]
<b>utility</b>	means— <ul style="list-style-type: none"> <li>(a) an entity (whether publicly or privately owned) which provides, or intends to provide, water, sewerage, drainage, gas, electricity, telephone, telecommunication or other like services under the authority of an Act of Victoria or the Commonwealth;</li> <li>(b) any person who under the Pipelines Act 2005 is the holder of a licence to construct and operate a pipeline;</li> </ul> [Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]
<b>vehicle crossing</b>	(also known as: cross over, driveway, driveway crossing, driveway access) means that area designed to facilitate the entry of vehicles onto, and the exit of vehicles from, adjacent premises, being an area extending from the property line of the premises to the nearest point of the adjacent roadway. [Source: section 1.8(1), City of Whittlesea, General Municipal Law No. 1 of 2008, Reprint No. 2 – October 2008, incorporating General (Amendment) Local Law No. 2 of 2008 and including Building Site Code]
<b>works</b>	includes any kind of activity conducted on or in the vicinity of a road or proposed road in connection with the construction, maintenance or repair of the road or the installation, maintenance or repair of any infrastructure in, on, under or over a road and without limiting the generality of this definition includes — <ul style="list-style-type: none"> <li>(a) excavating or breaking up the surface of a road;</li> <li>(b) erecting a structure in, on or over a road;</li> <li>(c) removing or interfering with any structure or marking on a road;</li> <li>(d) planting or removing a tree or other vegetation;</li> <li>(e) tunnelling under a road;</li> <li>(f) connecting a road to a road;</li> <li>(g) installing pipes, drains, cables, poles, buildings, shelters or other structures on a road reserve;</li> </ul>





- (h) erecting any obstruction on a road or otherwise impeding the use of a road for the purpose of conducting any works.

[Source: section 3, Road Management Act 2004, Version 035, 5 December 2012]

does not include emergency works.

[Source: clause 6(2), Code of Practice for Management of Infrastructure in Road Reserves, published in Government Gazette, No. S 269 Monday 6 October 2008]

**worksite**

has the meaning as generally used in the Australian Standard AS 1742.3 – 2009: Manual of Uniform Traffic Control Devices, Part 3: Traffic Control for Works on Roads, being 'an area which includes the work area(s) and any additional length of road required for advance signing, tapers, side-tracks, or other areas needed for associated purposes'.

[Source: clause 5(2), Code of Practice for Worksite Safety – Traffic Management, published in Government Gazette, No. S 351 Tuesday 31 August 2010]



## City of Whittlesea

**Civic Centre:** 25 Ferres Boulevard, South Morang  
**Office Hours:** Monday to Friday, 8:30am to 5:00pm  
**Mail:** Locked Bag 1, Bundoora MDC 3083  
**Telephone:** 9217 2170 (24 hours)

**TTY:** 9217 2420 **Fax:** 9217 2111 **Email:** [info@whittlesea.vic.gov.au](mailto:info@whittlesea.vic.gov.au)  
**Web:** [www.whittlesea.vic.gov.au](http://www.whittlesea.vic.gov.au)

**Unit Leader Infrastructure Projects, City Design and Transport**  
Anthony Kyrkou 9217 2103

Creating vibrant self-sustaining communities together



## Intervention Level and Frequency Amendments

### 4.2 Defect and Condition Inspections

TABLE 4.1 PERFORMANCE STANDARDS FOR DEFECT INSPECTIONS ROADS		
Asset Hierarchy	Defect Inspection	
	Day Time	Night Time
Link	Every 4 weeks	Every 1 year
Collector	Every 12 weeks	Every 1 year
Access	Every 1 year	Not applicable

TABLE 4.2 PERFORMANCE STANDARDS FOR DEFECT INSPECTIONS PATHWAYS		
Asset Hierarchy	Defect Inspection	
	Day Time	Night Time
Hierarchy 1	6 monthly	Not applicable
Hierarchy 2	At intervals not exceeding two years and six months.	Not applicable

### 4.3 Emergency Response

Table 4.3. Performance standards for Emergency Response Times		
Asset Hierarchy	Response	Emergency Response Time
Roads		
Link	Inspect and provide appropriate warning or rectify if possible OR Provide appropriate warning and notification if asset is the responsibility of a utility, other road authority, private owner, or public transport provider	Within 2 hours of notification
Collector		Within 3 hours of notification
Access		Within 4 hours of notification
Pathways		
1	Inspect and provide appropriate warning or rectify if possible OR Provide appropriate warning and notification if asset is the responsibility of a utility, other road authority, private owner or public transport provider	Within 1 working day of notification
2		Within 1 working day of notification

## 4.5 Defects Intervention Levels

Table 4.5 Defects Intervention Levels				
Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
SEALED PAVEMENT				
POTHOLES	Potholes in traffic lane >300mm dia. and <del>100mm</del> <u>50mm</u> deep	Rectify within <del>5 days</del> <u>7 days</u>	Rectify within <del>7 days</del> <u>10 days</u>	Rectify within <del>14 days</del> <u>28 days</u>
WHEEL RUTS AND DEPRESSIONS	When ruts or depressions >25 mm depth measured with 1.2 m straightedge transverse, or under a 3 m straightedge longitudinal.	Rectify within <del>4 weeks</del> <u>3 weeks</u>	Rectify within <del>4 weeks</del> <u>5 weeks</u>	<del>Rectify as resources become available</del> <u>Rectify within 8 weeks</u>
CRACKS Seal and fill cracks and joints, excluding “crocodile” cracking,	When cracks >30 mm width.	<del>Rectify as resources become available</del> <u>Rectify within 3 weeks</u>	<del>Rectify as resources become available</del> <u>Rectify within 5 weeks</u>	Rectify as resources become available
SURFACE TREATMENT – LOSS OF AGGREGATE, BLEEDING OR FLUSHING	When – (a) stripping has >50% loss of aggregate for an area >5 m <sup>2</sup> ; (b) bleeding / flushing for an area >5 m <sup>2</sup> ; <del>(c) all “crocodile” cracking.</del>	<del>Rectify as resources become available</del> <u>Rectify within 3 weeks</u>	<del>Rectify as resources become available</del> <u>Rectify within 5 weeks</u>	<del>Rectify as resources become available</del> <u>Rectify within 8 weeks</u>
PAVEMENT CLEANING – REMOVAL OF DEBRIS	When accumulation of aggregate, dirt or debris over a 5 Square Metre area prevents the free drainage of the pavement.	Rectify within 8 weeks	Rectify within 8 weeks	Rectify within 8 weeks
EDGE BREAK	When edge break exceeds 75 mm laterally over at least a 1 m length from the nominal seal line.	Rectify within 2 weeks	Rectify within 4 weeks	Rectify within 8 weeks
SHOULDER				
UNSEALED SHOULDER - REPAIR	When drop off is > 50 mm depth measured over a 20 m length.	Rectify within <del>4 weeks</del> <u>3 weeks</u>	Rectify within <del>8 weeks</del> <u>5 weeks</u>	Rectify within 8 weeks



Table 4.5 Defects Intervention Levels

Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
<b>UNSEALED SHOULDER - REPAIR</b>	When potholes, scouring or roughness is >50 mm depth measured with a 1.2 m straightedge, or when there is ponding of water.	Rectify within 4 weeks	Rectify within 8 weeks	Rectify within 8 weeks
<b>UNSEALED ROAD</b>				
<b>UNSEALED ROAD - REPAIR</b>	When potholes, scouring or roughness >100 mm depth measured with 1.2 m straightedge.	Rectify within 4 weeks	Rectify within <del>8 weeks</del> <u>5 weeks</u>	Rectify within <del>8 weeks</del> <u>10 weeks</u>
	When continuous corrugations over 20 m exceeding 50 mm in depth.	Rectify within <del>4 weeks</del> <u>5 weeks</u>	Rectify within <del>8 weeks</del> <u>5 weeks</u>	Rectify within <del>8 weeks</del> <u>16 weeks</u>
<b>VEGETATION</b>				
<b>LONG GRASS AT ROADSIDE AREAS</b>	Grass length to an average <del>300 mm</del> <u>125 mm</u> in roadside areas – (a) 3 m behind the line of guideposts or kerb (and balance of median if remaining width is less than 5 m); (b) 30 m in advance of all road approaches and departures;	<del>Rectify within 3 months</del> <u>Rectify within 3 weeks for urban areas.</u> <u>Other areas slashed during the summer months for fire prevention</u>	<del>Rectify within 3 months</del> <u>Rectify within 3 weeks for urban areas.</u> <u>Other areas slashed during the summer months for fire prevention</u>	<del>Rectify within 3 months</del> <u>Rectify within 3 weeks for urban areas.</u> <u>Other areas slashed during the summer months for fire prevention</u>
<b>INTRUSIVE TREES AND SHRUBS</b>	Cut and remove tree and shrub growth within roads, drains, clear zones, shoulders and verges to maintain – (a) a minimum 4.5 metres high clearance over roads and shoulders for	Rectify within 4 weeks	Rectify within <del>6 weeks</del> <u>4 weeks</u>	Rectify within <del>8 weeks</del> <u>4 weeks</u>

Table 4.5 Defects Intervention Levels

Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
	<p><u>Declared Arterial Roads, Link and Collector Roads</u>  <del>VicRoads roads</del> and <del>4.4 metres</del> <u>4 metres</u> <del>for access roads.</del>  <del>for Council's roads.</del></p> <p>(b) Clear lines of sight on rural roads for a distance of 1.0 metre behind the kerb line or, if there is no kerb, the outer edge of the road shoulder.</p> <p><u>(c) maintain vertical clearances of 2.5m over footpaths, walkways and nature strips.</u></p>			
ROAD FURNITURE				
SIGN REPAIR – DAMAGED OR DIRTY	<p>Replace when damage renders ineffective.</p> <p>Clean sign and delineator faces when reflectivity is reduced due to accumulation of dirt.</p>	Rectify <u>all signage</u> within 2 weeks	Rectify <u>within 3 months</u> Rectify <u>Warning and Regulatory Signs</u> <u>within 3 weeks.</u> <u>Others</u> <u>within 3 months.</u>	Rectify <u>within 3 months</u> Rectify <u>Warning and Regulatory Signs</u> <u>within 3 weeks.</u> <u>Others</u> <u>within 3 months.</u>
DAMAGED GUARD FENCE AND WIRE ROPE SAFETY BARRIER	<b>Repair when damaged to such an extent that it has become ineffective</b>	Rectify within <u>12 weeks</u> <u>8 weeks</u>	Rectify within <u>12 weeks</u> <u>8 weeks</u>	Rectify within <u>12 weeks</u> <u>8 weeks</u>
SIGN AND LINE/PAVEMENT MARKINGS – WORN OR MISSING	<p>Signs and line/pavement markings which are not visible from 150 M at night, on low beam.</p> <p>Replace if missing.</p>	Rectify within 4 weeks	Rectify within 8 weeks	Rectify within 12 weeks
DAMAGED SAFETY FENCING	When integrity of fencing is not effective.	Rectify within <u>12</u>	Rectify within <u>12</u>	Rectify within <u>6</u>

Table 4.5 Defects Intervention Levels

Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
		<del>weeks 9</del> weeks	<del>weeks 9</del> weeks	<del>months 12</del> weeks
<b>STRUCTURE</b>				
<b>BRIDGE MAINTENANCE - CLEANING</b>	When any accumulation of materials causes interruption to the escape of drainage water, or the operation of expansion joints.	Rectify within 12 weeks	Rectify within 12 weeks	Rectify within 6 months
<b>BRIDGE MAINTENANCE – REPAIR OF PARAPETS</b>	When detected or made known.	Rectify within 12 weeks	Rectify within 12 weeks	Rectify within 6 months
<b>BRIDGE MAINTENANCE – REPAIRS NOT INCLUDED ABOVE</b>	As per bridge inspection program.	Refer to Bridge Inspection	Refer to Bridge Inspection	Refer to Bridge Inspection

Table 4.6 Defects in Pathways

Defect Description	Defect Intervention Level	Defect Response Time	
		Pathway Hierarchy	
		1	2
<b>VERTICAL AND HORIZONTAL DISPLACEMENTS</b>	Pedestrian area with a step of $\geq$ 25mm <del>and/or</del> a crack with an opening <del>greater than</del> $\geq$ 30mm	<del>14–30 working days</del> Rectify within 28 days	<del>30–60 working days</del> Rectify within 3 months
<b>UNDULATIONS / DEPRESSIONS</b>	Pedestrian area – Rise or Depression >50 mm under 1.2 m straightedge.	Rectify within 3 months <del>5 weeks</del>	<del>Rectify within available resources</del> Rectify within 3 months

**ITEM 6.2.2 FOR DECISION - AMENDMENT C255 - APPLICATION OF THE PUBLIC ACQUISITION OVERLAY TO TWO PROPERTIES**

<b>Attachments:</b>	<b>1</b>	<b>Attachment 1 - Amendment C255 PAO Map Adoption</b> <a href="#">↓</a>
	<b>2</b>	<b>Attachment 2 - Amendment C255 Clause 45.01s Adoption</b> <a href="#">↓</a>
	<b>3</b>	<b>Attachment 3 - Subject Site and Land Ownership</b> <a href="#">↓</a>
	<b>4</b>	<b>Attachment 4 - Everton Drive &amp; Plenty Road Intersection Plan</b> <a href="#">↓</a>
	<b>5</b>	<b>Attachment 5 - Amendment C255 PAO Map Exhibition</b> <a href="#">↓</a>
<b>Responsible Officer:</b>	<b>Director Planning &amp; Development</b>	
<b>Author:</b>	<b>Strategic Planner</b>	

**RECOMMENDATION SUMMARY**

That Council resolve to:

1. Adopt Amendment C255 in accordance with the documents contained in Attachments 1 and 2 of this report.
2. Submit Amendment C255 to the Minister for Planning for approval.
3. Notify the submitters of Council's resolution.

**BRIEF OVERVIEW**

- Amendment C255 will apply a Public Acquisition Overlay (PAO) to part of land at 1455a Plenty Road and 1470 Plenty Road, Mernda.
- The application of the PAO is required to facilitate the future acquisition of land for two significant infrastructure projects – the construction of the intersection of Plenty Road and Everton Drive and assembly of land for the ultimate construction of facilities on the Mernda Regional Recreation Reserve.
- One supportive submission was received to the amendment exhibition process and no other submissions were received.
- It is recommended that Amendment C255 be adopted by Council and forwarded to the Minister for Planning for approval.
- Upon gazettal of Amendment C255 Council will be able to acquire the land in accordance with the Land Acquisition and Compensation Act, 1986.

**RATIONALE FOR RECOMMENDATION**

The Amendment facilitates the delivery of projects (intersection and active recreation reserve) which have been strategically identified in the Mernda Strategy Plan.

As a result of the exhibition of the Amendment no submissions have been received which either object or request any change to the Amendment.

Therefore, it is recommended that the Amendment be adopted to enable the timely acquisition of land required to deliver these important projects for the Mernda community.

**IMPACTS OF RECOMMENDATION**

Should this Amendment be approved by the Minister for Planning, then Council is able to commence the land acquisition process in accordance with the process defined by the Land Acquisition and Compensation Act, 1986.

The acquisition of the land will enable the timely delivery of the Plenty Road and Everton Drive intersection and the future delivery of the Mernda Sports Hub project at the Mernda Regional Recreation Reserve.

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

Submitters will be notified of the outcome of the Amendment. All landowners impacted by the Amendment will also be kept informed as the acquisition process proceeds in accordance with the Land Acquisition and Compensation Act, 1986.

**REPORT****INTRODUCTION**

The purpose of this report is to inform Council of the outcomes of the exhibition of Amendment C255 and recommend Council adopt the Amendment and submit it to the Minister for Planning for approval.

Amendment C255 seeks to apply a Public Acquisition Overlay (PAO) to the additional land required for upgrade of the Plenty Road and Everton Drive intersection to provide access to the Mernda Regional Recreation Reserve (MRRR), as well as acquiring the final portion of land required for the MRRR. This will facilitate the delivery of the Mernda Sports Hub project which is important to service to the growing Mernda community.

Amendment C255 was exhibited from 10 March 2021 to 16 April 2021. One submission was received during the statutory exhibition, indicating support for the Amendment.

**PLANNING ASSESSMENT**

The subject sites are affected by the following zones and overlays.

The land subject to the proposed PAO is partly affected by the following zoning controls:

- Comprehensive Development Zone – Schedule 1;
- General Residential Zone – Schedule 1; and,
- Road Zone, Category 1.

The land subject to the proposed PAO is partly affected by the following overlay controls:

- Incorporated Plan Overlay – Schedule 1;
- Development Plan Overlay – Schedule 15;
- Vegetation Protection Overlay – Schedule 1; and,
- Development Contributions Plan Overlay – Schedule 7.

Schedule 1 to the Incorporated Plan Overlay incorporates the Mernda Strategy Plan (MSP). The Mernda Strategy Plan is the primary strategic plan guiding the development in the Mernda precinct. The Mernda Strategy Plan strategically identifies the land required for the MRRR and the proposed construction and signalisation of the intersection at Plenty Road and Everton Drive.

The Mernda Strategy Plan Development Contributions Plan (MSPDCP) also identifies both the intersection and MRRR as projects where Council is the delivery agency.

Accordingly, the facilitation of these projects has strong strategic justification and is critical to the implementation of the Mernda Strategy Plan and for servicing the precinct.

The Amendment has been prepared in accordance with the relevant guidelines and ministerial directions which are detailed in the Explanatory Report prepared in support of the Amendment.

**THE SUBJECT SITE**

The subject land is shown in Attachment 3.

The additional land required for the new intersection at Plenty Road and Everton Drive and MRRR will affect the following properties:

- 1455a Plenty Road, Mernda (51.8sqm), and,
- 1470 Plenty Road, Mernda (1687.9sqm).



1470 Plenty Road, Mernda is a large rural residential lot which straddles both sides of Plenty Road. The land to which the PAO is to be applied to the west of Plenty Road is vacant.

The land east of Plenty Road contains a single dwelling. The proposed PAO will apply partly to this section of the parcel to facilitate the future delivery of the fourth leg of the intersection into Station Lane. It will not affect the existing dwelling.

The land at 1455a Plenty Road, Mernda is a future commercial development site which has an approved Development Plan. The owner of this lot is currently seeking to amend this Development Plan. The land subject to the PAO is currently vacant and immediately adjoins the western side of Plenty Road.

## AMENDMENT PROPOSAL

The Public Acquisition Overlay (PAO) is the planning tool which is used to identify land which is proposed to be acquired for a public purpose. This Amendment seeks to apply a PAO to:

- Land at 1455a Plenty Road and 1470 Plenty Road, Mernda for road purposes to facilitate the delivery of the Everton Drive / Plenty Road intersection;
- Land at 1470 Plenty Road, Mernda for open spaces purposes as part of the MRRR to facilitate the delivery of the Mernda Sports Hub project; and,
- Amend the Schedule to the Public Acquisition Overlay to include a new "PAO15". This new section allows "Acquisition by Whittlesea City Council for the purpose of a road."

The proposed Amendment documents are included at Attachments 1 and 2.

Once the PAO has been applied, the land can be compulsory acquired in accordance with *Land Acquisition and Compensation Act* 1986. It is important to note that the application of the PAO obligates Council to acquire to which the PAO is applied at a suitable time and compensate the landowners for the land. This is a separate process and which will commence subsequent to the approval of the Amendment.

## NOTIFICATION

The Amendment was exhibited between 10 March 2021 and 16 April 2021, in accordance with Section 19 of the *Planning and Environment Act* 1987, as follows:

- Written notices were sent to the directly affected landowners and occupiers and to prescribed Ministers.
- A written notice was sent to the Department of Transport.
- An advertisement was placed in The Age newspaper.
- A notice was placed in the Government Gazette.
- The Amendment documentation was placed on the City of Whittlesea website.

As a result of the exhibition, one submission was received in support of the Amendment. In addition, enquiries were made to Council via email by a representative of the owners at 1470 Plenty Road. The submission and the nature of the enquiries are discussed in the next section of this report.

## DISCUSSION

As noted above, one submission to the Amendment was received from the owners of 1455a Plenty Road. This submission supported the intent of the PAO15 in facilitating the Plenty Road and Everton Drive intersection. The submission further states that the intersection is needed to provide access to the submitters' site and would facilitate its development.

It should be noted that Council currently has an application from the relevant landowner to amend the approved Development Plan for the subject site. Initial officer feedback has identified a number of issues with the submitted amended Development Plan.

This process is separate to the Amendment and officers will continue to work with the proponent in respect to the Development Plan application.

It is noted that the owners of 1470 Plenty Road, Mernda did not make a formal submission to the Amendment however they did make contact with Council officers via email to clarify their understanding of the Amendment and subsequent land acquisition process. Noting that the email correspondence were in the form of general questions of clarification they are not considered to be a formal submission to the Amendment. No further correspondence has been received from the landowner upon the initial clarification of questions.

Therefore, there have been no submissions received which either object or request a change to the Amendment.

## POST EXHIBITION FINAL REVIEW OF PLAN

As noted above, no changes to the exhibited plan are proposed in response to submissions. However, two minor changes to the mapping are proposed as result of a minor error in the PAO map which was identified by Council officers post exhibition (refer to Attachment 5 for exhibited map).

There are two sections of land covered by exhibited PAO15 which are already owned by Council. These are identified in Attachment 4 (refer to pink area). The land sections are approximately 35.8sqm and 41.9sqm in size respectively. Given, this land is already in Council ownership, it is proposed to delete this land from the final Amendment documents to be adopted by Council (refer to updated Map at Attachment 1).

## FINANCIAL IMPLICATIONS

The subsequent land acquisition post the application of the PAOs in relation to the specific land parcels will be funded through a combination of Development Contributions collected within the Mernda Strategy Plan area and additional Council funds. The project has the necessary funding allocated in Councils draft budget.

## CRITICAL DATES

Critical dates are listed as follows:

Item	Critical date
Authorisation received from Council	6 October 2020
Government Gazettal of Amendment C250	18 December 2020
Authorisation received from the Minister of Planning	15 February 2021
Commencement of Exhibition	10 March 2021
Conclusion of Exhibition	16 April 2021
ELT	12 May 2021
Council Briefing	17 May 2021
Council Meeting	1 June 2021

## POLICY STRATEGY AND LEGISLATION

The relevant sections of the Whittlesea Planning Scheme have been outlined below.

### Whittlesea 2040

Implements the following goals:

- Goal 1: Connected community; and
- Goal 2: Liveable neighbourhoods.

The projects facilitated by the Amendment will assist in the implementation of Whittlesea 2040 by enhancing transport network and facilitating the development active recreation facilities in Mernda. This will ultimately improve the liveability of the precinct for residents.

#### Planning Policy Framework

The Amendment is consistent with the implements the following planning policy:

- Clause 11.02 – Managing Growth;
- Clause 18.01-1L – Land use and transport planning;
- Clause 18.02 – Movement networks;
- Clause 18.02-1L – Sustainable personal transport;
- Clause 19.03 – Development infrastructure;
- Clause 19.02-4L – Social and cultural infrastructure;
- Clause 19.03-1L – Development and infrastructure contributions

#### Strategies and Plans

The Amendment is consistent with and implements the following strategies and plans:

- Whittlesea Open Space Strategy 2016
- Mernda Strategy Plan (2004, amended 2008 and 2016);
- Mernda Strategy Plan Development Contributions Plan (2004 & amended 2008);
- Plan Melbourne 2017 – 2050 (2017).

### **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**

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

The proposed Amendment will assist in facilitating the construction of an intersection and access to the Mernda Regional Recreation Reserve. This implements Whittlesea 2040 through improvements to the regional transport network and active recreation facilities which will ultimately improve the liveability of the precinct for residents.

### **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 subject land is required to facilitate the access and land required for the Mernda Sports Hub project. This will provide the Mernda community with the transport and recreation infrastructure envisioned by the Mernda Strategy Plan.

The subject Amendment will apply a PAO to the land required for these projects. Council has undertaken the exhibition process in accordance with the requirements of the Planning and Environment Act, 1987. One submission was received which sought no change to the Amendment, as outlined above. Consequently, it is recommended that the proposed Amendment be adopted by Council and submitted to the Minister for Planning for approval.

Once the Amendment has been gazetted and the PAOs apply to the relevant portion of the sites, the land is able to be compulsory acquired in accordance with the Land Acquisition and Compensation Act, 1986 and the projects will be able to proceed.

**RECOMMENDATION**

**THAT Council resolve to:**

1. **Adopt Amendment C255 in accordance with the documents contained in Attachments 1 and 2 of this report.**
2. **Submit Amendment C255 to the Minister for Planning for approval.**
3. **Notify the submitters of Council's resolution.**

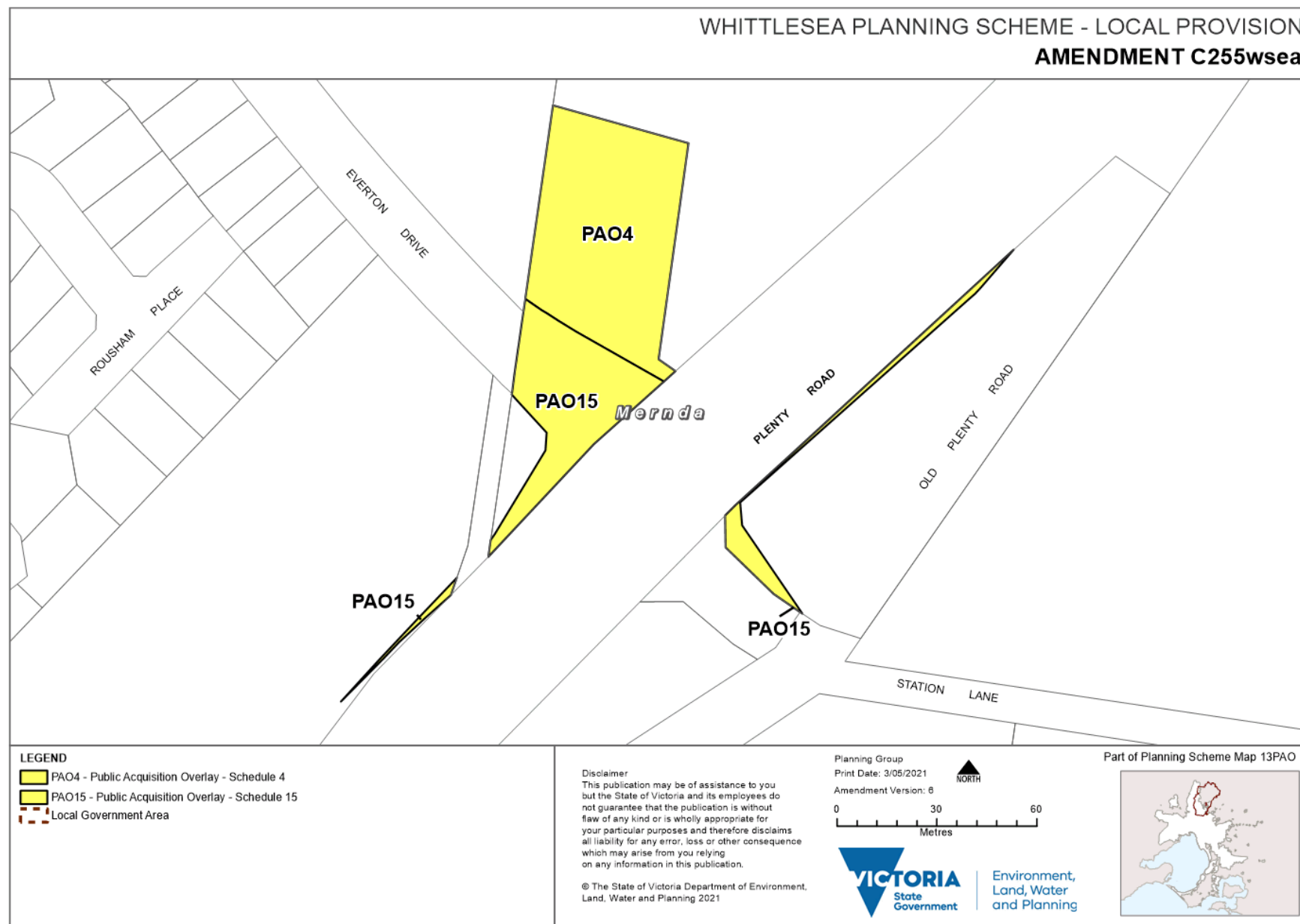
**COUNCIL RESOLUTION**

***MOVED:*** ***Administrator Eddy***  
***SECONDED:*** ***Administrator Duncan***

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

**CARRIED**









## AMENDMENT C255WSEA

## SCHEDULE TO CLAUSE 45.01 PUBLIC ACQUISITION OVERLAY

## 1.0

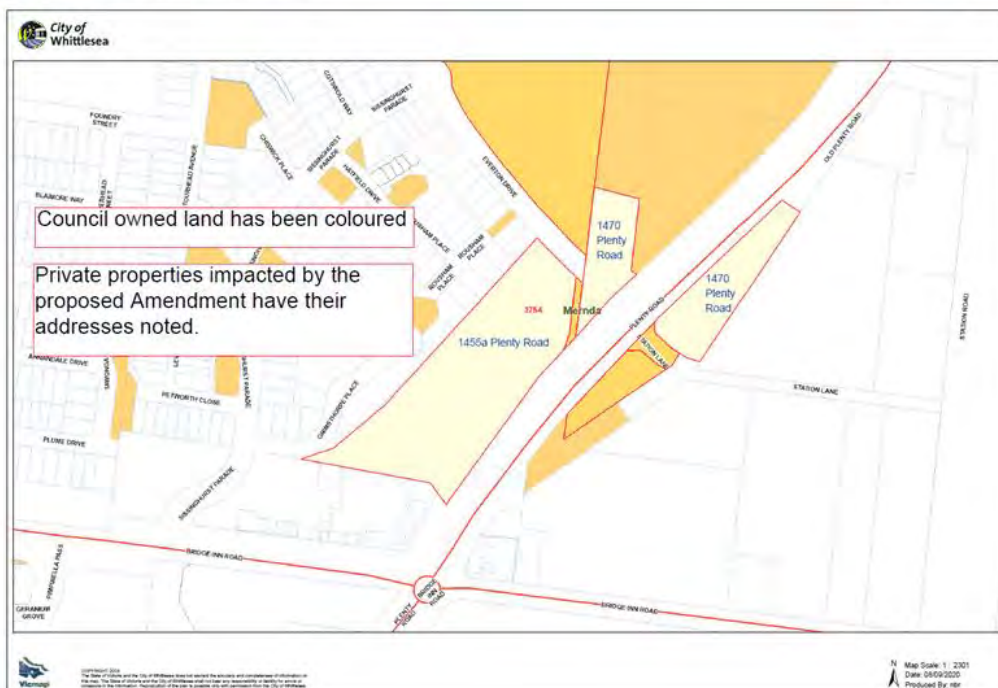
C255wsea

## Public acquisition

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

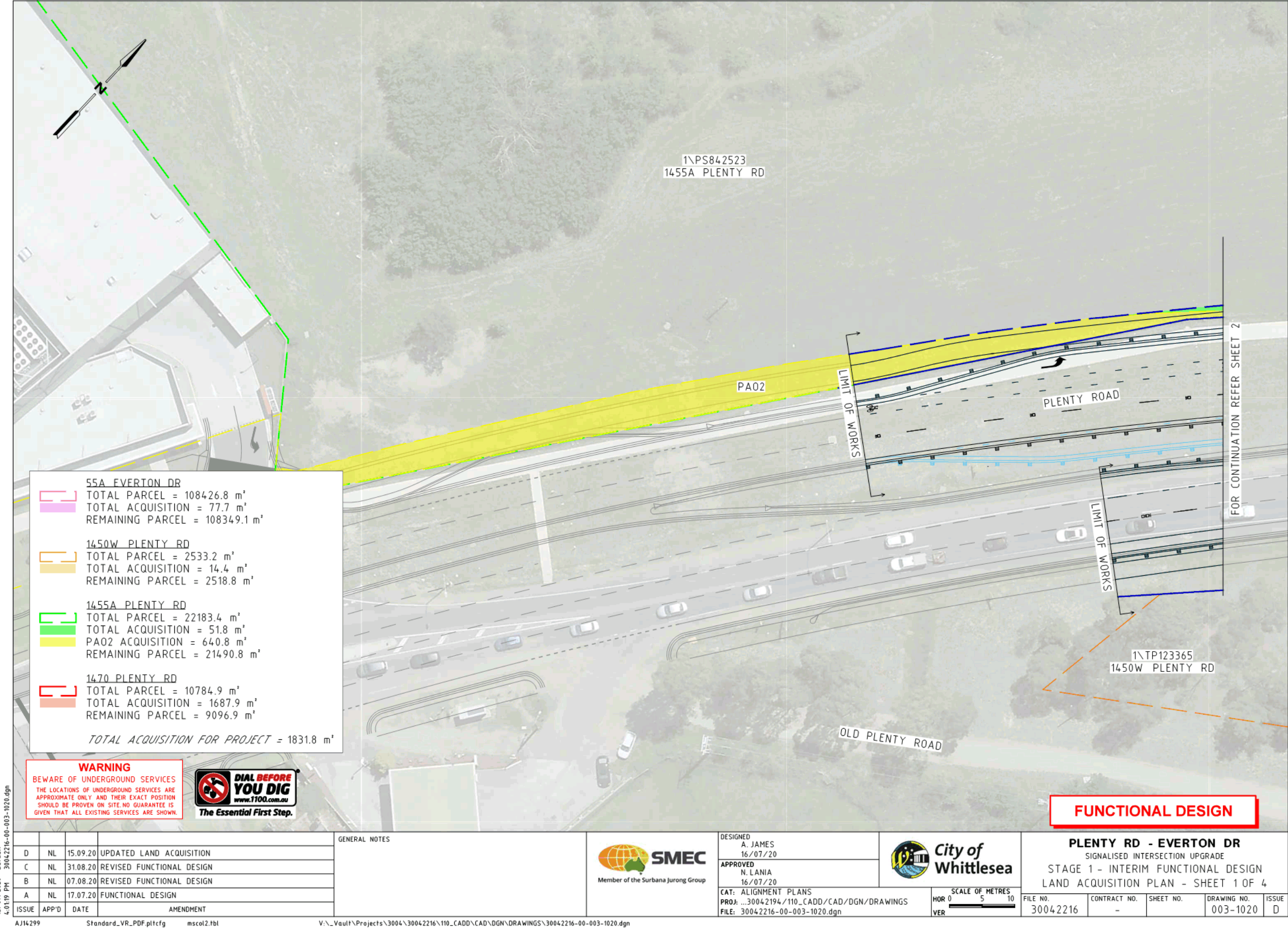


## Attachment 4 – The Subject Site and Ownership

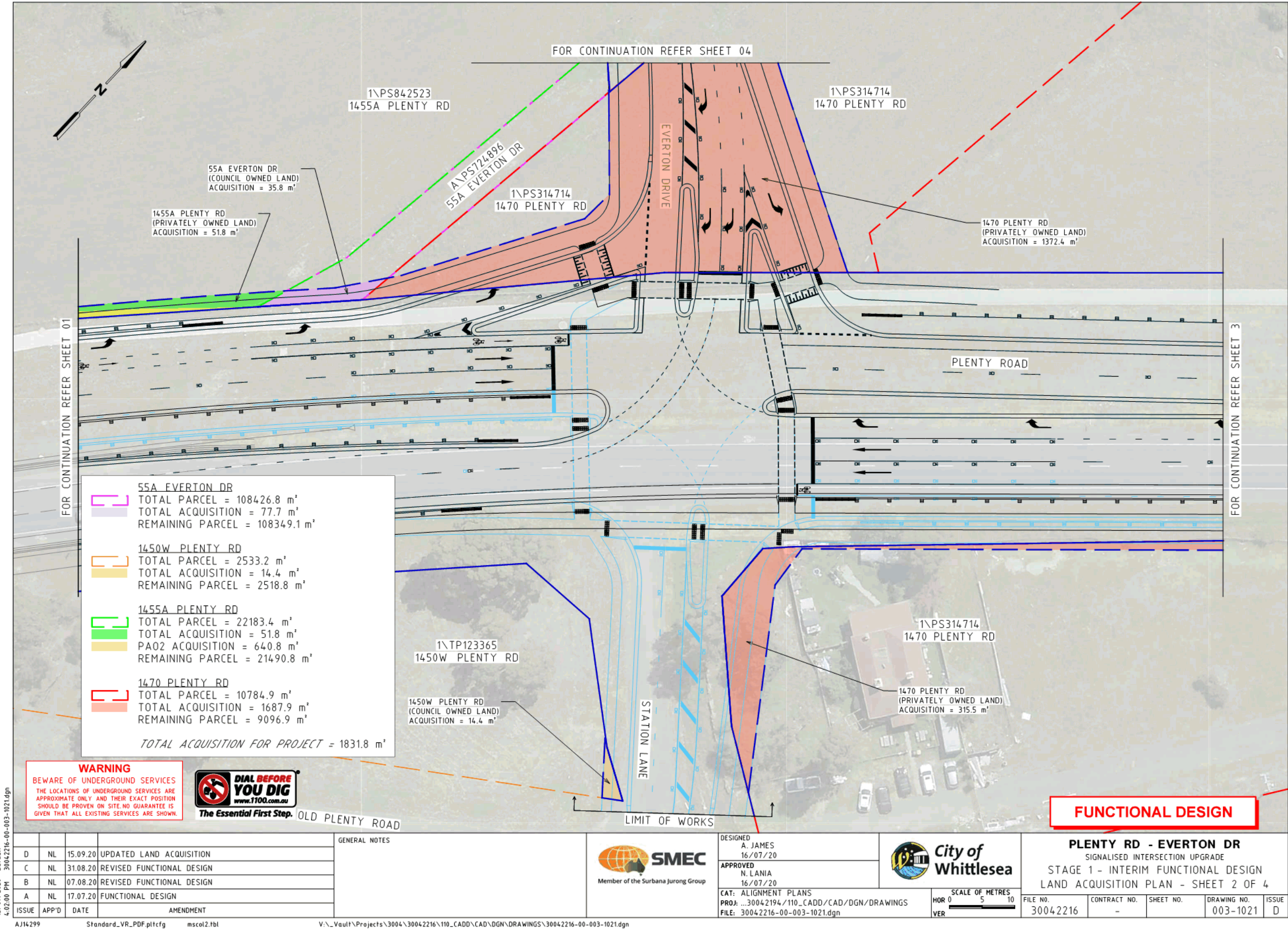




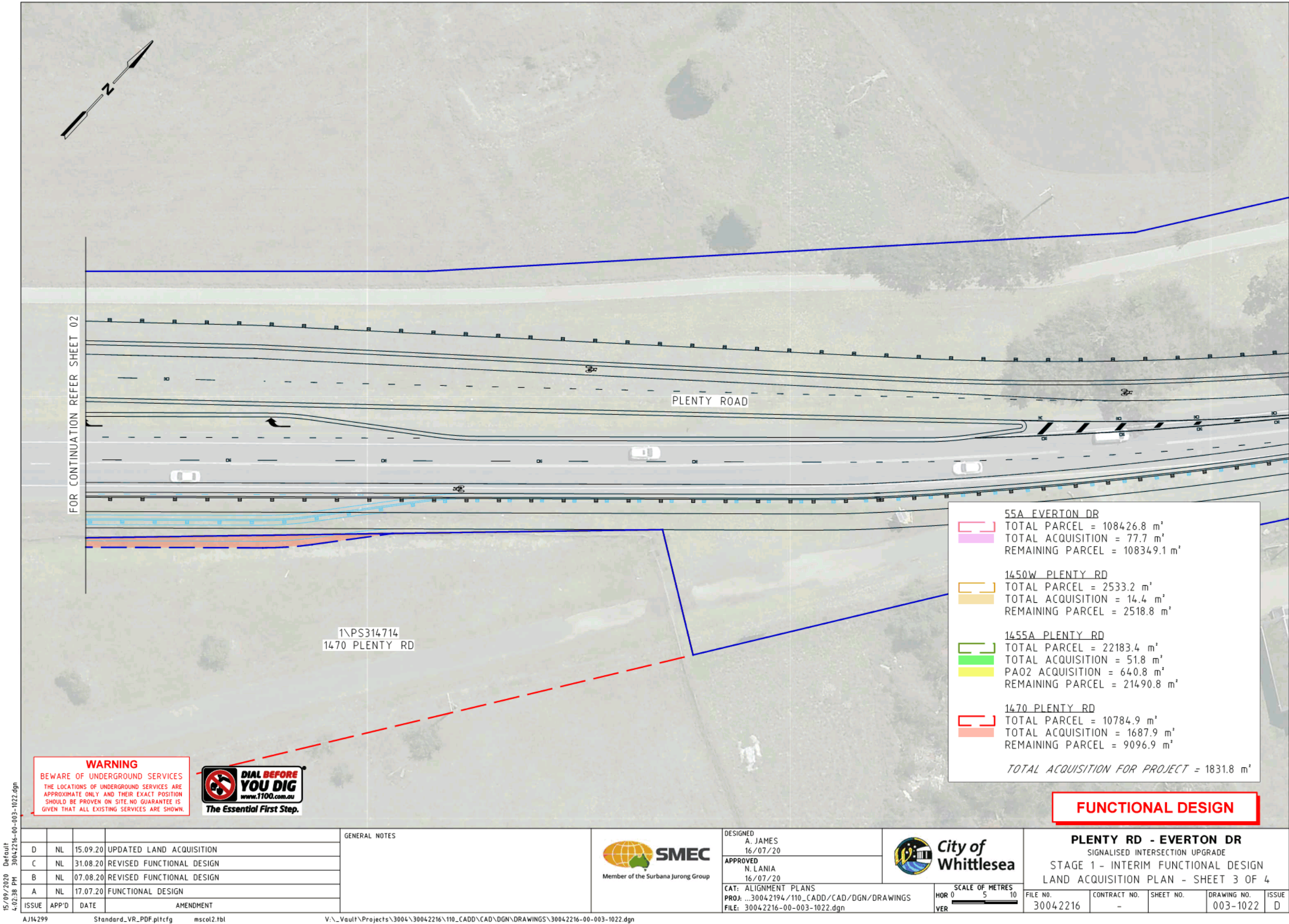




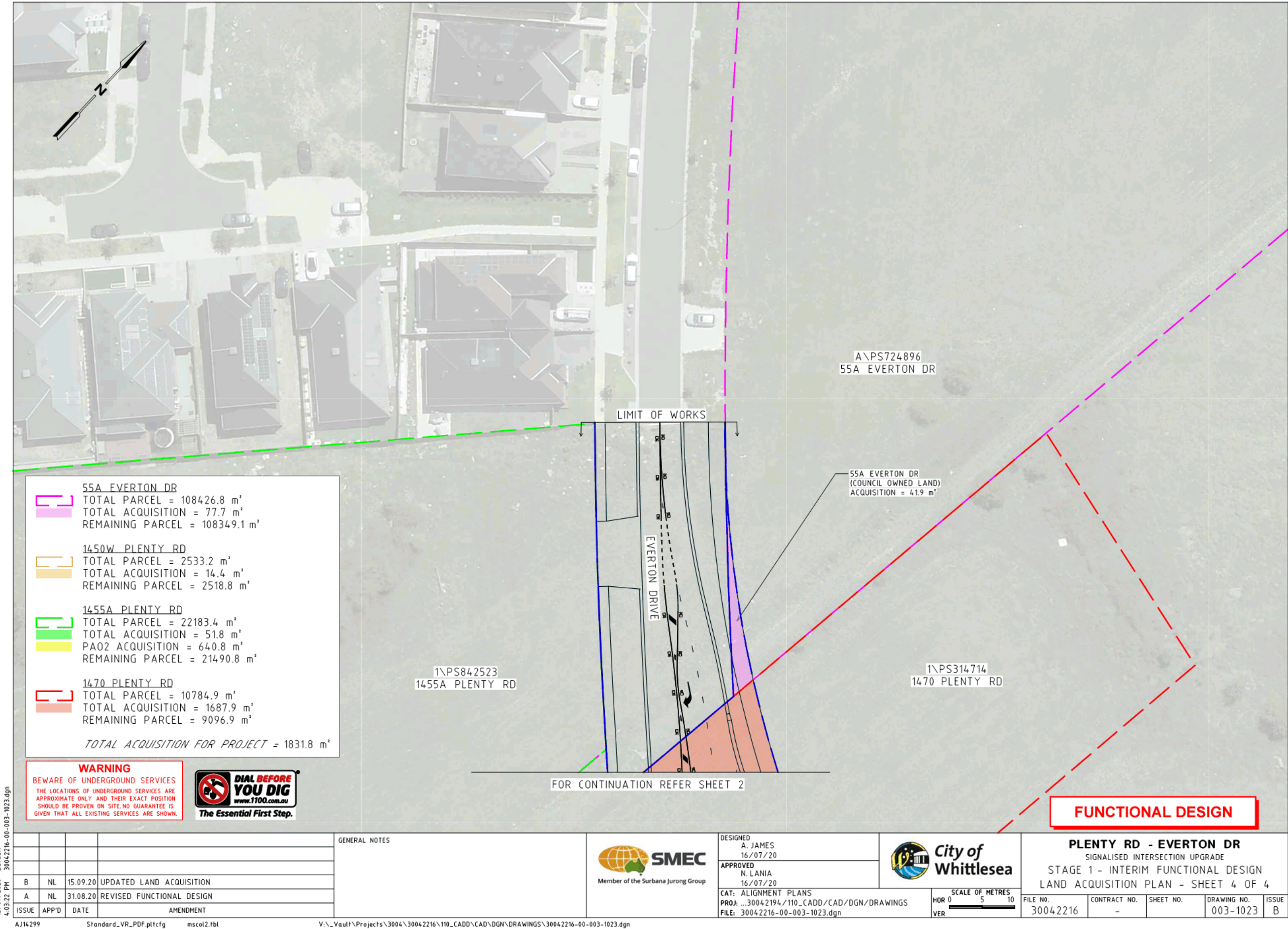


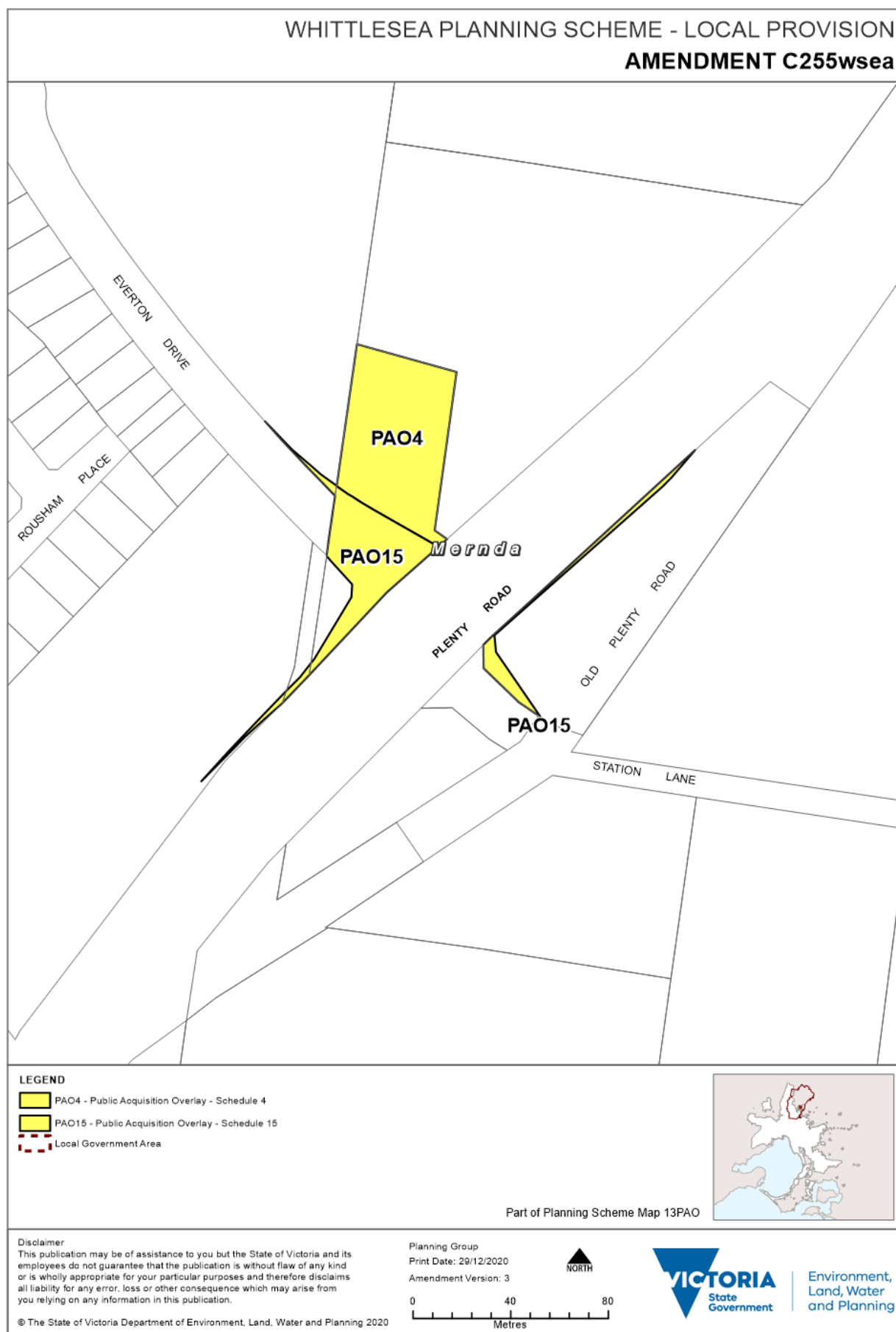














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**ITEM 6.2.3 FOR FEEDBACK - WHITTLESEA TOWNSHIP STRATEGY - CONSIDERATION OF SUBMISSIONS AND ADOPTION**

**Attachments:**                      1      Whittlesea Township Plan 2021 [↓](#)  
   2      Summary of Submissions and Officer Response [↓](#)

**Responsible Officer:**          Director Planning & Development

**Author:**                              Senior Strategic Planner

**RECOMMENDATION SUMMARY**

That Council resolve to:

1. Adopt the updated Whittlesea Township Plan (refer Attachment 1).
2. Notify submitters of Council's decision in 1. above.

**BRIEF OVERVIEW**

The Whittlesea Township Plan (the Plan) establishes a long-term vision and provides direction for the future planning and development of the Whittlesea Township over the next 15-20 years. The Plan includes an Action Plan with key actions designed to improve the liveability of the Township in line with the Goals and key directions of *Whittlesea 2040: A place for all*. The actions are related to land use, built environment, public realm and align with other existing Council strategies.

The purpose of this report is to consider the feedback received from the public exhibition of the draft Strategy (now referred to as the Whittlesea Township Plan) conducted in late 2020. In total forty-eight submissions (including twenty-one signed pro-forma letters consisting of the identical wording) were received from community members and key stakeholders which has now been reviewed. As a result, a number of updates to the draft Whittlesea Township Strategy (refer to Attachment 1) are recommended prior to adoption. A summary of the submissions and an officer response to these issues is included in Attachment 2.

**RATIONALE FOR RECOMMENDATION**

The Whittlesea Township Plan has been developed having regard to the community's aspirations for the Township and details how this vision might be achieved. At its core, the Plan is about setting Council's key policy directions in respect to the future of the Township, to provide certainty for the community and stakeholders. It also reflects the opportunity, in the one document, to identify and provide detail on a broad range of issues and Council activities other than just land use planning related activities. Issues such as council service planning or matters included in the City of Whittlesea community plan are beyond the scope of the document.

Consultation for the Plan has now concluded with forty-eight submissions received (including twenty-one signed pro-forma letters). A number of changes have been made in response to the review and assessment of the submissions and to ensure consistency with the current State Planning Policy Framework.

**IMPACTS OF RECOMMENDATION**

The Whittlesea Township Plan will be used to guide and manage future planning and decision making over the next 15-20 years. Adoption of the Plan is required in order to progress the implementation of the Action Plan, which forms part of the Plan. The Plan clearly articulates the need to protect the character of the Township.

A key direction and driver of the Plan is to establish a clear township boundary which will contain growth generally within the existing extent of the Township. Whilst a number of submissions were received in support of expanding the boundaries, officers do not consider that allowing further expansion of the boundaries is warranted or necessary. The adoption of the Plan will enable the City of Whittlesea to advocate to the State Government to apply a more permanent boundary which will provide greater certainty to the broader community and ideally remove the ongoing pressure to convert non-urban land to urban use at the periphery of the Township.

It is important to note that the Plan represents a statement of policy intent and strategic direction and is not proposed to be incorporated into the planning scheme

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

- A number of the actions contained within the Action Plan will be the subject of separate reports to Council for endorsement at the implementation stage and may also require further community engagement.
- The implementation and evaluation framework indicate that a report will be prepared on a biennial basis to measure progress and to ensure adequate resources are allocated.
- The Plan is proposed to be reviewed in ten years to ensure it remains relevant and is consistent with Council's plans and policies and to respond to emerging trends, policies or changing circumstances.



**REPORT****INTRODUCTION**

The Whittlesea Township Plan (the Plan) establishes a long-term vision for the Whittlesea Township. The Plan will be used to provide direction for the future planning and development of the Township over the next 15-20 years.

Public exhibition of the draft Strategy (Whittlesea Township Plan) has now concluded. A total of forty-eight submissions (including twenty-one late submissions comprising a signed identical letter) were received during the exhibition period. Feedback from the community and key stakeholders has been reviewed and where appropriate incorporated into the Whittlesea Township Plan. A summary of the submissions and an officer response to these issues is included in Attachment 2.

This report outlines the key changes to the Plan as a result of the feedback.

**BACKGROUND**

The project to prepare a Strategic Plan for the Whittlesea Township (the Township) has been driven primarily by the need to provide greater strategic direction in respect to the future development of the Township and ongoing pressure for additional development on the fringes of the Township. It also responds to the following issues:

- The current *Whittlesea Township Local Structure Plan*, prepared in 1994, is outdated and required review;
- The City of Whittlesea's *Green Wedge Management Plan 2011-2021* includes an action to review the *Whittlesea Township Local Structure Plan* with an emphasis on defining the boundary and addressing interface issues between urban and rural areas; and
- The lack of a defined Township Boundary has led to ongoing development pressure on the outskirts of the Township, resulting in land speculation and a level of uncertainty within the farming and broader community regarding the long-term use of the land.

The Plan has been informed by, and responds to, community feedback about the Township. The Plan is the result of extensive community engagement with several phases of community consultation undertaken throughout the course of the project. Public consultation, undertaken at the inception of the project, sought to inform the community about the project and capture the key issues and aspirations of the local community. Further consultation undertaken as part of *Whittlesea 2040* identified the broader community's vision, aspirations and priorities for the City of Whittlesea. From the assessment of the community feedback from these projects, there is a strong connection between the issues / challenges identified for the municipality more broadly and the key priorities identified by the Whittlesea Township community.

Development of the Plan was also guided by a Project Working Group (PWG) consisting of internal staff across a number of Council Departments, which convened on a regular basis to inform the strategic plan and to refine the priority actions. The Plan has been developed to align with all four of the overarching goals of *Whittlesea 2040: A place for all* (W2040). It establishes a community vision, which has been developed having regard to the community's aspirations for the Township and details how this vision might be achieved through the six focus areas sourced from W2040 as follows:

- Goal 1 Connected community;
- Goal 2 Liveable Neighbourhoods - Smart, connected transport;



- Goal 2 Liveable Neighbourhoods - Well designed neighbourhoods;
- Goal 2 Liveable Neighbourhoods - Housing for diverse needs;
- Goal 3 Strong local economy; and
- Goal 4 Sustainable environment.

Each focus area details the desired vision to be achieved, provides a discussion of the key issues and relevant policy considerations and highlights what the community told us. It also provides an outline of Council's future direction and priority actions we will undertake in response to the context and evidence presented. The Plan includes a Strategic Framework Plan outlining key opportunities and constraints. The priority actions have been translated into an Action Plan, which nominates the responsible Council department(s) and associated timeframes for implementation ranging from short (1-3 years), medium (4-7 years) and long-term (8-10 years).

The Plan is a place-based strategy that seeks to consolidate key actions into one document to address those issues specific to the Whittlesea community. Whilst acknowledging that the Whittlesea Township sits within a rural context, it is important to note that those issues that are specific to the green wedge agricultural land areas are considered outside the scope of this Strategy and will be addressed as part of the current review of the Green Wedge Management Plan. Matters relating to accommodation, agri-business and agricultural activity in the green wedge will also be considered as part of the upcoming Strong Local Economy Strategy and Destination Plan projects.

For its final stage of consultation, the draft Strategy (now Plan) was placed on exhibition for a period of seven weeks between 28 October and 18 December 2020. A total of forty-eight submissions (including 21 signed pro-forma letters) were received during the exhibition period. A summary of the consultation undertaken, and submissions received is included in the sections below.

## **SUMMARY OF SUBMISSIONS**

Three of the forty-eight submissions received following exhibition were from public agencies (Country Fire Authority, Yarra Valley Water and Environment Protection Authority). Submissions were also received on behalf of the Whittlesea Agricultural Society, Whittlesea Showgrounds and Recreation Reserves Committee of Management Inc (CoM), Friends of Toorourrong and Whittlesea Trailblazers. The remaining submissions were generally from or made on behalf of local businesses, residents and property owners in addition to some addressed from outside the municipality. It is noted that twenty-one of the submissions were received on 10 May 2021 comprising an identical signed letter.

For the most part submitters were generally supportive of the Plan, with few submissions raising objection to the vision or key outcomes as contained in the Plan. Whilst some submitters wrote in support of particular aspects of the Plan (e.g. retention of the township character, support for the Mernda Whittlesea rail trail), many of the submitters have sought to build on the identified vision by identifying additional opportunities to achieve the desired outcomes for consideration and inclusion in the Plan. Such opportunities include improvements to facilities and infrastructure in Whittlesea Park, improved landscaping of the public realm; Township gateway treatments; improved eating options and better services and facilities including public transport.

There were, however, a number of submissions which objected to the recommendation to restrict future development within the Whittlesea Township to the existing General Residential and Low Density Residential Zones. Five submissions were made in support of allowing some expansion of the Township boundary for residential or other more intensive urban uses. A further submission was made in support of relaxing the planning controls applying to the Eden Hills areas, however this issue is considered outside the scope of the Whittlesea Township Plan.

Nine of the submissions relate to specific land parcels and address the impact / effects of the Strategy in relation to each of these sites / areas. Five of the submissions relate to land within the Township (including three submissions seeking in-principle support to rezone land to achieve site specific outcomes). The remaining four submissions seek in-principle support to rezone properties currently zoned for rural purposes (Rural Conservation Zone Schedule 1, Green Wedge Zone) in order to facilitate residential development or other urban uses.

A further twenty-one submissions were received on 10 May 2021, comprising an identical signed letter. This submission primarily seeks to defer consideration of the Plan requesting a land supply and economic analysis be undertaken to inform the recommendations regarding the management of population growth in the Township.

A detailed summary of all submissions received including the officers response is included at Attachment 2. The following section provides a summary of the main issues raised in the written submissions in response to the draft Strategy and the officer's response, including any proposed recommended changes to the Strategy:

### **Public Open Space Improvements**

A number of submissions, including the submission from Friends of Toorourrong, identified the need for additional community infrastructure and other improvements to Whittlesea Park and adjoining public open space facilities. Suggestions include provision of a larger / regional playground; provision of exercise stations; extending the pond to create a safer haven for wildlife and the potential to stock fish for recreational fishing; provision of adequate parking; amenity facilities; and improved landscaping and seating.

#### ***Officer response:***

Whilst it is not the intent of the Whittlesea Township Plan to delve into detailed level open space infrastructure provision, the draft Whittlesea Township Plan includes an action to develop a Master Plan for the Lions Club Park. Council officers have identified an opportunity to extend the scope of the Master Plan to incorporate the broader Whittlesea Park open space area. Funding for the Whittlesea Park Master Plan is included in the Capital works program of the City of Whittlesea's draft 2021/22 Council Budget (which is currently on exhibition). The Master Plan process provides an opportunity to better understand how the community currently use Whittlesea Park and how they would like to see it improved in the future. This could include discussion about the need for a suitably sized playspace for the Township which connects to other key active and passive recreation opportunities in Whittlesea Park; landscaping and path improvements. In the event that the Whittlesea Park Master Plan does not proceed in the 2021/22 financial year it is proposed to modify Action 5 to include reference to the preparation of a Master Plan for Whittlesea Park.

#### **Plan amendment recommendation:**

- *In Section 1 of the Strategy – Connected Community, under Open Spaces in Whittlesea, additional commentary has been included about the opportunity to undertake a Master Plan for the broader Whittlesea Park area to help identify future improvements.*
- *Priority Action 5 has been amended to include reference to the preparation of a Master Plan for Whittlesea Park.*

### **Township entrances / Streetscape improvements**

Enhancing the entrance(s) to the Whittlesea Township to provide a greater sense of arrival to the Township and enhancing the appearance of local streetscapes was raised in several submissions. Opportunities identified included planting fast growing trees to beautify the entrances and improve the overall appearance of local streetscapes; welcome / Township signage; and wayfinding signage and/or a Township navigation board to help direct visitors to the Township, to key points of interest.

**Officer response:**

The draft Strategy highlights the unique rural character and sense of place of the Township and it is acknowledged that the gateway or entrance to a town plays an important role in creating positive and welcoming first impressions and can help reflect part of the character and/or attractions of the area. It is considered that there is an opportunity to create a better sense of place by improving the entrances / gateways to the Township through landscaped gateway treatments or other treatments such as artwork and wayfinding signage.

**Plan amendment recommendation:**

- *Part 3 of the Strategy - Liveable neighbourhoods – Well designed neighbourhoods & vibrant town centres, has been amended to include appropriate commentary about gateway treatments.*
- *Action 13 has been amended to incorporate reference to investigation of gateway treatments as appropriate.*

**Walkability**

The need to improve the accessibility of existing paths and improve connectivity between paths was also raised in several submissions. It was noted that some of the paths in Whittlesea Park are low lying and are weather affected which impacts their use in winter. One submitter indicated that the existing gravel paths are difficult to walk on and suggested more pedestrian friendly paths. Extension of the existing path that adjoins the Plenty River Views Estate was also supported.

**Officer response:**

Some of the comments specifically referred to pathways within the Whittlesea Park area which could be addressed through the proposed development of the Master Plan for the broader Whittlesea Park open space area. Funding for a shared path along Bruces Creek reserve from Kinglake Views to Year Road is included in the draft 2021/22 Council Budget. Other Identified issues in respect to the quality of pavement and missing links within the pedestrian/shared path network need to be assessed and prioritised for future funding. Such funding is available through Council's 'missing links' program or can be sourced through future capital works funding undertaken as part of Council's annual budgetary process.

**Plan amendment recommendation**

No changes proposed to the Plan.

**Expansion of Township boundaries**

Five submissions were made in support of extending the Township boundary to provide for further residential development. Of these, four were made by or on behalf of landowners seeking to have their property rezoned. Whilst each of the submissions is generally supportive of the vision and key outcomes contained within the draft Strategy, all of the submissions consider that expanding the Township boundary to allow some population growth is necessary and can be achieved whilst retaining the township character. In general, it was submitted that some expansion of the township boundary is needed to accommodate projected population growth and to maintain economic growth in the Township. A number of the submissions also indicated that further residential growth is needed to ensure ongoing improvements to community services and facilities and other public infrastructure.

**Officer response:**

The need to prepare a strategic plan for the Whittlesea Township has been primarily driven by the need to provide greater strategic and planning direction in respect to the future development of the Township and to respond to the continued development pressure on its fringes. The significant landscape and topographic features of the Township including the Whittlesea Hills, Eastern Hills, Plenty Valley and Plenty River together with environmental risks including bushfire and flooding have contributed to the current form of the Township and will continue to constrain future expansion of the Township.

Planning for the Township needs to ensure that the unique rural character of the Township is retained, which is highly valued by the community, and also provide for the long-term protection of identified environmental and landscape values and agricultural land in the green wedge.

The following matters have been considered in determining the officers' recommendation not to support any further expansion of the existing urban area for residential development:

- Council is able to meet its obligations for accommodating residential growth at a municipal level the next 20 plus years as required by State Planning Policy. As such it is not considered necessary for additional land on the periphery of the Township to be rezoned to facilitate further residential growth.
- Council's *Housing Diversity Strategy 2013-2033* (HDS) seeks to direct the highest levels of housing change to areas that are well serviced by public transport, services and employment. The Whittlesea Township is identified in the HDS as an area with minimal capacity for change.
- Land proposed for rezoning in submissions is located more than 800m from the town centre (800 metres is a ten minute walk and is considered a reasonable walking distance but is at the outer limit of access to services. Locating additional residential development significant distances from the town centre would further reduce accessibility and connectivity for the Township.
- Development of these sites would result in increased car usage for small, local trips due to proximity from existing services and facilities, which is inconsistent with the principles of a 20 minute neighbourhood and to ensure optimal health and wellbeing outcomes.
- Development would result in further encroachment of residential development into agricultural green wedge land, which not only has the effect of residential development being further removed from services and facilities but also results in the loss of land for agricultural purposes.
- Council has an obligation to make planning decisions to direct population growth and development to low risk locations. Whittlesea Township continues to be at risk from bushfire/grass fires and development of land also shifts urban development closer to areas of high bushfire risk particularly to the north and east of the Township.
- Allowing more development on the periphery of the Township, will simply shift the boundary issue further out.

It is considered that the lack of a defined Urban Growth Boundary (UGB) has contributed to the ongoing pressure to rezone land on the periphery of the Township. It is anticipated that a more clearly defined urban growth boundary will significantly reduce this pressure and provide greater certainty in respect to future decision making.

Having considered each of the submissions in detail, however, officers do consider that there is some merit in further investigating the property at 48 Beech Street, currently zoned Rural Conservation Zone Schedule 1 (RCZ1) with a view to rezoning part of the land to allow some form of commercial development and potentially additional public open space. This site is not located on the Township periphery, but rather is on the eastern side of the Plenty River between existing residential land and the Whittlesea Showground. There have been a number of proposals for the site dating back to 1988, although no significant development has occurred on the site (a dwelling was recently constructed in the north east corner). The site, if it were developed, occupies an important 'gateway position into Township. It is well located, proximate to the Showgrounds, public open space and the town centre. It is noted, however that the site would be a complex site to develop with the site subject to flooding (although Melbourne Water has previously indicated that the site may have some development potential). Any development of the site would need to respond to the site context (including Whittlesea Showground), enhance the character of the area and achieve a net community benefit.

A permit for the use and development of the land for a motel, conference centre, restaurant, reception/function centre, caretakers house and associated carparking was issued for the site in 2005. Whilst the issue of a previous planning permit for the site (which has since lapsed) is not a guarantee that Council will support a more intensive development of the site, the request to include the site in Appendix 2 – as being a site requiring further investigation is supported. As part of this investigation, Council officers will work with the land owners(s) to explore what planning tools would best be applied to the site to achieve the orderly and proper planning of the site, if some development of the site is supported including opportunities for broader community benefits such as land for public open space/drainage/environmental values given the proximity to the Plenty River and its encumbrances.

Plan amendment recommendation:

*The land at 48 Beech Street, Whittlesea has been included in Appendix 2 of the Strategy – Whittlesea Township – Sites requiring further investigation.*

**Land supply and economic analysis**

Twenty-one submissions were received on 10 May, 2021 in support of deferring consideration of the Plan by Council to enable a land supply and economic analysis to be undertaken in order to better inform the recommendations regarding the management of population growth in the Whittlesea Township. The submission contends that some level of natural population growth is required to support the economic prosperity of the Township and that further detailed analysis is needed to confirm whether the current policy direction will meet the forecast housing need. Further concern has been raised in respect to the policy direction of ‘containing growth within the existing residential area’ and the impact of infill development on the character of the area having regard to the level of change expected to manage natural population growth.

***Officer response:***

Whilst noting that that some level of growth is required to support the economic viability of the centre, this needs to be balanced against measures which support the protection of the rural character which is highly valued by the community. The Plan proposes a policy of containment which seeks to support some moderate growth within the Township and which also protects green wedge land from urban encroachment resulting in loss of agricultural activity. Irrespective of the modelling used to inform the strategic policy for this Plan, it is not expected, or considered necessary, for Whittlesea Township to play a significant role in accommodating the municipality’s housing growth. The Township and surrounds is expected to experience only very moderate growth over the next 20 years and further work will be undertaken as part of further work over time to guide how this growth should occur within the Township. Considerations will include built form and landscape outcomes to ensure that new development respects the character of the Township. It is expected that further analysis will be undertaken in this regard to guide future changes to the planning scheme and/or development of design guidelines to ensure that infill housing respects the character of the area (this would include an economic analysis as necessary to support the work).

It is noted that substantial Precinct Structure Plans to the west including Donnybrook and Wollert will accommodate the demand in major residential growth for the next thirty years. It is likely that this increase in population will provide positive opportunities for business growth in the Township over time. Further, future work on the City of Whittlesea Destination Plan will look at opportunities to increase economic opportunities for the Township in conjunction with the recent capital investment and grant funding as part of the Covid-19 recovery.

Council has a strong focus on economic development and supporting business through the implementation of a range of business initiatives. This is a high priority within the current COVID environment in particular, but also on an ongoing basis to ensure a strong local economy. The development of Council’s overarching Strong Local Economy Strategy will focus on business development and job creation. A number of plans are also proposed to be

developed to underpin this Strategy including the Investment Attraction Plan and Destination Plan. These Plans will focus on more specific aspects of the local economy, tourism and business attraction that will support further economic growth opportunities for existing and new businesses in the Township. The Economic Development Department will also have a key focus on developing a strong local economy by attracting and supporting new and existing business and working proactively in a collaborative manner to attract new jobs and increased local employment and investment.

Plan amendment recommendation:

No change is proposed to the Plan in response to these submissions.

**Mernda-Whittlesea Rail Trail**

Several submissions, including that from the Whittlesea Trail Blazers group, were made in support of the development of the Mernda to Whittlesea Rail Trail. Submitters identified a number of opportunities and benefits in support of the Rail Trail including encouragement of more active travel; the opportunity to provide better connectivity and safe pedestrian access between the Rail Trail and existing services and facilities in and around the Township; and increased tourism and associated economic benefits. Some site specific benefits were also identified, with the potential for any future development at 2388 Plenty Road to better integrate with the proposed rail trail by providing passive surveillance of the Trail, whilst benefitting from direct pedestrian access into the Town centre. The submission from the Whittlesea Trail Blazers also identified key opportunities and considerations for the future development of the project and potential interest groups.

***Officer Response***

The Plan recognises that Council is committed to increasing cycling participation for residents and visitors to the City of Whittlesea. The Whittlesea Rail Trail is identified in the *Northern Regional Trails Strategy (NRTS) 2016*. It is noted that Council was successful in advocating for a rail trail along the rail corridor from South Morang Station to Mernda Station as part of the Mernda Rail Extension project that was completed by the State Government in 2018. The section of the project still remaining is between Mernda Station and Whittlesea Township. Priority Action 4.4.1 of the current *Tourism Strategy* supports continued advocacy for a shared user path/ trail between Mernda and Whittlesea. The NRTS is currently being updated to examine priority regional trails in the northern metropolitan area which is expected to be completed in the 2021/22 financial year. The updated NRTS will include more detailed cost analysis benefit of all projects in the region and a ranking of each project's importance. It is expected that the update will consider options for a shared user path/trail between Mernda and Whittlesea. This will assist Council in advocating for this project to State Government. No further changes to the Plan are proposed as there is sufficient commentary within the Plan and an ongoing commitment from Council in respect to this project and continued advocacy to the State Government.

Plan amendment recommendation:

No change is proposed to the Plan in response to these submissions.

**Municipal / Town Name**

A number of submissions along with more general community feedback raised the issue of the Township and Municipality sharing the same name. There was a sense that this created confusion and ambiguity.

***Officer response:***

As this matter is primarily an administrative/statutory issue, it is considered outside the scope of this Strategy. There are separate administrative processes for changing either the name of the Township or of the Council (City of Whittlesea). In both cases, State Government approval is required in some form. Whilst it is possible to request either a name change to a place or to the municipal council name, both council and significant community support for a change to either the township or municipal name would be needed.



Plan amendment recommendation:

No change is proposed to the Plan in response to these submissions.

**Other changes in response to submissions:***Whittlesea Showgrounds and Recreation Reserves Committee of Management (CoM)*

Two submissions were received indicating that the references in the draft Strategy to the Whittlesea Agricultural Society are incorrect and should instead refer to the Whittlesea Showgrounds and Recreation Reserves Committee of Management (CoM). The CoM is responsible for the management of Crown Land incorporating the Whittlesea Showgrounds (30 Yea Road), Whittlesea Park (south side of Yea Road – including the Whittlesea Lions Park) and Scrubby Creek Reserve. This includes responsibility for the management and maintenance of parkland and specific infrastructure with support of the CoW.

Plan amendment recommendation:

*Existing references in the Plan to the Whittlesea Agricultural Society have been updated in to correctly reference the Whittlesea Showgrounds and Recreation Reserves Committee of Management Inc (CoM) as appropriate.*

*Whittlesea Agricultural Society (WAS)*

The WAS owns two parcels of land at 28 McPhees Road and 19-39 Pings Road. These lots are separate to the Showgrounds at 30 Yea Road which is managed by The Whittlesea Showgrounds and Recreation Reserves Committee of Management (CoM). The submission indicates that all 3 parcels are utilised for the Whittlesea Show – with the submission detailing the activities undertaken on each parcel and the important contribution the sites on McPhees Road and Pings Road have in conducting the annual event. The WAS has requested that the land at 19-39 Pings Road be rezoned to Special Use - Schedule 1 – Whittlesea Showgrounds (SUZ1) consistent with zoning of the site at 28 McPhees Road to enable use for the operation of an Agricultural Show and related activities.

Further investigation is required to clarify the proposed activities on the subject land with a view to identifying any unintended implications of rezoning the land to a SUZ1, noting that the land is subject to flooding. It is further noted that a small section of land in the south-west corner of 28 McPhees Road is also included in a Green Wedge Zone which could also be investigated as part of any proposal to rezone the land at 19-39 Pings Road. It is therefore considered appropriate to include the site in Appendix 2 of the Plan as a site requiring 'further investigation' to determine whether there is sufficient merit to rezone the site. Council officers are willing to work with the Whittlesea Agricultural Society (in conjunction with the CoM as appropriate) to explore what planning tools would best be applied to the site to achieve the orderly and proper planning of the site together with the other land forming part of the Whittlesea Showgrounds,

Plan amendment recommendation:

*The land at 19-39 Pings Road, Whittlesea has been included in Appendix 2 of the Strategy – Whittlesea Township – Sites requiring further investigation.*

**Other changes:***Internal consultation*

Relevant internal units have been involved through the process in the development of the Plan. As part of the final draft exhibition phase additional comments were received from Council's Ageing Well Department suggesting some changes to the Plan to better reflect the Township being a place where people can age across the life-stages and be able to live in their preferred neighbourhood. As a result of these comments additional statements / wording in the Vision and in the Plan more broadly, have been incorporated to outline how the Plan can better support residents to age-well. No additional changes were required from other internal units as part of this phase of consultation.

Plan amendment recommendation:

*The Vision, section 1 Connected Community, section 2 Liveable neighbourhoods – Smart, connected transport and section 4 Liveable neighbourhoods – Housing for diverse needs have been modified to better detail how the Plan can better support people to age well.*

*Appendix 3 of the Strategy - State and Local Planning Policy Context has also been amended to ensure consistency with the Planning Policy Framework, which was introduced into the Whittlesea Planning Scheme as part of Amendment C250wsea on 18 December 2020.*

**CONSULTATION**

The Plan has been prepared on the back of extensive engagement with the community. The first phase of public consultation at the inception of the project sought to inform the community about the project and for Council officers to gain a better understanding of the key issues within the community and as a visioning exercise to understand the community's ideas and visions for the Township's future.

The feedback sought was structured around seven key themes, including an overall vision, housing character and change; leisure and community facilities; transport; parks and open space; shopping and business; and physical infrastructure and environment.

As part of this initial phase, a mail out to all owners and occupiers of land in the Township was undertaken to inform people about the commencement of the project and to provide information on how they could get involved. In addition, letters were sent to all community groups and other key stakeholders and a shopfront was established within the main street. Over 640 people were involved in this first stage of engagement which included speaking to over 290 people in the Church Street shopfront and by engaging community groups, primary schools, and kindergartens. Over 350 completed surveys were received.

Consultation undertaken as part of the *Whittlesea 2040* project has also informed the project. It is significant that the responses provided as part of this phase of the community engagement, were generally reflective of the more targeted consultation previously undertaken for the Whittlesea Township as part of the inception phase.

For its final phase of consultation, the draft Plan was placed on exhibition for a period of seven weeks between 28 October and 18 December 2020. The primary purpose of the consultation was to inform the community and key stakeholders about the Plan, including the vision and priority actions, which have been informed and developed from the previous consultations.

The following actions were undertaken as part of this final phase of community engagement:

- over 400 Fact Sheets emailed / posted to key stakeholders (incorporating all parties who have previously asked to be kept informed about this project as part of previous consultations), community groups and relevant statutory agencies seeking feedback;
- Information posted on the City of Whittlesea's Have Your Say webpage providing access to key documents (Fact Sheet, draft Strategy (PDF and accessible), FAQs).
- information on Council's website with links to the Have Your Say page;
- media release to promote the release of the draft strategy;
- two virtual information sessions (attended by 13 people);
- a pop-up stall in Church Street, Whittlesea at which the community also had opportunity to find out more about the project and provide feedback (with officers speaking to in excess of 30 people);
- copies of the Fact Sheet were also provided to three local businesses and the Whittlesea Community Activity Centre for distribution.

- information about the Strategy was also distributed via Social media via Council's Facebook page and other local community pages.
- Council officers also took a number of phone calls in relation to the project.
- On 1 March 2021 a Community Forum was conducted prior to the Council Meeting at the Whittlesea Community Activity Centre (CAC). Officers were available to discuss the Whittlesea Township Strategy and answer questions about the Strategy, with the Administrators in attendance also.

Forty-eight submissions (including twenty-one signed pro-forma letters) were received in response to exhibition of the Draft Strategy. All submitters and any other parties who have requested to be kept informed will be notified of Council's decision.

## CRITICAL DATES

It is proposed that a report on the Plan, including consideration of submissions, will be presented to Council at its meeting on 1 June 2021 recommending adoption of the final Strategy.

## FINANCIAL IMPLICATIONS

Following adoption of the Strategy, Council officers will commence implementing high priority actions. It is noted that a number of actions within the Action Plan relate to the continued implementation of other Council plans or strategies that have specific actions for the Whittlesea Township. These can be undertaken within existing resources, be included in annual Department Business Plans, or are projects that have been committed to and included in Council budgetary processes.

It is noted that a number of the actions contained within the Action Plan, will require further Council consideration and resolution, particularly those requiring an amendment to the Whittlesea Planning Scheme. Funding for those actions resulting in a planning scheme amendment will generally be covered within the operational budget of the responsible lead unit.

## POLICY STRATEGY AND LEGISLATION

- The *Whittlesea Township Local Structure Plan* (1994) is the key strategic document guiding development within the Township. Development within the Whittlesea Township has largely been occurring in line with the current Local Structure Plan and associated Outline Development Plans which are incorporated documents within the Whittlesea Planning Scheme. The Local Structure Plan is outdated and much of the land identified for future residential housing is now largely developed. It is within this context that the Whittlesea Township Strategy has been developed in order to set the direction for the future development of the Township over the next fifteen to twenty years.
- The *Whittlesea Green Wedge Management Plan (GWMP)* (2011) includes an action for Council to undertake a review of the *Whittlesea Township Local Structure Plan* (1994) with an emphasis on defining the township boundary and interface issues between urban and rural areas. It is noted that a review of the current GWMP has commenced
- The Plan has been prepared within the context established by State Planning Policy including *Plan Melbourne 2017-2050*, Melbourne's Growth Corridor Plans, the Whittlesea Planning Scheme and *Whittlesea 2040: A place for all*.

There are a number of other Council plans and strategies (listed below), which have specific and related actions for the Whittlesea Township that are currently being implemented or which are proposed to be implemented. This Plan has been informed by, and responds to, these strategic documents. Where these documents contain specific recommendation(s) that have direct implications for this Strategy, they have been included as a priority action.

- Community Building Strategy – better together
- Health and Wellbeing Partnership Plan 2017-2021
- Community Safety and Crime Prevention Strategy 2016-2020
- A Positive Ageing Strategy for the Whittlesea Community 2016-2025
- Disability Action Plan 2017-2021
- Active Whittlesea 2019
- Integrated Transport Strategy 2014
- Northern Regional Trails Strategy 2016
- City of Whittlesea Bicycle Plan 2016-2020
- City of Whittlesea Open Space Strategy (2016)
- Housing Diversity Strategy 2013-2033
- Social and Affordable Housing – Policy and Strategy 2012-2016
- Economic Development Strategy – Growing our Economy Together
- Tourism Strategy 2014-2019
- Environmental Sustainability Strategy 2012-2022
- Climate Ready Whittlesea
- Stormwater Management Plan 2012-2017
- Biodiversity Strategy 2019-2029
- Green Wedge Management Plan 2011-2021
- Cultural Heritage Strategy 2019-2025

## LINK TO STRATEGIC RISKS

**Strategic Risk** *Not linked to the risks within the Strategic Risk Register.*

## LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

<b>Goal</b>	<b>Liveable neighbourhoods</b>
<b>Key Direction</b>	<b>Well-designed neighbourhoods and vibrant town centres</b>

The Whittlesea Township Plan seeks to deliver on the outcomes of *Whittlesea 2040: A place for all* at a local level by directly responding to those issues raised by the community and producing a plan that provides solutions to meet the specific needs of the community and support the Township's unique character through a collaborative whole of Council approach to the implementation and delivery of the Plan. The Plan will be achieved through a framework of strategic objectives and actions across the four priority goals of *Whittlesea 2040: A place for all*.

The Plan provides a framework for the future planning and development of the Township. The Action Plan includes a number of high priority tasks that are required to be implemented in a timely manner, including a review of the planning policy framework and implementation of planning and built form design controls, to ensure that future development respects the character of the Township.

At its meeting on 1 March 2021, Council resolved to adopt a new integrated planning framework. The aim is to consolidate all of our community-facing policies, strategies and plans within five major strategies aligned to the key theses of Whittlesea 2040: A place for all. It is proposed to transition the content of this Plan into the new framework once the framework parameters have been worked through. To assist with streamlining this process the title off the document has been changed to **Whittlesea Township Plan** (previously Whittlesea Township Strategy).

## DECLARATIONS OF CONFLICTS OF INTEREST

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

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

## CONCLUSION

The Whittlesea Township Plan has been developed for the purpose of establishing a long term vision for the Whittlesea Township and will be used to guide and manage future planning and decision making over the next 15-20 years.

The draft Whittlesea Township Strategy (now Plan) was placed on public exhibition for a period of seven weeks between 28 October and 18 December 2020. A total of forty-eight submissions (including twenty-one late submissions in the form of a signed identical letter) were received during the exhibition period.

Submissions were generally supportive of the vision and key outcomes, however, a variety of issues were raised for consideration and inclusion in the Strategy. These include:

- the need for improvements to infrastructure within open space;
- Township gateway treatments and streetscape enhancement;
- traffic management improvements;
- infrastructure improvements to improve walkability and connectivity around the Township;
- expansion of the Township boundary; and
- the need for more detailed land supply and economic analysis.

Feedback from the community and key stakeholders has now been reviewed and where appropriate is proposed to be incorporated into the Whittlesea Township Plan. Key changes made to the Plan in response to submissions include:

- undertaking a Master Plan for the broader Whittlesea Park area to help identify future improvements;
- investigation of gateway treatments as appropriate; within the proposed public realm plan;

- inclusion of two additional sites within Appendix 2 of the Strategy – Whittlesea Township – Sites requiring further investigation (48 Beech Street and 19-39 Pings Road)

Additional changes to the Plan have also been made to outline how the Strategy can better support people to age well and update Appendix 3 to ensure consistency with the new State Planning Policy Framework.

RECOMMENDATION
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THAT Council resolve to:

1. Adopt the Whittlesea Township Plan at Attachment 1, which incorporates those changes detailed within the 'Summary of Submissions' section of this Report and responses to submissions contained in Attachment 2 of this report.
2. Notify submitters of Council's decision in 1. above.

COUNCIL RESOLUTION
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**MOVED:** *Chair of Council Wilson*

**SECONDED:** *Administrator Eddy*

THAT Council resolve to:

1. Note that the Whittlesea Township Plan is not a static document and will be subject to ongoing review taking into account any outcomes from other relevant Council strategies such as the Green Wedge Management Plan, Investment Attraction Plan, Tourism Destination Plan, Strong Local Economy Strategy, Open Space Strategy, Housing Diversity Strategy and any relevant changes in State Government policy or strategy.
2. Amend relevant sections of the Whittlesea Township Plan to note that implementation of any proposed future Township boundary will need to take into account relevant Council and State Government strategies given the State Government is the responsible authority for applying and amending Green Wedge Zones and Urban Growth Boundaries.
3. Adopt the Whittlesea Township Plan at Attachment 1, which incorporates those changes detailed within the 'Summary of Submissions' section of this Report and responses to submissions contained in Attachment 2 of this report, subject to amendments outlined in 2. above.
4. Notify submitters of Council's decision above.

**CARRIED**







**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.

## Contents



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## Overview

The *Whittlesea Township Plan 2021* (the Plan) is a strategic document that establishes a long term vision for the Whittlesea Township. It seeks to protect the significant attributes of the township that contribute to its distinctive semi-rural character whilst building upon its opportunities. The Plan will be used to guide and manage future planning and decision making over the next 15-20 years. Whilst the Plan provides a long-term vision for the Whittlesea Township, it is anticipated that the Action Plan will be reviewed every 5-10 years to ensure that the actions continue to respond to identified issues and changing needs of the community.

The Plan is a 'place-based' strategy that sets out our key priorities, actions and an advocacy strategy that will help make it a comprehensive strategy that provides solutions to meet the specific needs of the community. It has evolved from consultation and dialogue with the local community, and clearly articulates the community's aspirations for the Whittlesea Township as well as identifying areas for change and/or improvement.

Managing growth is a key issue for the Whittlesea Township community. Located on the urban fringe of Melbourne, the Whittlesea Township has a unique rural character and sense of place.

The Plan examines how the potential growth in population might be accommodated in a way that continues to protect the rural character, which is highly valued by the local community.

The Plan focusses on those issues that matter most to the local community and that impact sense of place, sense of community, character, amenity, role and function of the Township.

The Plan presents a vision for the future of the Township, and details how this vision might be achieved. The Action Plan details the key priorities and anticipated timing of implementation to ensure that the vision of the Strategy is realised.







## Key Findings

The following section highlights the key findings of the Plan which has been informed by and responds to community feedback about Whittlesea Township.

- Retention of the rural character of the Whittlesea Township is highly valued by the community.
- Significant topographical and landscape features including the Whittlesea Hills and Plenty Valley floodplain together with environmental risks including bushfire and flooding have assisted in defining the current Township boundary and will continue to constrain the future expansion of the Township.
- No further expansion of the Whittlesea Township residential areas is proposed. Need to establish a clear Township boundary to maintain the character of the Township and provide for the long term protection of identified environmental/landscape values and agricultural land within the Whittlesea Green Wedge.
- Ongoing review of community service provision to meet the current and changing needs of the community is required. Whittlesea Township is generally well serviced in respect to provision of community services and associated infrastructure, however some gaps have been identified as well as the need to better utilise existing community infrastructure.
- Increased opportunities for, and improvements to, transport infrastructure to support sustainable and active travel options will be investigated to ensure the community remains connected to jobs, services and networking opportunities.
- Review of planning controls is needed to ensure that development in the Township provides a range of housing options to meet the current and future needs of the community, whilst ensuring that it enhances and respects the existing and preferred character of the area.
- As a major service centre for the surrounding rural area, initiatives which support growing existing businesses and creating local jobs and services are a priority to ensure that Whittlesea Township remains vibrant and continues to support local employment.
- Opportunities exist for public realm improvements to build on the sense of place, particularly within the town centre.





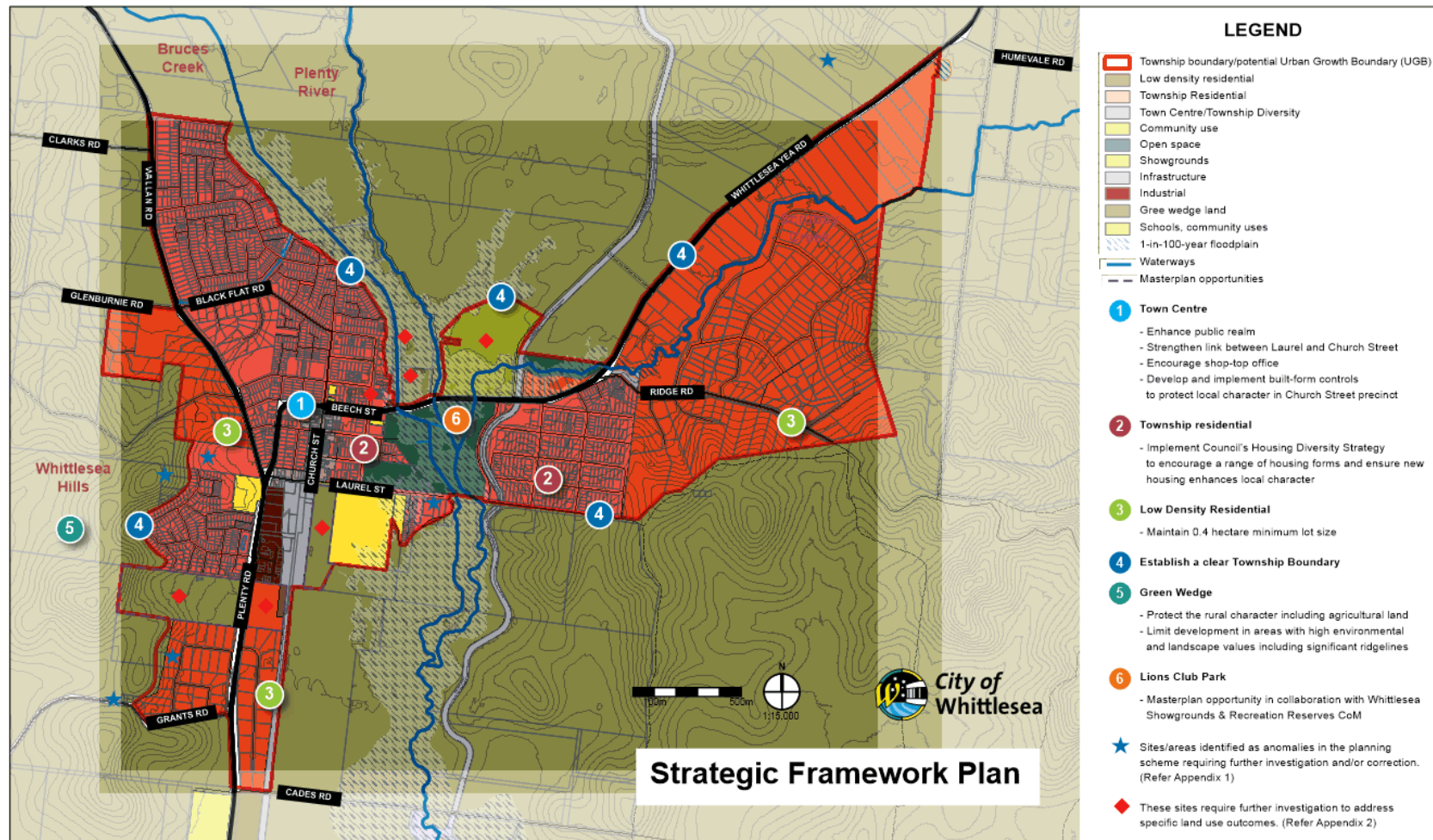
## Vision and Strategic Framework Plan

The Vision has been developed having regard to the community's aspirations for the Township as they apply to each of the six key focus areas developed as part of the Plan.

Looking forward, Whittlesea Township will:

- retain its unique rural country feel, continue to serve the day to day needs of the local community with a strong community focus for the surrounding rural areas.
- have a thriving, inclusive, connected and safe community and provide for the community to age-well across all life stages, with well utilised services and facilities, including opportunities for recreation, to meet the current and changing needs of the community.
- be a contained town where residential growth is appropriately managed, and which has a diversity of housing options to meet the needs of different household types and which respects the character of the local area.
- be a well connected and accessible community with sustainable and active travel options.
- have a strong and vibrant local economy and local employment opportunities.
- continue to have a strong connection to the surrounding natural environment.







## Policy Context

The *Whittlesea Township Local Structure Plan* (1994) is the key strategic document guiding development within the Township. Development within the Whittlesea Township has largely been occurring in line with the current Local Structure Plan and associated Outline Development Plans which are incorporated documents within the Whittlesea Planning Scheme. The Local Structure Plan is now outdated and much of the land identified for future residential housing has been largely developed. It is within this context that the *Whittlesea Township Plan 2021* (the Plan) has been developed in order to set the direction for the future development of the Township over the next twenty years.

The *Whittlesea Green Wedge Management Plan* (2011) also includes an action for Council to undertake a review of the *Local Structure Plan* with an emphasis on defining the township boundary and interface issues between urban and rural areas.

The Plan has been prepared within the context established by State Planning Policy including *Plan Melbourne 2017-2050*, Melbourne's Growth Corridor Plans, the Whittlesea Planning Scheme and *Whittlesea 2040: A place for all*. A summary of the overarching directions set by current state and local planning policy is included below. More detailed commentary on those policies that specifically relate to this Plan is included in **Appendix 3**.

The Plan also has regard to other major plans and strategies which have been developed for the City of Whittlesea.

### State Planning Policy Context

*Plan Melbourne 2017-2050* is the primary metropolitan planning strategy developed by the Victoria Government, which sets out the long-term vision for the city. It sets the strategy for supporting jobs, housing and transport, while building on Melbourne's legacy of distinctiveness, liveability and sustainability. Planning at a local level needs to ensure consistency with and give effect to State Planning Policy.

*Plan Melbourne 2017-2050* notes that growth is to be focused in the established suburbs and those areas within the Urban Growth Boundary (UGB). Growth in peri-urban areas is only expected to occur in specific towns as noted within *Plan Melbourne 2017-2050*. Whittlesea is not identified as an area where significant growth is expected to occur.

It is also noted that there is a significant focus on protecting natural environments and landscapes, as well as a need to protect high quality agricultural land in and around Melbourne for food production.

Significant areas in the south and west of the municipality are identified for future urban growth, and planning policy recognises the importance of retaining key landscape and environmental features in Green Wedge areas.

### Local Planning Policy Context

Local planning policy focusses on maintaining the existing boundaries and the non-urban breaks which contribute to the character of the area and protecting rural, environmental and significant landscape values. It recognises the importance of Green Wedge areas with large parts of the municipality valuable for their agricultural productivity and well as containing significant natural features and areas of cultural significance which contribute to the character and identity of the municipality. Parts of the municipality are also susceptible to environmental hazards such as bushfire and flooding, and planning needs to ensure these risks are considered as part of decision making.

Planning needs to ensure that greater housing choice is provided to enable residents to 'age in place' close to established networks, family and support services. Planning policy seeks to ensure the distinct rural character of the Township remains through encouraging standard residential density within much of the Township, with more diverse forms of housing in the town centre.

Any changes to the Planning Scheme resulting from this Plan, will be considered through a separate Planning Scheme Amendment process, subject to Council approval, including a formal public exhibition process.



## City of Whittlesea Policy

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

The Plan has been developed to align with all four of the overarching goals of *Whittlesea 2040: A Place for All* (Refer Diagram 1). *Whittlesea 2040: A place for all* provides the long-term strategic vision for the municipality, which was developed through the shared aspirations of the community and Council, and responds to the challenges and opportunities

the municipality will face ensuring that the City of Whittlesea is a great place for all, now and into the future. *Whittlesea 2040: A place for all* is expected to guide all future Council work as we develop strategies for our key centres. It will enable us to develop a more consistent approach with the development of all of our strategies giving equal and fair consideration to the same key elements that contribute to a liveable community, but which reflect local community views and aspirations.

The *Whittlesea Township Plan 2021* seeks to deliver on the *Whittlesea 2040: A place for all* outcomes at a local level by directly responding to those issues raised by the community and producing a plan that provides solutions to meet the specific needs of the community and support the Township's unique character through a collaborative whole of Council approach to the implementation and delivery of the Plan. The Plan will be achieved through a framework of strategic objectives and actions across the four priority goals of *Whittlesea 2040: A place for all*.



**Diagram 1** – *Whittlesea 2040: A place for all* – Priority Goals and Key Directions

## Related strategies

There are a number of current plans and strategies, which have specific related actions for the Whittlesea Township that are currently being implemented or which are proposed to be implemented. This Plan has been informed by, and responds to, these strategic documents. Where these documents contain specific recommendation(s) that have direct implications for this Plan, they have been included as a priority action:

- Community Building Strategy – better together
- Health and Wellbeing Partnership Plan 2017-2021
- Community Safety and Crime Prevention Strategy 2016-2020
- A Positive Ageing Strategy for the Whittlesea Community 2016-2025
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- Climate Ready Whittlesea
- Stormwater Management Plan 2012-2017
- Biodiversity Strategy 2019-2029
- Green Wedge Management Plan 2011-2021
- Cultural Heritage Strategy 2019-2025









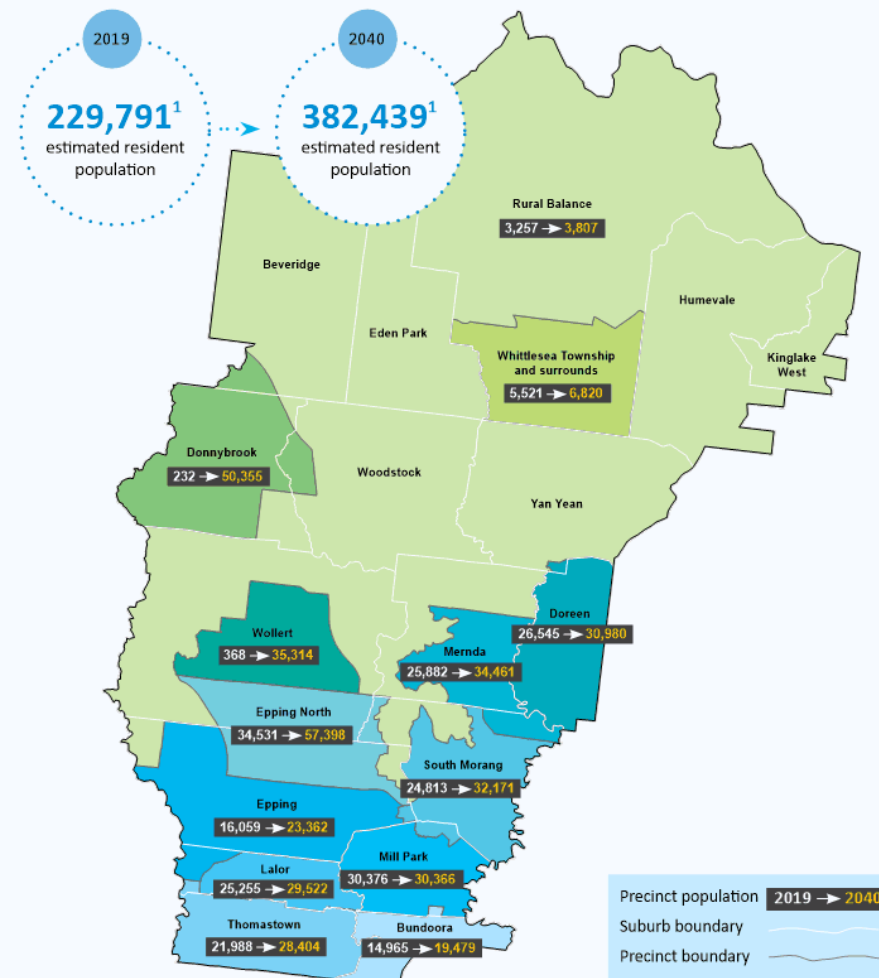
## About Whittlesea

The City of Whittlesea is located on Melbourne's metropolitan fringe, approximately 20 kilometres north of the central business district. Covering 490 square kilometres, it is a large municipality with established urban, growth and rural areas.

### Location and Geography

The Whittlesea Township is located within the peri-urban area of Melbourne approximately 40 kilometres from the CBD and 10 kilometres north of the existing suburban area. Whittlesea Township and surrounds has a land area of 1,994 ha (20 Km<sup>2</sup>)<sup>1</sup>. It is a unique area being a rural style Township in proximity to outer suburban Melbourne.

Located at the edge of the Great Dividing Range adjacent to the Yan Yean Reservoir, Whittlesea Township is nestled between Whittlesea Hills to the west and Eastern Hills to the east with the Plenty River traversing through the centre. In addition, views from the Township to the Plenty Ranges form a strong landscape backdrop. Planning for the Township to date has largely sought to protect these significant topographical features which contribute to the local landscape amenity and have assisted in defining the current Township boundary. Maintaining a separation between the Whittlesea Township and proposed urban development to the south and west has been a key attribute of land use planning for the Plenty Valley precinct within the North Growth Corridor Plan.





## Rural centre

First surveyed in 1838, post-European contact development of the Whittlesea area was driven by grazing and agriculture. Whittlesea Township is now surrounded by the rural areas of Eden Park, Yan Yean, Humevale and Kinglake West, and acts as the major service centre for people in these areas and beyond, providing opportunities for social connections through meeting places and access to a range of community services and facilities in addition to meeting day to day shopping needs. Its locational context has had a major impact on its growth. Its proximity to metropolitan Melbourne and its rural surrounds has allowed the Township to develop its own unique character.

The Township has a strong rural setting, surrounded by significant ridgelines which offer panoramic views of the nearby hills and distant mountains from core areas of the Township. For the most part there are clear edges to the town and the delineation between urban and rural land. These landscape and topographic features have been identified as significantly contributing to the character of the Township by the local community.

The Church Street precinct serves as the main retail and commercial area extending from Beech Street in the north to Laurel Street to the south. It is anchored by the historic 1864 Whittlesea Courthouse in the north and the 1926 Soldier Monument in the south. Its compact form and mix of retailers supports its role as service centre to meet the daily and weekly shopping needs of its local residents and surrounding region. The Plenty Road industrial precinct is located towards the southern entrance of the Township supporting a mix of commercial and industrial activities.

Some of the early heritage buildings constructed from 1860 onwards still remain including various public and commercial buildings, and residences and ruins from the earliest pastoral settlements through to the inter-war period.

Whittlesea Township is located within the traditional land of the people from the Woi wurrung language group (EHP, 2012). The Woi wurrung were made up of several clans, one of which was the Wurundjeri Willam Clan, the traditional custodians of Whittlesea. Areas along the waterways are identified as being areas of cultural heritage sensitivity, acknowledging the local waterways as being important locations for food and other indigenous activities.

## Population

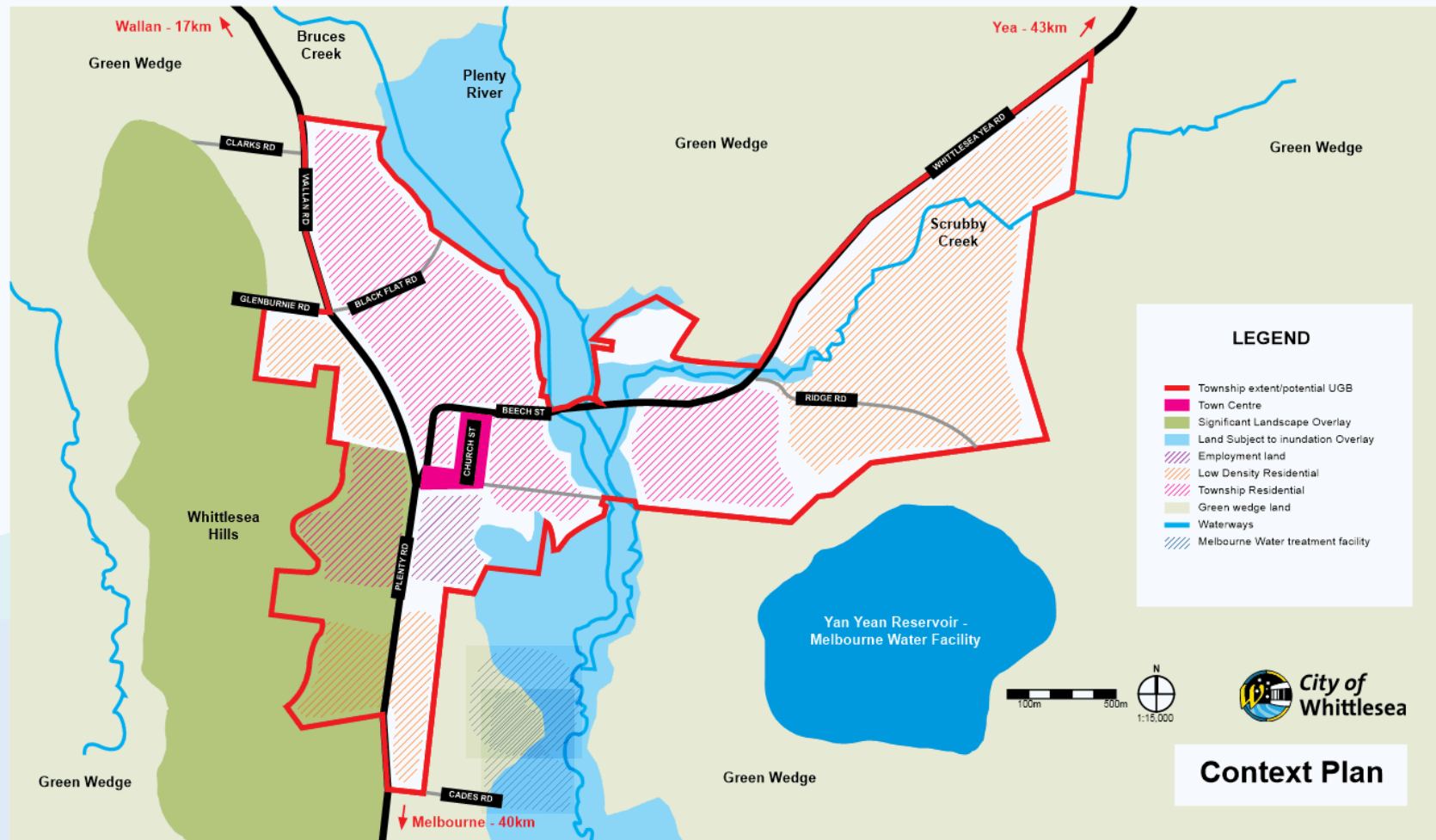
The population of the Whittlesea Township is estimated to be 5,521 as of 2019<sup>2</sup>. The Whittlesea Township performs an important retail, service and tourism role for the local and surrounding areas.

## Recreation, community facilities and tourism

There are a number of tourism features in and around Whittlesea Township including various events e.g. Whittlesea Agricultural Show and Whittlesea Market; significant parks including the Yan Yean Reservoir; formalised adventure parks such as Funfields; and nearby golf courses. More recently there has been an increase in cycling tourism in the area. Agriculture is also an important part of land management in and around Whittlesea Township and also plays an important part of the overall economic profile of the municipality.

Community facilities are important for the social cohesion of an area. Whittlesea Township is reasonably well serviced from a community facility, recreation and open space perspective.

# Whittlesea Township Context Plan



## Whittlesea Township Fast Facts



- By 2041 the population in Whittlesea Township is forecast to reach **6,882** (an increase of 1,360 or 24.67% from 2019) (compared to 69.0% increase in population between 2019 (229,791) and 2041 (388,417) for the City of Whittlesea (Forecast.id).



- Whittlesea Township has a higher proportion of **residents aged 85 years and older** compared to the City of Whittlesea average (2.9% and 1.2% respectively) (Profile.id).



- By 2041 the **service age group** expected to experience the greatest change includes those aged 70 and over (Forecast.id).



- In 2041, the **three largest age groups** are expected to be those aged 15-19, 10-14 and 5-9.



- The **total number of dwellings** in Whittlesea Township in 2019 is 2,116. It is forecast that total number of dwellings in this precinct will increase by 655 dwellings by 2041 (approximately 30 dwellings per annum) (Forecast.id).



- In 2019, Whittlesea Township has the largest proportion of **lone person households** compared to all other precincts within the municipality. The proportion of lone person households in Whittlesea Township is also significantly higher than the municipal average (25.8% compared to 16.1% for City of Whittlesea) (Forecast.id).



- Analysis of the **method of travel to work** of the residents in Whittlesea Township and Surrounds in 2016, compared to City of Whittlesea, shows that 3.7% used public transport, while 77.6% used a private vehicle, compared with 10.8% and 74.5% respectively in City of Whittlesea. (Profile.id).





## Engagement

Extensive community consultation undertaken as part of Whittlesea 2040 is a vital part of our approach to informing new Strategies and plans. Its engagement phase reached more than 4,000 individuals, community groups and organisations. Feedback from the engagement process identifies the broader community vision, aspirations and priorities for the future for the City of Whittlesea.

It is clear that there is a strong connection between the issues/challenges identified for the municipality more broadly and the key priorities identified by the Whittlesea Township community. As such, it is important to recognise that whilst many of these issues/challenges affect the whole of the municipality and will need to be addressed at a municipal level, they also need to be considered at a local precinct level. Specific feedback received from the Whittlesea Township community as part of the *Whittlesea 2040* consultation has been considered in developing this Plan. Significant work has been/or is proposed to be undertaken to respond to many of these municipal wide issues.

The City of Whittlesea previously consulted with people in the Whittlesea Township to better understand what is currently working within the Township and what improvements could be made. We also heard what your aspirations are for the Township's future. Over 640 responses were received through this consultation process.

It is significant that the responses provided as part of the *Whittlesea 2040* engagement, are generally reflective of the more targeted community engagement previously undertaken for the Whittlesea Township.

The Plan has also been informed by the feedback received as part of the bi-annual Household Survey which was most recently undertaken in early 2019.

In response to the exhibition of the draft Whittlesea Township Strategy, a total of forty-seven written submissions were received. Changes to the Plan have been incorporated as appropriate, following the review of submissions.

A range of matters were raised through the community consultation, with a number of responses dealing with competing interests e.g. support for further residential growth or protection of the Green Wedge/rural values and retention of the country character of the Township; reduction vs increase of specific types of businesses.

It is therefore important to recognise that the *Whittlesea Township Plan 2021* will not be able to address or facilitate all of the matters raised throughout the consultation.

In addition, this Plan also recognises the need to advocate to the State Government and/or relevant public agencies to give effect to key outcomes identified through the consultation.

The result is this Plan which has been informed by the consultation feedback and seeks to respond to these matters in a meaningful manner. The following section highlights key issues raised through the community engagement process (including quotes from the community) as they align with the goals and key directions of *Whittlesea 2040: A place for all*.



## Goal 1. Connected community

**Maintaining a strong sense of community is an important issue.**

**Safety (real and perceived) is a significant issue for the community.**

**The provision of services and facilities, including recreation opportunities, appropriate for all ages and abilities is seen as important by the community.**

'I love how the municipality embraces urban and rural living and communities'.

'is a safe and secure environment for all who live here'.

'provides facilities for all ages to enjoy'

'has the same community feel, where crime is at a minimum, people feel safe, take pride in their town.'

'has a strong sense of community, welcomes diversity and retains its 'village character'

'I like our neighbourhood because of all the supportive people'



## Goal 2. Liveable neighbourhoods - Smart, connected transport

**The community is significantly car-dependent and improvements to the road network in addition to improvements to public transport options are highly desired by the community.**

**Improvements to the pedestrian/cycling network is also important to encourage greater active travel in the local area.**

'stop patching roads and fix them properly. Patches break quickly'

'roads need upgrading'

'walking and cycling tracks around the township'

'more buses at more frequent rates. Better connected walking track'

'walking/cycling paths are poorly connected'









### Goal 3. Strong local economy

Increased opportunities for overnight accommodation options, specialty shops, more diverse dining options, tourism related opportunities and larger retailers are desirable by the community.

There is support for a defined boundary around the Township to protect Green Wedge values including farming/agricultural activities.

Increased local employment opportunities is seen as important by some community members.

'I love what I do. Owning and running a farm'

'We need accommodation – nowhere for families to stay if attending any functions in Whittlesea'

'More local jobs – especially for younger people'

'Land should be kept for agricultural uses'

'Waterways in general in the Township are not kept clean'

'Flooding anywhere is important.'

### Goal 4. Sustainable environment

Environmental risks in the form of flooding and bushfire were identified as key issues by some community members.

Controlling weeds and the ongoing management of waterways including removal of weeds has been identified as an issue by some residents.

Some residents identified the need for the planting of additional trees or replacing existing trees with alternative species within the Township.

'Should be bushfire- proof - wetland for flood mitigation'

'More trees on entrances to the town'

## Whittlesea Township Plan 2021

The *Whittlesea Township SPlan 2021* (the Plan) establishes a shared community vision and establishes a framework for the community, Council and other partner organisations to work in a more collaborative manner to ensure a more integrated approach to planning, implementation and ongoing monitoring and evaluation. This Plan brings together key actions which we are already implementing through existing strategies and initiatives across Council where these respond to an identified need by the community and the desired outcomes being sought.

Additional actions have been identified where appropriate to address identified gaps or issues.

The Plan embodies the goals and key directions within *Whittlesea 2040: A place for all*, which provides the framework for a liveable community. It presents a vision for the future of the Township and details for how this vision might be achieved through six focus areas as follows:

Each focus area details the desired vision to be achieved, provides a discussion of the key issues and relevant policy considerations and highlights what the community told us. It also provides an outline of Council's future direction and the priority actions we will undertake in response to the context and evidence presented.

### 1. Connected community

### 2. Liveable Neighbourhoods - Smart, connected transport

### 3. Liveable neighbourhoods - Well designed neighbourhoods and vibrant town centres

### 4. Liveable neighbourhoods - Housing for diverse needs

### 5. Strong local economy

### 6. Sustainable environment







## 1. Connected Community

### Vision – Desired Outcomes

The creation of a welcoming, safe, inclusive Township where people are inspired to work together to make their community better. Whittlesea is a thriving rural township that offers an alternative lifestyle to the established urban areas.



There is opportunity for active community participation and for residents to engage in community life and celebrate diversity. There are a broad range of community services and facilities within the Township ensuring good access to health and support services and which support community members to age well across the life-stages. Physically, opportunities for walking, social interaction and recreation are encouraged by the more intimate nature of the township; its compact town centre and accessibility to parks, walking trails and open spaces. The public realm is designed and managed, with provision of appropriate facilities to ensure access for all.

### Key Issues - Discussion

As we plan, it is important to understand the local community and its changing social make up. The age, fabric and what people will need the place to be for them over time will be informed by having a better understanding of the community and how it will change over time.

Below, is a snapshot of the key issues that are influencing the community:

#### *Changing demographics*

The Township contains the third largest proportion of primary aged residents in the municipality and a relatively large proportion of 12-17 year old residents compared to other areas, reflecting the community desire to improve services and facilities used by young people within the community<sup>1</sup>.

Those aged between 5-19 years will continue to remain the most populous group to 2031<sup>2</sup>.

Like many established areas of Melbourne, the overall population in the Township is ageing, with the largest forecast growth expected to occur amongst those aged 70-84 years. Between 2016 and 2031 the age structure forecasts for Whittlesea Township and surrounds indicate a 46.6 per cent increase in population of retirement age<sup>3</sup>. This sector of the population will have increasing healthcare and social support needs to age in place.

#### *Community Infrastructure*

Community infrastructure is vital to life in a rural township. It provides opportunities to come together, to engage with friends or to form new connections and reduce social isolation, to be active and provide passive recreation opportunities. Social participation is also important to health and well-being. The *Health and Wellbeing Partnership Plan 2017-2021* acknowledges that there is an established link between social connection and inclusion and positive mental health and wellbeing.

As part of the community feedback received, places for teenagers, swimming pools, playgrounds and health facilities were identified as the main leisure and community facilities requiring improvement.

Whittlesea Township has a good range of community infrastructure but the feedback received, asking for new or improved facilities perhaps highlights changing social needs along with a need to think differently about how we use or program existing community spaces. There is an opportunity to explore the better use of existing community spaces to meet the identified community facility gaps such as shortage of playgroup and meeting spaces e.g. adjusting programming at existing community facilities.

Community Infrastructure Needs assessment for the township have identified the need for a health hub in the Township area that allows for flexible spaces for specialist services and which could also provide for the expansion of disability services in the Township. There is also an identified need for emergency food relief services. Council have been working closely with Whittlesea Foodshare (Whittlesea Ministries) in respect to food relief services. Whittlesea Neighbourhood House has also indicated their interest in providing some form of food relief.

Council should continue to work with existing service providers in the Township, to identify opportunities to facilitate ancillary services to meet the needs of the community within the Whittlesea Township.

Whittlesea Township has a wide variety of recreation services and facilities and is well-provided for, particularly by non-Council facilities. A number of these facilities are accessible for community use (e.g. for meeting spaces). Whilst the opportunity to increase the size of facilities and provision of services

dedicated to young people should be investigated within the Township, it is expected that existing youth services, sport and recreation spaces as well as events planned at the Mernda Town Centre and Mernda Sports Hub will continue to meet the needs for sport, recreation, children and young people.

The Mernda Social Support Centre will provide day respite for residents over the age of 65 and support people with care needs to maintain their independence and participate socially in their community. The Mernda Centre and innovative problem solving with existing Aged Care providers in Whittlesea Township will help address the social support needs of older residents.

The Kindergarten Infrastructure Service Plan (KISP) has been noted by Council and the Department of Education (DET), May 2021 and provides kindergarten places demand data. The participation rate accessing sessional kindergarten programs in the Whittlesea township is at 110%. The KISP has identified a shortfall of in 3YO and 4YO sessional kindergarten places in the coming years. This is currently being discussed with the DET and will be addressed as part of infrastructure roll out through the State building blocks program.

#### *Open Spaces in Whittlesea*

Within the Whittlesea Township and surrounds, approximately 30ha is set aside for open space purposes which constitutes approximately 1.5% of the township area.

According to the *Open Space Strategy* (2016) the available open space per person is 62sqm. The total quantity of open space in the precinct is relatively low when compared to the whole precinct area, this is primarily due to the lack of public open space in the low density residential and rural areas where land parcels are larger. Within the township itself, there is a generous provision of open space.

Key open space areas in the Township include Whittlesea Park, the adjoining AF Walker Recreation Reserve and the Whittlesea Showground. Other smaller areas of open space include Church Street Park in the main street (noting that this is privately owned and is not formally reserved for open space purposes), and open space reserves in the more recently established urban areas to the north and west of Beech Street including Eagles Nest Park and Black Flat Reserve.

Improving connectivity to and between open space, particularly from Whittlesea Park has been identified within the *Open Space Strategy*. Other recommendations relate to increasing opportunities to improve walking and cycling links; diversity and accessibility of recreation facilities; and adding to the linear open space corridors along Bruces Creek and Scrubby Creek. Whilst the *Open Space Strategy* captures key opportunities for Council owned and/or managed public open space, the opportunity to work with the Whittlesea Showgrounds and Recreation Reserves Committee of Management (CoM) to strengthen the connection between the Lions Park and the Township should be investigated



given its central location in the Township and overall benefits to the community's health and well-being. This action could be considered as part of the preparation for a Master Plan for the broader Whittlesea Park area, incorporating the Lions Park, to help better understand how people use the area and what improvements could be made in the future. The Showgrounds and Recreation Reserves CoM would be a key stakeholder as part of any future consultation in this matter.

#### *Open Space Improvements*

In recent years, Council has undertaken significant works to install new/upgraded playground equipment at Oakbank Boulevard Park and Willow Park. The upgrade of the playground at Fir Street is also proposed which is expected to address community feedback regarding the need for more playgrounds. Other recent open space improvements include a new dog-off leash area in Whittlesea Park and new cricket nets and additional female change rooms at the AF Walker Reserve. An upgrade of the Skate Park is also proposed to commence in late 2021. Improvement works were also recently completed at the Whittlesea Swim Centre including a new entry, change rooms, kiosk, synthetic lawn areas and seating. Further works to improve the facility are due to be completed in 2020 and include an all abilities play zone with water play features, upgrade of one change room to a Changing Places standard change room and shade sails. Although not part of the open space network, the school owned gymnasium has also had significant Council investment.

All of these improvements seek to increase community participation and contribute to the health and wellbeing of the community.

Future works should be in line with existing Council commitments to the Township, such as the Netball/Basketball Strategy and acknowledge recent investment in infrastructure works in the Township.

#### *Community Safety*

Safety, policing, crime and drugs (which includes issues around the perception of safety in the municipality) was identified as a key community priority as part of the 2019 Household Survey with respondent households from the Whittlesea Township area nominating it as the second highest priority in the survey. Community safety and crime prevention remains a key priority of the *Health and Wellbeing Partnership Plan 2017-2021*. Addressing crime and community safety has strong synergies with community building, good health, wellbeing and improved access to education and employment. Whilst policing falls under the direct control of the Victorian Government, a number of community members have used the community engagement processes to advocate for better policing within the Whittlesea Township. Whilst Council is largely limited to an advocacy role with Victoria Police infrastructure and policing, it is noted that the Mernda Police Station, which opened in 2017, has resulted in a realignment of response zones in the region, which has seen a substantial reduction in the population coverage by the Whittlesea Police Station, which is expected to improve response times.

#### **What did you tell us?**

Through the consultation we heard that:

- The community has a strong desire to see improvements to places for teenagers, swimming pools and playgrounds. Respondents see services and places for young people as an important issue that needs addressing.
- The community wants to build on the strong sense of community, diversity and inclusiveness of the Township through opportunities that bring the community together including community festivals and events.
- The community also identified a desire for improvements to community infrastructure to enhance opportunities for greater community connectedness and social inclusion through facilities such as a public square, education facilities, community meeting rooms, performance spaces and public art.
- The community also identified the need for a range of improvements to open space including the provision of more playground equipment (including exercise equipment); the need for an off-leash dog park; and improvements to the BMX track/skate park, which is reflective of other feedback supporting improvement to facilities and services for children and young people.



- Opportunities for improvements to the public realm and public open spaces within the Township are strongly desired by the community including the need for more and upgraded toilets (particularly in Lions Park, at the Showgrounds and at the park across the road from the showgrounds), additional walking and bike paths; and more amenities such as picnic tables, drinking fountains, seating, BBQ areas and public bins.
- Opportunities that improve the health, safety and wellbeing of our community are also highly valued, with respondents identifying the need for a 24-hour police station, improvements to health facilities, public art and education facilities.
- The community also expressed a desire for more street lighting to encourage a safe, well-lit environment that encourages active travel.

### Future Direction

Council will work in partnership with the community to identify and deliver programs that support a safe and healthy environment. Whilst minor to moderate infrastructure additions are anticipated, there is an opportunity for more streamlined management of services within existing facilities to meet community needs. Council will work with service providers to meet the current and future needs of the community.

Council will continue to enhance open space assets and community infrastructure to encourage increased participation levels. Council will continue to implement key actions from the *Open Space Strategy (2016)* and any subsequent updated endorsed version as it applies to the Whittlesea Township.

One of the central planks of the City of Whittlesea's planning approach is the creation of precincts in both the growth areas and in the established parts of the municipality. As part of an integrated and place based approach to infrastructure planning, Council is proposing to prepare a Long Term Community Infrastructure Plan which identifies key projects for each key precinct within the municipality.

Council will:

- continue to identify gaps/opportunities to improve infrastructure provision.
- continue to implement key actions from the *Open Space Strategy (2016)* as it applies to Whittlesea Township.

### Priority Actions

1. Undertake research and analysis exploring opportunities to increase community health, wellbeing and connectedness, and address associated service and facility needs and opportunities in the Whittlesea Township.
2. Ensure responses to facility needs and opportunities are captured in the development of Council's Long Term Community Facilities Plan.
3. Ensure future service planning and partnership opportunities address the community's needs, strengths and interests.
4. Enhance the safety of our community through the appropriate design of community facilities to promote passive surveillance, provision of lighting and promotion of active spaces and activities.
5. Continue to implement the *Open Space Strategy (2016)* as it applies to the Whittlesea Township.
6. Develop a Master Plan for the Whittlesea Park area, and subject to the support of the Showgrounds and Recreation Reserves Committee of Management, incorporate the Lions Park to among other things identify opportunities to strengthen the connection between the park and the town centre.



## 2. Liveable neighbourhoods - Smart, connected transport

### Vision – Desired Outcomes

A balanced approach to accessibility, connectivity and providing equitable access for employment and social connections is at the heart of creating more liveable communities. Being able to move about the community also determines social and civic participation and access to community and health services. Due to the Township's location, it is recognised that an efficient road network is important to provide connections to jobs, services and social networking opportunities.



This is of particular importance for the Whittlesea Township given the reliance on the bus network as the only form of public transport in the Township. Greater emphasis should be placed on planning to slow traffic movement within the commercial centre of the Township to encourage safer pedestrian and cycling movement. Provision of a safe and efficient network of paths, tracks and trails for walking and cycling will also ensure that people can move throughout the Township more easily with significant health benefits for the community by increasing active travel options.

### Key Issues - Discussion

Located approximately 9 kilometres north of the Urban Growth Boundary (UGB) and remote from the Principal Public Transport Network (PPTN), residents are heavily reliant on private vehicles for transport. Traffic management is consistently identified as the top issue for Council to address in the Annual Household Survey. Traffic management and roads maintenance and repairs were identified within the top 3 priorities by respondents from the Whittlesea Township (*Annual Household Survey 2019*). Bus services are the only form of public transport within the Whittlesea Township, and consistent with the findings of the *Integrated Transport Strategy*, residents consider that public transport provision is insufficient to meet people's needs in terms of frequency, reliability and general access.

Transport access can influence other key determinants of health including access to education, employment, community and health services and affordable housing. Giving people a greater transport choice in a quality built environment improves social connections, access to employment and greater equity.

The following section provides a snapshot of the key issues that will influence provision of transport access within the Township:

#### *Private vehicle use*

The Whittlesea Township provides an important regional centre service role to the surrounding rural communities, and as such will always have a strong focus on private vehicle use. As typical of geographically remote settlements, Whittlesea Township and surrounds is significantly car dependent with almost 60 per cent of households having access to two or more vehicles. Just over three-quarters of residents indicated that journey by car was the main method of travel to work. Less than 5 per cent used public transport to get to work. The domination of use by private car is compounded by the lack of viable public transport options available and reliance on the bus network which is considered inefficient by the community. Council has received feedback from the community about traffic and car parking issues in relation to a number of sites in Whittlesea, including Funfields and local schools, which will need to be managed into the future.

### *Public transport*

Public transport within the Township is limited to the provision of bus services. The frequency of bus services and extended journey times compared to travel by car, are barriers to improving patronage. It is further noted that the steep hills and lack of footpaths also make using the bus impractical in some parts of the Township. It is noted that in recent years, there have been some changes to the bus network and destinations (i.e. the 385 now goes to Greensborough Shopping Centre, a key destination that was requested by the community). Access to public transport for all is an equity issue. Council will continue to advocate for improved public transport services to more effectively align to community needs.

Whilst the extension of the rail line has been identified as an important issue for the Whittlesea community, advocating for the extension of the metropolitan rail system to the growth areas of Epping North and Wollert which is expected to service approximately 75,000 people, is a major priority for the City of Whittlesea.

The train line was extended to Mernda in mid-2018, bringing the train line within approximately 10 kilometres of Whittlesea Township.

### *Physical infrastructure*

Several of the main roads traversing the Whittlesea Township are classified as arterial roads and any works or improvements to these roads are funded

and managed by VicRoads, including Plenty Road and Wallan Road. Whilst Council is limited to an advocacy role for improvements to these roads, Council is responsible for managing the local network of public roads. Council will continue to prioritise local roads for improvement as part of its ongoing 'reseal and maintenance program' for the whole of the municipality.

The intersection of Plenty Road, Laurel Street, Wallan Road and MacMeikan Street was a key intersection identified for improvement by the community. This intersection has since been signalised.

Given the level of pedestrian activity, Church Street is intended to operate with a low speed environment to promote safe pedestrian movement around the shopping precinct, whilst facilitating vehicular traffic movement. Recent streetscape improvement works have been undertaken in Church Street including installation of raised pedestrian crossings, pedestrian and road surface upgrade and improved car parking.

### *Active Travel*

Council's Annual Household Survey (2017) indicates that the levels of walking and cycling use (for non-work related trips) are higher within the Whittlesea Township than in other areas of the municipality. There is opportunity to improve the connectivity and safety of shared paths and to identify desire lines for walking and cycling within the Township and the barriers in place that prevent them from occurring,

to further increase the rates of active travel and improve the walkability of the Township.

The *Integrated Transport Strategy* includes an action to advocate for more walking paths around the municipality which incorporates the 'missing links' program which is designed to install small sections of footpaths in key areas to improve overall connectivity and access. This program has seen a number of small and larger footpath projects completed in recent years and further works are proposed as part of this ongoing program. Other improvement works identified for future capital works funding include resurfacing of the Bruces Creek Trail from Tambo Circuit to Yea Road.

Council is committed to increasing cycling participation for residents and visitors of the City of Whittlesea. A number of barriers to encouraging cycling within and around the Township have been identified include distance to destinations, lack of connecting infrastructure and safety. Council's Bicycle Plan has four key directions: make cycling safer, encourage and promote cycling, build and maintain a high quality network and monitor cycling into the future. The Northern Regional Trails Strategy identifies the opportunity to develop a 'Rail Trail' between Mernda and Whittlesea Township. A shared user path / trail between Mernda and Whittlesea would provide tourism benefits for the township and provide access to the South Morang and Mernda Train stations and to a number of Regional Parks and Conservation areas.





## What did you tell us?

Through the consultation we heard that:

- The community identified the need for significant improvements to public transport, with improvements ranging from major infrastructure provision (e.g extension of the train line to Whittlesea) to increased frequency and reliability of existing bus services and new/improved routes of travel/destinations.
- Opportunities for the provision and maintenance of active transport infrastructure, including walking paths and bicycle tracks which contributes to a healthy community are also highly valued by the community. Improvements are needed to provide greater connectivity and integration of cycling and walking routes and to provide for greater accessibility to all.
- The community has also expressed a desire for the ongoing maintenance and improvements to the road network to ensure the provision of an efficient road network. Any changes to the road network needs to provide for the adequate movement of vehicles and flow of traffic whilst also ensuring pedestrian safety and connectivity.
- Further opportunity for additional car parking, particularly around Church Street has also been raised as an issue by the community.

## Future Direction

The *Integrated Transport Strategy* (2014) recognises that the City of Whittlesea faces significant transport challenges over the next 20 years and identifies the transport priorities for the municipality and actions necessary to ensure the transport needs of the community are met. Whilst a number of the actions are relevant to the Whittlesea Township, *Whittlesea Township Plan 2021* seeks to give effect to the actions at a local level.

Council will continue to identify and implement upgrades and improvements to the local road network, in addition to addressing the 'missing links' of priority footpaths through the Capital Works program. Council will also continue to advocate for improvements to main arterial roads where issues are identified.

As Whittlesea is not part of the Principal Public Transport Network (PPTN), Council has a significant role in advocating for continued improvements to the public bus network and improved services for the Township to better meet the needs of the community.

There are also opportunities to improve active travel modes including walking and cycling in addition to improving overall connectivity across the shared path network to achieve a fully integrated cycling and walking network.

Council will:

- continue to advocate to the State Government and relevant agencies to ensure safe and efficient road and public transport networks and services are provided which are essential to providing connections to jobs, services and social networking opportunities
- continue to identify and implement upgrades and improvements to the local road and pedestrian/shared path networks to improve accessibility around the Township and offer opportunities to improve the health and wellbeing of the community.

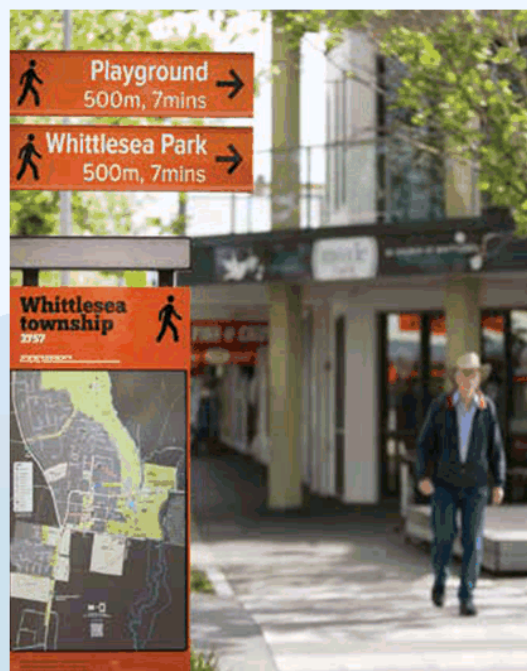
## Priority Actions

- 7. Continue to advocate to the State Government and relevant public agencies for improvements to the bus network including more efficient service provision and changes to bus routes to better meet the needs of the community.**
- 8. Promote and increase active and environmentally sustainable travel options, including infrastructure improvements to facilitate cycling and walking and address 'missing links' in the footpath/cycling network.**
- 9. Advocate to VicRoads to upgrade the pedestrian crossings at Beech Street (Church Street intersection) to facilitate safer pedestrian movement.**

### 3. Liveable neighbourhoods - Well designed neighbourhoods & vibrant town centres

#### Vision – Desired Outcomes

Whittlesea Township is the largest rural township within the City of Whittlesea. It has its own unique character, heritage and sense of place.



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Whittlesea Township Plan 2021

The rural character of the Township is highly valued by the local community and plays a strong role in local identity. Planning needs to provide for the protection of the rural character of the Township. The gateway or entrance to a town also plays an important role in creating positive and welcoming first impressions and can assist in reflecting part of the character and / or attractions of the area.

The Church Street retail precinct extending from Beech Street to Laurel Street is an integral part of the Township contributing to community life and a more liveable community. Church Street contains an eclectic mix of building styles, however the low scale of buildings and rhythm of shop fronts and wide verandahs builds a strong sense of a rural character. Whilst it is important to protect the unique character of the town centre it is also important to ensure that the town centre remains a thriving and economically viable centre and therefore, a balanced approach needs to be taken in respect to any new development to ensure the best outcome for business and the community.

A well-designed neighbourhood characterised by a high quality public realm and open spaces. In addition to providing attractive streetscapes and public spaces, well-designed infrastructure for walking and cycling to ensure a high level of connectivity between key services and facilities, open spaces and places where people live is a critical feature.

#### Key Issues - Discussion

Whittlesea Township is located outside the Metropolitan Urban Growth Boundary (UGB) however, it does not have a formal boundary to control and manage urban growth. Whilst existing landscape features and topographic constraints limit the ability to further expand the current Township boundaries in many cases, there have been numerous enquiries in recent years from landowners seeking support for further development on the fringes of the Township. This has contributed to a level of uncertainty amongst the farming community and the broader community more generally. A key outcome in planning for the future growth of Whittlesea Township is the protection of the rural character of the Township, which is identified as a key aspiration by the community.

As an important regional service centre, Whittlesea has a number of features that contribute to a strong and sustainable community including access to a broad range of services and social infrastructure, open spaces, local jobs and a vibrant town centre. Planning should continue to build on the strengths to ensure a high level of connectivity and accessibility for all.

The following section provides an outline of the key issues that will influence future planning decisions for the Township.



### *Local Planning Policy Context*

There are a number of local planning strategies that affect place making which have influenced the growth of Whittlesea Township to date:

- Following designation of the Plenty Valley as a main growth corridor in 1987, the Plenty Valley Strategic Plan, approved by the State Government in 1990, sought to provide a balanced approach to providing new urban communities and associated infrastructure, by also designating large areas for conservation and environmental management. This Plan recognised that the area contains significant landscape values, such as the Whittlesea Hills and that this area would accommodate only limited growth. Further expansion of the area is constrained by the scenic hills and ridgelines which surround the township and the floodplain of the Plenty River which bisects the existing community.
- Within this regional context, the *Whittlesea Township Local Structure Plan (LSP)* was approved in 1994 and is the current strategic plan controlling growth within the Whittlesea Township. This LSP is now over 20 years old with much of the development identified in the LSP now largely implemented. The LSP was given effect through various Development Plans and Outline Development Plans. Whilst many of the principles contained in the LSP are still relevant, the planning controls applying to the Township are complex and an opportunity exists to refresh and simplify the planning controls over time.

- Council's *Green Wedge Management Plan 2011-2021* recognised the absence of a township boundary and the need to provide such a boundary to provide for long term certainty. An action has been included within the Green Wedge Management Plan to define a boundary and address the interface issues between urban and rural uses as a short term priority. This lack of certainty can result in land speculation, rural land fragmentation and lack of certainty for long-term agricultural activities.
- In recent years there has been increasing pressure on the City of Whittlesea to support further development on the fringes of the Township in the form of reduced lot sizes within the existing Township boundaries or rezoning of land adjacent to the Township. Careful consideration needs to be given to the location and nature of development to ensure it does not impact on the existing character or the Township of identified landscape and environmental values.

### *State Planning Policy Context*

Planning needs to ensure consistency with State Planning Policy and key Government Strategies with many of the matters affecting Green Wedge land being controlled at a State level. There are a number of major State policy objectives that influence our ability to make changes:

- The delineation between urban and non-urban land is defined by the Urban Growth Boundary (UGB), put in place in 2002 by the Victorian

Government to better manage Melbourne's growth. Land outside the UGB including the Whittlesea Township is defined as Green Wedge land. The UGB was expanded by the State Government in 2010, which provided an additional 25 years of housing opportunity across Melbourne. It is noted that no changes were made to the Whittlesea Township boundary as part of this process.

- Whittlesea Township and its surrounds are located within the nominated agricultural and conservation area of the municipality more commonly referred to as the Whittlesea Green Wedge. The current State Government remains committed to protecting Green Wedge values and maintaining the current extent of the Urban Growth boundary.
- The State Government recently commenced a strategic review of agricultural land, reinforcing its commitment to identifying and protecting the long-term future of strategic agricultural land in Melbourne's Green Wedge and peri-urban area. The community engagement findings for this project, confirm that there are a range of issues which impact the long term viability of land for agricultural use, which included the uncertainty arising from the lack of a more defined boundary around small settlements.



- State planning policy for bushfire planning has also been updated in recent years to strengthen community resilience to bushfire through planning decisions. Its overarching strategy is to prioritise the protection of human life over other policy considerations when assessing the risk from bushfire. Directing development to the lowest risk locations is the most effective way to prioritise the protection of human life. Bushfire is and continues to be a threat to the Whittlesea Township and its community and planning needs to ensure that protection of human life remain a priority as part of future decision making.

Having regard to the State Planning Policy context it is clear that many of the issues affecting the future growth potential of Whittlesea Township are controlled at a State level. Application of, or changes to, the Urban Growth Boundary (UGB) are the responsibility of the State Government. Council will continue to carefully manage future residential growth within the existing Township. Those areas where Council can more directly influence change through planning include neighbourhood character, built form and directing uses to appropriate locations (refer section 4 – Housing for diverse needs).

#### *Township Boundary*

Whittlesea Township does not have a defined Urban Growth Boundary (UGB). Whilst there is clear delineation between urban and rural zoned land in some places, the lack of a clear boundary together with ongoing pressure to permit some expansion

of the Township boundary, has caused uncertainty within the community and potentially threatens long term investment in agricultural activities. The current State Government remains committed to protecting Green Wedge values and maintaining the current extent of the UGB. Council will therefore need to continue to work with the State Government to advocate for an appropriate planning solution to define the Township Boundary and provide for the ongoing protection of Green Wedge land.

Whittlesea Township boasts many natural and heritage visual features providing a solid foundation for the town's local identity. These significant landscape and topographic features including the Whittlesea Hills, Eastern Hills, Plenty Valley and the Plenty River have contributed to the current form of the Township and remain significant visual features of the Township. Its significant landscape values, topographical constraints and overall vision to retain the rural character of the Township, mean that Whittlesea Township is unlikely to experience any significant residential growth. There is an opportunity to review existing controls to ensure that development further protects and enhances the landscape and environmental values and responds to its rural character.

State Planning policy identifies the need for strategic planning to accommodate a projected population growth, at a municipal level over at least a 15 year period, with clear directions on where this should occur. Although the City of Whittlesea does not currently have a municipal wide housing strategy to

direct and manage growth, the bulk of further residential growth is being directed to the identified growth corridors to the south and west of Whittlesea Township and within preferred locations within the established areas (generally close to public transport routes and activity centres). The dedicated Precinct Structure Plans prepared for the identified growth areas within the municipality are expected to accommodate significant growth over the next 20-30 years. As a consequence, it is not expected nor considered necessary for the Whittlesea Township to play a significant role in accommodating further residential growth.

The Whittlesea Township and surrounds is expected to experience only a moderate increase in growth of approximately 25 per cent between 2019 to 2041 compared to 69 per cent for the same period for the City of Whittlesea. It is forecast that the total number of dwellings in the precinct will increase by 655 dwellings by 2041 (approximately 30 dwellings per annum). An assessment using Council's GIS data indicates that there are approximately 120 vacant residentially zoned lots within the Township. These figures exclude land at 5 Wallan Road and 2388 Plenty Road which have yet to be developed and provide opportunity for further residential development subject to Council approval. Council's GIS data also indicates that a substantial proportion of residentially zoned lots within 400m of the town centre have a lot size of 650sqm or greater. These more established areas of the Township are more typically developed with dwellings constructed prior to 1979. More recent development (post 2000) to



the north and south-west of the Township is more typically developed on lots of between 300-650sqm.

Whilst it is expected that the development of vacant lots together with some infill development within the existing Township boundary will meet the identified forecasted needs of the Township for the foreseeable future, the more fundamental question is the desire to protect the rural character of the Township verses the option to provide for additional growth opportunities. Large proportions of the Township are beyond reasonable walking distance to the Township and any further development on the fringes of the Township would further reduce accessibility and connectivity between the town centre and places where people live. Further expansion of the Township boundaries would ultimately result in an increased extent of residential development on green wedge land, further removed from the commercial centre and other services and facilities and exacerbate those issues that have been identified as key priorities by the local community. Planning also needs to ensure that those features identified by the community as being desirable and contributing to the character continue to be protected from development. Excess growth is encouraged to be directed to suitable areas within the municipality.

Bushfire is, and continues to be, a threat to the Whittlesea Township and its community with all land around the perimeter of the Township designated as 'Bushfire Prone Areas'. Land further east of the Township is also included within a Bushfire Management Overlay (BMO).





The municipality has a history of significant grass and bushfires and is influenced by the steep topography to the north.

#### *Zoning Anomalies and Sites Requiring Further Investigation*

A number of zoning anomalies have been identified (refer Appendix 1), many of which appear to date back to the introduction of the new-format planning scheme, which was introduced in 1999. A number of the identified zoning anomalies occur along the existing delineation of the residential zones and the green wedge. Whilst the use of specific contour lines to define the town boundary provides a strong strategic basis as a means of managing residential development, there have been some unintended consequences, resulting in the dual zoning of land around the perimeter of the Township.

Other matters requiring further review relate to the application of the Green Wedge A Zone schedule (which has not been applied using cadastral boundaries resulting in different provisions applying to individual parcels of land) and the application of different zones applying to flood prone land. Council will need to work with DELWP and relevant public agencies as appropriate (e.g. Melbourne Water as it applies to flood prone land) to determine appropriate solutions for identified anomalies as part of any gradual refresh of planning controls for the Township with the aim of simplifying the existing planning provisions.

A number of sites within the proposed Township boundary require further investigation to determine whether changes to the planning controls are required to provide long-term strategic direction/ certainty for these sites (Whittlesea Showgrounds at 30 Yea Road, 34 Beech Street and 2388 Plenty Road). This includes two land parcels on the periphery of the Township which are currently zoned Green Wedge (Funfields at 2365 Plenty Road and existing aged care facility at 43 Laurel Street), however are considered logical inclusions within the Township due to their location adjacent to urban zones and the current use and development of the land (refer to Appendix 2).

#### *Town centre*

Church and Laurel Streets play a key role as the main street (Church Street) and linking street (Laurel Street) in the Township. As noted previously, Whittlesea Township provides a significant regional service centre role to the surrounding rural communities. As a vibrant town centre as well as servicing the needs of the local community, it also offers opportunities for social interaction and community participation. The spacing between shops on the western side of Church Street provides strong visual links to the Whittlesea Hills. There are several heritage buildings in Church street which provide a link to the street's historic development and provide additional character in the streetscape. Consideration should be given to providing further built form guidance to ensure new development enhances the existing character of the town centre. The town centre is the economic and social heart of the

Township and new development will need to be accommodated over time to ensure it remains viable and services continue to meet the needs of the community.

#### *Township Gateways*

The gateway or entrance to a town plays an important role in creating first impressions for those visiting an area. Signage or other treatments such as landscaping or artwork not only provide a sense of arrival to a place, but can also reflect part of the character and/or attractions of the area. Gateway treatments can also instil a sense of belonging and pride within the local community. The key gateways or entrances to the Whittlesea Township are via Plenty Road from the south, Wallan Road from the north and Whittlesea-Yea Road from the east, with Plenty Road forming the primary access route for visitors arriving from metropolitan Melbourne. There is an opportunity to improve the entrances to the Township to create a better sense of place, through improved landscaping and / or other appropriate treatments such as artwork and way finding signage.

#### **What did you tell us?**

Through the consultation we heard that:

- The community has a strong desire to retain the rural character of the Whittlesea Township with views to the hills, existing trees, landscaping, scale of residential development and size of backyards identified as being important features which contribute to the charm of the Township.



## Future Direction

Whilst the Whittlesea Township is forecast to experience moderate growth to 2040, there is significant capacity within the municipality more broadly to support future residential growth, without the need to expand the boundaries of the Township. Council will work with the State Government to establish a clear township boundary generally in accordance with the current extent of the General Residential and Low Density Residential Zones, to protect the rural character of the Township and support the long-term viability of agricultural land. It is also proposed to refresh and simplify the planning controls applying to the Whittlesea Township over time to provide greater certainty to the community and ensure more consistent decision making.

The town centre is a central focus point for community life within the Township and new development that provides for the continued economic viability of the town centre is supported. New development in Church and Laurel Streets requires greater built form guidance to ensure it supports and enhances the existing character of these key streets whilst meeting the ongoing needs and aspirations of the community.

There is also an opportunity to improve the public realm and sense of place within the town centre including integration of public art within Church Street and providing better linkages between Church, Laurel Street and Beech Streets.

Council will:

- seek to establish a clear township boundary around the perimeter of the existing extent of the Township to manage growth, protect the character of the Township and the long-term viability of agricultural land in the Green Wedge.
- review and refresh the planning controls for the Township to ensure they remain current and provide for consistent decision making.
- encourage development which contributes to the ongoing viability of the town centre and which enhances the existing character of the streetscape.

## Priority Actions

- 10. Continue to advocate to the State Government to establish a clear Township Boundary around the Township generally in accordance with the current extent of the General Residential and Low Density Residential Zones.**
- 11. Undertake a review of the various planning controls currently applying to the Township including the relevant incorporated documents, Development Plan Overlays and associated Development Plans in order to simplify the controls currently guiding development in the Township.**

- 12. Further investigate appropriate solutions to address identified zoning and overlay anomalies and other sites requiring further planning investigation and where appropriate initiate a planning scheme amendment to implement any proposed changes (refer to Appendix 1 and 2 for list of potential planning scheme anomalies requiring correction and sites requiring further investigation).**

- 13. Develop and implement built form controls in the Planning Scheme (e.g. Design and Development Overlay) to ensure that new development responds to and enhances the existing character of the Town Centre.**

- 14. Undertake a Public Realm Strategy for the commercial area to strengthen the link between Laurel and Church Streets and for the three main Township entrances (Plenty Road, Wallan Road and Whittlesea-Yea Road) to identify opportunities for public realm improvements including investigation of gateway treatments as appropriate.**

#### 4. Liveable neighbourhoods - Housing for diverse needs

##### Vision – Desired Outcomes

Over the next 20 years the demographic profile of the municipality's established suburbs, including the Whittlesea Township is forecast to change, resulting in the need for a greater range of housing types. Different types of housing will ensure greater choice for residents as their housing needs change.

Planning needs to provide for a diversity of housing in appropriate locations to enable people to age in place whilst also ensuring that development makes a positive contribution to the existing and preferred character of the area.



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Whittlesea Township Plan 2021

The charm of the Whittlesea Township stems from a sense of spaciousness between the buildings and in the streetscapes that facilitates the visual separation of buildings and landscaping on properties, in road reserves and other reserves. Outward views to the surrounding Whittlesea and Eastern Hills are available from many parts of the Township and are a key aspect of the Township's character.

##### Key Issues - Discussion

Providing policy direction on the future management of residential growth in the Township and assisting future decision making is a key outcome of this Plan. Having regard to the State and local planning policy context, Council's proposed policy direction is to contain urban development generally within the existing residential boundaries. To this extent, those planning matters that Council can influence include matters relating to urban character, built form and directing development to appropriate locations. The following is a snapshot of those matters that will guide future residential development and change in the Township.

##### Demographic forecasts

Whittlesea Township is expected to experience moderate population growth over the next twenty years (an increase of 1,350 or 24.67 per cent from 2019) (forecast.id). Over the same period it is expected that the number of dwellings in the Township will increase by 655 (Forecast.id) approximately 30 dwellings per annum.

In 2016, the dominant household type in Whittlesea and surrounds was 'couple families with dependents' and by 2031 the largest forecast increase is expected in 'lone person households'.

Separate dwellings account for over 90 per cent of dwelling types within the Whittlesea Township, with medium-density housing accounting for the remaining 9.1 per cent of dwellings. While an ageing population may encourage an increased demand for medium density housing, separate houses are expected to remain the dominant housing form.

##### Local character

The key character attributes of the Township include the panoramic views, low scale of development and the spaciousness between houses that facilitates landscaping on sites. The older parts of the Township has a character that is strongly formed by the wide streetscapes and sense of spaciousness between buildings, whilst more recent development has a strong suburban character that contrasts strongly with other precincts. These attributes are generally reflective of those elements identified by the community as being important. Protection of the rural character of the Township is rated highly by the community. Planning for future growth needs to ensure that development considers and respects the existing character of the residential areas.

Where the low density residential development is present on the edges of the Township primarily to the east and south, it provides a sensitive transition

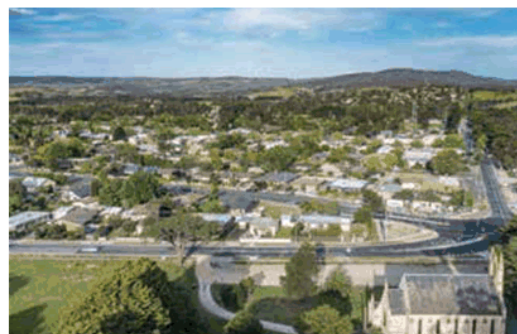




between the more urban areas of the Township and the surrounding rural areas. Most land zoned for low density residential purposes has been developed having regard to approved Development Plans within the framework set by the *Whittlesea Township Local Structure Plan (1994)*. Although there is limited opportunity for further subdivision of some lots, primarily those fronting Yea Road. It is significant that as part of the changes to the Low Density Residential Zone (LDRZ) provisions to reduce the minimum lot size where development is connected to reticulated sewerage in 2014, a 4000sqm minimum lot size was maintained for all land in the LDRZ located within the green wedge. There has been pressure from some landowners to modify the planning scheme to default back to the minimum lot size of 2000sqm where reticulated sewerage can be provided or to modify approved Development Plans to enable further subdivision of larger lots. Planning in these areas to date has prevented development above specified contour lines around the Township which has in effect sought to give effect to the Township boundary and control development on significant ridgelines. The faithful implementation of the Development Plans has contributed to the strong local identity and rural character of the Township.

Many of the principles which have been used to guide development to date have strong planning merit and any review of the planning controls should retain these overarching principles to ensure that development continues to be located in appropriate locations and to protect significant ridgelines. Some land within the LDRZ also has significant

topographical and environmental constraints which is likely to limit any further development of these areas.



#### *Diverse and Affordable Housing*

The *Housing Diversity Strategy* (HDS) recognises the need for planning to cater for the community's changing household needs, whilst complementing the existing neighbourhood character. Due to being located outside the Principal Public Transport Network (PPTN), the Township is considered to have limited capacity for further infill development. Whilst recognising that the distinctive rural character should be protected and enhanced, the HDS identifies some infill opportunities along the main road entering the Township (Laurel Street) and closer to the centre (Church Street) which offer some capacity to accommodate infill residential development. These areas are referred to in the Strategy as Township Diversity.

Such development on these streets will assist with activating the shopping centre core and gateways into the Township whilst providing for a greater diversity of housing in accordance with community need. The remaining residential area is referred to as Township Residential where a standard residential density is encouraged. Future development in these areas needs to respect the character of the area having regard to the identified key design principles contained in the HDS. Implementation of appropriate planning tools to implement the *Housing Diversity Strategy* and to ensure that future development respects the character of the Township is a priority.

The lack of affordable housing is an issue that impacts many people across the City of Whittlesea regardless of age, gender and background. Council has identified the need to increase the supply of affordable housing including crisis and emergency accommodation as a key objective. The *Social and Affordable Housing – Policy and Strategy 2012-2016* outlines the steps to help Council address the issue.

Appropriate housing and support that allows older people to age comfortably and safely within their local community ensures people remain connected to their communities and contributes to the health and wellbeing of all. Whilst the Township offers support for older people in the form of residential aged care, more diverse housing types to enable residents to downsize, such as retirement village accommodation is encouraged to locate within the Township.



### What did you tell us?

Through the consultation we heard that:

- The community has indicated support for more diverse housing options, which are designed to reflect the character of the area, to enable people to age in place in recognition that the housing needs of the community are changing and to better reflect the demographic changes over time.
- Some community members have raised concern about the impacts any further growth will have on the character of the Township, in addition to the detrimental impacts on Green Wedge Values and agricultural/farming opportunities. There are differing views within the community in respect to managing population growth particularly in terms of where new growth should be accommodated i.e within the existing residential boundaries versus expanding the boundaries of the Township.
- Similarly, whilst some residents do not support increased housing densities within the current residential areas, other community members expressed support for increased residential densities, which is reflective of the desire for more diverse housing options to be provided particularly close to the commercial precinct, bus stops and other services and facilities. A number of respondents noted that any new development should respect the rural character of the Township.

### Future Direction

Whilst only incremental change is expected within the Township, Council will seek to provide opportunity for a diverse range of housing options to meet the needs of different people within the community. Further policy direction is required to ensure that medium density development is directed to areas close to existing services and facilities, whilst providing for an incremental level of change in areas further removed from the town centre. The implementation of the *Social and Affordable Housing – Policy and Strategy 2012-2016* (which is currently being reviewed) and investigation of additional planning controls to ensure that development respects the existing character of the residential areas is a high priority. Housing which responds to community needs such as aged care will be encouraged in the Township.

The low density residential areas provide a transition between the more urban areas of the Township and the surrounding rural areas and contributes to the rural character of the Township and its strong local identity. The current minimum lot size of 4000sqm should be maintained to protect the rural character of these areas. Any development above the specified contour lines should continue to be carefully managed to ensure protection of significant ridgelines.

Council will:

- encourage a diverse range of housing options in appropriate locations to meet the changing needs of the community.
- maintain the existing Low Density Residential Zone minimum lot size controls, to retain an appropriate transition between the Green Wedge and more urban areas which contribute to the character of the Township.

### Priority Actions

- 15. Undertake further work to implement the Housing Diversity Strategy including the need for additional controls or changes to overlays and guidelines for the 'Township Residential' areas, to ensure that different types of housing are appropriately located within the Township and have regard to the existing and preferred character of the area.**
- 16. Encourage aged care facilities and other types of housing options for older persons to be located within the Township in appropriate locations to enable people to age in place.**
- 17. Encourage the development of adaptable and affordable housing in the Township.**



## 5. Strong local economy

### Vision – Desired Outcomes

Supporting and growing existing businesses and attracting new jobs within the local area is critical to improving the prosperity and liveability of the local community. Ways in which Council will seek to support the local economy include fostering an environment that encourages the development of a vibrant local economy; promoting the municipality as an attractive destination to invest and work in, visit and enjoy; and collaborating with the community, businesses and other stakeholders to deliver resources and other opportunities.



Whittlesea Township's business role includes its retail, commercial, industrial and tourism related activities. Outside the immediate Township, agricultural activities also contribute significantly to the local economy. There are opportunities to look at more innovative ways of doing business and encouraging opportunities to improve the retail, commercial and tourism offerings within the Township.

### Key Issues - Discussion

The key role of the Whittlesea town centre is to meet the daily and weekly shopping needs of local residents. The recent expansion of the local IGA supermarket and the presence of a number of specialty food retailers, major banks and other business services highlight the Township's role as a local service centre for the surrounding rural areas. Retail and commercial uses on the periphery of the town centre largely relate to agricultural enterprise and are typically located on larger land parcels within smaller factory style buildings or outbuildings. The Plenty Road industrial precinct supports a mix of commercial and industrial activities. Council will continue to work with local business and identify opportunities to ensure that the Whittlesea Township continues to thrive and remain a vibrant service centre.

Whittlesea Township also supports tourists and visitors to the area. The tourism sector has the potential to provide increased economic, environmental and social benefits to the Whittlesea

Township. Tourism provides an opportunity to complement the retail and hospitality sectors through the attraction of expenditure from outside the centre's traditional trade area, with a range of tourism features in and around the Township.

### Local economy

Given its location and separation from Melbourne, the future economic growth of the Township will predominantly be generated from within the Township itself and the regional catchment area. The urban fringe has shifted progressively north from South Morang to Doreen and is now only approximately 7 kilometres south of the Whittlesea Township. This new residential development has brought with it new neighbourhood activity centres and the future Mernda Major Activity Centre (expected to develop over the next 5-10 years). This offers Whittlesea Township residents increased opportunities to shop and be entertained elsewhere. However, Whittlesea Township has sufficient services to provide for the daily and weekly needs of the community, which has been reinforced through the expansion of the IGA supermarket, as well as by the presence of a number of specialty food retailers, major banks and other business activities, highlighting its role as a local service centre.

### Retail & Business

A Market Analysis report undertaken to inform this Plan, indicates that the Church Street retail precinct, which benefits from its compact form and mix of

retailers and variety of health and business services, is performing well with minimal vacancies. However, it is approaching full development capacity (in terms of available land) as a result of the IGA supermarket expansion, development of two medical centres and associated retail/office development.

The report has indicated a business demand for retail floorspace of approximately 1000m<sup>2</sup> by 2036 based on the projected population growth and other factors. An additional 70 office based jobs is also projected over this period. It is expected that much of the expected demand for retail floor/office space can be met without the need for the rezoning of additional land, through more efficient use and adaptation of existing buildings to cater for additional floor space, including first floor level office space and greater use of online services by existing businesses. Establishment of home based offices also presents further opportunity to decentralise office jobs while providing the benefit of living and working in the local area.

#### *Tourism*

The visitor economy is a thriving industry within the City of Whittlesea, contributing over \$369 million in total tourism and hospitality sales and value add. In 2017/2018 there were more than 641,000 international visitor nights in the City of Whittlesea, accounting for more than 45 per cent of the total visitor nights. The average length of stay for international visitors is 35 days, which is significantly higher than the average for Victoria. This growth

sector supports more than 2,500 people employed directly within the tourism and hospitality workforce. The most recent data indicates that the municipality attracts approximately 456,000 visitors annually with 52 per cent stating their main purpose for visitation is visiting friends and relatives (VFR).

A total of 78 per cent of total visitors to the municipality are domestic daytrip visitors. The majority of the municipality's attractions are located in Green Wedge areas, which feature prominently around the Whittlesea Township. The most popular visitor activities are scenic drives, picnicking and bushwalking. Whittlesea Township has a unique semi-rural location and has a number of features conducive to encouraging tourism activities including:

- Accessibility for day trippers from across metro Melbourne;
- Natural, built, historic and new tourism attractions and sites;
- Strong population growth within the municipality which supports growth in the 'visiting friends and relatives' market; and
- Opportunity to build niche experiences from existing tourism and infrastructure

There are many tourism features in and around Whittlesea Township including attractions such as Funfields, events including the Whittlesea Country

Music Festival and Agricultural Show, large open space areas including Yan Yean Reservoir and Toorourrong Reservoir Parks, nearby golf courses and heritage buildings including the former Whittlesea Courthouse/Visitor Information Centre.

The lack of accommodation options available within the Whittlesea Township is an issue in growing tourism. The Tourism Strategy identifies a lack of caravan and camping style accommodation within proximity to major events in the Township, including the Whittlesea Country Music Festival and Agricultural Show.

Cycling is one of the fastest growing recreational activities within the country and many cyclists have identified the Kinglake ranges as one of the preeminent cycling areas in Victoria. The Tourism Strategy has identified the importance of cyclists and identifies them as a target market. Cycling tourism has benefits in bringing tourists to an area and having them use the available facilities. The Tourism Strategy includes an objective to 'position the City of Whittlesea as an optimal cycling destination' and includes a number of actions relevant to encouraging tourism within the Whittlesea Township.

Tourism provides an opportunity to increase business within the Whittlesea Township as it complements the retail and hospitality sectors through attracting trade from outside a centre's traditional trade areas, thereby providing additional support for business activity.





### *Industrial*

Whittlesea Township has two small industrially zoned precincts comprising approximately 6 hectares of land. The main industrial precinct is located on the eastern side of Plenty Road, south of Laurel Street. It is estimated that only 4.2ha of the industrially zoned land is currently used for industrial purposes, with land to the north occupied by non-industrial uses or relatively under-developed. There has been a spill-over of non-retail uses onto the adjacent public use zoned land to the east (owned by the Public Transport Corporation). In addition, commercially zoned land along Laurel Street, has largely been developed for industrial uses.

A Market Analysis report undertaken for Whittlesea Township has projected a future demand for 2.1 hectares of industrial land by 2036, with future growth expected in the following industrial activities: building related services; repairs and maintenance; small scale wholesaling; and peripheral sales retailing. There may be an opportunity to provide more intensive industrial land use activity on under-developed industrial zoned sites without the need to rezone land in the foreseeable future.

Land to the south of the commercial area appears to be a logical inclusion within the Township for the purposes of future employment opportunities (particularly given part of this land is currently being used for a range of commercial/industrial activities). It is noted, however, that this land formerly contained the railway line to Whittlesea

and has been identified for use and development of the future Whittlesea-Mernda Rail Trail. Any formalisation of this land to support future commercial/industrial activities would need to have consideration to the future alignment of the trail and the interface with the adjoining aged care.

### *Agricultural and Land Management Activities*

Agriculture is an important part of land management in and around Whittlesea Township and also an important part of the overall economic profile of the municipality.

An assessment of key figures relating to Agriculture, Forestry and Fishing Industry for the municipality indicates that there is opportunity potential for growth within the peri-urban agricultural industry and Whittlesea Township is a prime area for benefits from this growth. However, there has been a significant reduction in horticultural and agricultural land within metropolitan Melbourne due to the recent realignment of the Urban Growth Boundary. This makes the agricultural land around the Whittlesea Township even more valuable.

It is recognised that there is a general need to change the rhetoric regarding agriculture and shift the emphasis from 'viable' to 'productive use' of land for agriculture. This approach is about strategically reserving land near the city which may in the future be suitable if new agricultural industries emerge or other conditions change, such as recycled water becoming available, new niche markets opening up,

incentives for eco-systems services or changes on the cost of agricultural inputs.

### **What did you tell us?**

Through the consultation we heard that:

- The community identified a need for more accommodation options such as motel/hotel, bed and breakfast or caravan parks within the Township.
- Other types of businesses the community indicated they would like in the Township include specialty stores (i.e. clothing, homewares, computer store etc), which is reflective of the lack of these types of businesses within the Township, more food premises (e.g. improved eating/fine dining options) and larger retailers e.g. Country Target. There has been a mixed response to those types of businesses the community would like to see less of in the community, including take-away food premises, electronic gaming machines and supermarkets.
- Building on the tourism strengths and upgrading the shopfronts along Church Street were also raised as key improvements to be made as part of the community engagement.
- Opportunities for provision of local jobs for young people and local employment is desired by the community.

- There were some differing views from the community in respect to agriculture. Some respondents in the community identified the importance of maintaining agricultural activities (food/jobs) and the contribution this provides to the rural character of the Township whilst others indicated that agricultural activities are no longer viable and that consideration should be given to expanding the residential boundaries of the Township.

### Future Direction

Council currently provides a range of support services for local businesses including free business mentoring and visitations to help strengthen and grow local business, coordinating various business events which offer networking opportunities and promotion of the think local/buy local campaign. Council will continue to investigate new opportunities to help support individual local businesses and promote the town centre to ensure that Whittlesea Township remains vibrant and supports local employment.

Council will investigate opportunities for adaptation and re-use of Council owned buildings to provide further support to local businesses and more innovative ways of working. This could be through the provision of flexible working spaces to meet the needs of small operators who do not have capacity to work from home or require meeting spaces.

There is opportunity to increase tourism numbers by encouraging more accommodation options within

the local area, greater promotion of tourism offerings and supporting complementary and niche business opportunities to support additional commercial activity and increased employment. Council will also investigate options for increased visitation within the Township as part of its review of the Tourism Strategy and will implement actions as they relate to the Township accordingly.

Agricultural activities make a significant contribution through food production and to the local economy. It is important to ensure further development does not impact on productive agricultural land and activities. Where appropriate, planning provisions should be strengthened to support agricultural activities.

Council will:

- continue to investigate and implement initiatives that support and grow existing businesses and attract new jobs within the local area to ensure Whittlesea Township remains a viable and vibrant regional service centre.
- investigate options which support increased visitation within the Township as part of its review of the Tourism Strategy and implement actions accordingly.
- support measures to protect the long-term viability of the agricultural activities in the Whittlesea Green Wedge.

### Priority Actions

18. Encourage shop-top office use in Church and Laurel Streets to meet the additional need for office space.
19. Investigate opportunities for the adaptive re-use of Council owned assets e.g. former Whittlesea Courthouse, to meet identified social, economic and community needs.
20. Continue to identify opportunities to support local businesses including encouraging activation of the commercial centre by joining vacant shops in the 'vacant to vibrant program'.
21. Investigate options for increased visitation within the Whittlesea Township as part of the development of the Destination Plan and Strong Local Economy Strategy. Support implementation of any actions in the Destination Plan and Strong Local Economy Strategy as they relate to the Whittlesea Township.
22. Continue to implement Council's Green Wedge Management Plan, particularly those actions associated with the protection of agricultural land and strengthen relevant provisions of the Whittlesea Planning Scheme to protect and support the on-going use of land for agricultural purposes.



## 6. Sustainable Environment

### Vision – Desired Outcomes

The Whittlesea Hills and floodplain of the Plenty River form a significant and distinctive 'non urban break' between the Mernda growth area and the Whittlesea Township. The hills provide visual relief, interest and definition of the Plenty River Valley and the extent of the Western Plains. Parts of Whittlesea Township and its surrounds are susceptible to threat from bushfire and flooding due to the combination of undulating topography and waterway catchment system, which has the potential to significantly affect public safety and result in property loss.



There is a growing body of science that suggests we can expect a change to our climate due to rising greenhouse gas emissions generated by human activity. To ensure we are climate ready consideration needs to be given to providing more trees for cooling and shelter, provision of infrastructure to withstand the changing climate and building community resilience.

### Key Issues - Discussion

#### *Natural Environment*

The rural parts of the City of Whittlesea are extensive and can be divided into four basic land character areas: The Plenty Valley (Rural Land Character Area), The Plenty Ranges, The Hills and The Western Plains. These landscape character areas contain significant productive qualities, natural features and examples of the City's cultural heritage which contribute to the establishment of the identity of the City of Whittlesea. The Whittlesea Hills to the east and west of the Township has significant visual sensitivity due to topography, slope, major ridgelines and viewing corridors. The Plenty Valley Rural Land Character Area is also significant due to its historical homesteads, hedgerows, pastoral qualities and River Red Gum Woodlands in proximity to farming properties and the Whittlesea Township.

Biodiversity is the number and variety of living things on the planet. Natural areas provide 'ecosystem services' such as nutrient cycling, air and water purification, soil stabilisation, flood control and

climate regulation. These services are vital for human health and wellbeing. The natural environment also provides important recreational opportunities and a strong cultural connection to place. As a result of significant clearing since European settlement, areas with high biodiversity are largely confined to the riparian zones of the Plenty River and its tributaries and within publicly owned land. The Township is, however, situated between a number of areas with high biodiversity values such as the Eden Park Hills to the West, Mt Disappointment to the north, Kinglake National Park to the North East, Yan Yean Reservoir to the East and Dunnetts Road Swamp to the South East.

Development needs to continue to be appropriately managed and discouraged from locating on significant ridgelines, other visually exposed areas and in identified floodplains to maintain the rural character of the area and protect identified biodiversity values by minimising loss of indigenous vegetation and wildlife habitat. Waterways also provide an increasingly important role by providing connectivity between natural areas and allowing for the movement of animals across the landscape.

Waterways are generally healthier in their upper rural reaches than those surrounded by urban development. The quality of urban run-off is managed with reticulated drainage systems and Water Sensitive Urban Design. One of the challenges for land use planning and for landowners in the Township is to manage water sustainably so as not to detrimentally affect downstream water quality in the Yarra River catchment.



*Flooding and drainage*

Drainage and flooding are an issue for parts of the Whittlesea Township. The Township itself is located at the junction of three waterways - that being the Plenty River and Bruces and Scrubby Creeks. Land identified as having the greatest risk and frequency of being affected by flooding is identified through the application of the Rural Floodway Overlay (RFO) and Land Subject to Inundation Overlay (LSIO) in the Whittlesea Planning Scheme and which has been prepared by Melbourne Water. Council is generally responsible for the local drainage system within Whittlesea Township excluding the area covered by the Black Flat Road Drainage Services Scheme, which is administered by Melbourne Water Corporation. Melbourne Water is also the responsible drainage authority for creeks, tributaries and rivers. Council and Melbourne Water are therefore both responsible for drainage management and related flood mitigation as drainage authorities.

Flooding may occur within the Township as the result of riverine flooding from the Plenty River or its tributaries or localised flash flooding. Blocked or capacity impaired stormwater drains can also lead to overland flows and associated flooding. Some individual privately owned properties within the Township are identified as being subject to flooding including the Whittlesea Showgrounds. Any development occurring in areas subject to flooding will continue to be managed in accordance with the relevant planning controls. Flood modelling work was recently undertaken in order to provide Council with

options for addressing flooding in the Township. Council will also continue to work with the relevant floodplain management authority to ensure that mapping is reviewed and updated as appropriate.

*Bushfire*

Bushfire continues to be a threat to the Whittlesea Township and its community. The municipality has a history of significant grass fires, which can generally be expected to occur from January to April and is influenced by the steep topography to the north. State Planning policy requires that priority is given to protection of human life by directing population growth and development to low risk locations and prioritising the protection of human life overall other policy considerations. Planning needs to ensure that appropriate consideration is given to the risk presented by bushfire and ensure that any development is appropriately located having consideration to any identified risk from bushfire.

*Climate Change*

It is expected that our climate will change due to rising greenhouse gas emissions generated by human activity. An increase in global average temperature of two degrees is considered unavoidable and will change weather patterns worldwide resulting in the potential for more frequent and severe storms, fires and droughts in some parts of the world.

There is an increased awareness of the community's vulnerability to climate change. Events such as the 2009 bushfires, associated heat waves as well as widespread flooding focus these concerns.

Any growth and development in and around Whittlesea Township must be considered within the context of climate change. Climate change will change rainfall levels and temperature. This will affect access to water and impact rural production and the natural environment. Increased frequency of extreme weather events such as storms will impact farming through increased erosion and damage to crops. The impacts of climate change must be embedded in any future planning for the Whittlesea Township.

**What did you tell us?**

Through the consultation we heard that:

- Environmental risks in the form of flooding and bushfire (to a lesser extent) were identified as key issues within the Township by some respondents.
- Controlling weeds and the ongoing management of waterways including removal of weeds has been identified as an issue by some residents.
- Some residents identified the need for the planting of additional trees or replacing existing trees with alternative species within the Township.



### Future Direction

Council is proposing to undertake work to further assess biodiversity values and identify strategic habitat links. Planning need to ensure that these areas are appropriately protected and managed to minimise the loss of indigenous vegetation and wildlife habitat with a view to improving biodiversity values on public and private land. Council also supports initiatives that seek to manage pest plant and animals and will continue to work with relevant land management agencies in this regard.

The Whittlesea Hills and the Plenty Valley floodplains are significant visual features and contribute to the character, landform and landscape of the Township and surrounding area. There is an opportunity to review the planning controls applying to the area to ensure that development continues to be appropriately managed and discouraged from locating on significant ridgelines, other visually exposed areas and in identified floodplains to maintain the rural character of the area and protect identified biodiversity values.

Planning for the Township needs to ensure that environmental risks from bushfire, flooding and land degradation are continued to be appropriately monitored and managed to mitigate identified risks.

Council will:

- undertake work to further identify and protect significant landscape and environmental values from inappropriate development.

- continue to work with the State Government and relevant agencies to ensure that environmental risks such as bushfire and flooding are considered through planning decision making.

### Priority Actions

23. Continue to implement the Biodiversity Strategy 2019-2029 to ensure that biodiversity values are appropriately identified, protected and managed as it applies to the Whittlesea Township.
24. Review the Significant Landscape Overlay Schedule 1 (Whittlesea Hills) to assess its effectiveness in protecting the landscape values of the Whittlesea Hills through restrictions on development above the 215 and 225 contour lines.
25. Continue to work with DELWP and relevant government agencies to address environmental risks such as flooding and bushfire as they apply to land use planning matters for the Whittlesea Township.
26. Continue to implement the Environmental Sustainability Strategy and ensure that the impacts of climate change are embedded in any future planning for the Whittlesea Township.





## Implementation and evaluation

The action plan provides a framework which sets out how the overall vision and future directions will be achieved and how projects will be delivered. Delivery and timing of all projects identified in the action plan will be subject to preparation of business cases, endorsement from the Executive Leadership Team and budget approval for specific works by Council. The plan outlines the lead unit for each action. For the purposes of the action plan, the following time-frames are anticipated:

- Ongoing:
- Short: 0 – 3 years
- Medium 4 – 7 years
- Long 8 – 10+ years

The action plan will be reviewed as part of the ongoing monitoring and evaluation to determine priority actions and projects. A report will be prepared on a biennial basis to measure progress and ensure that adequate resources are allocated to delivering key actions within a timely manner. The Plan should be reviewed every ten years to ensure that it remains relevant and is consistent with Council's plans and policies, and to identify any changes required to respond to new or emerging issues, trends, policies or changing circumstances.

Delivery of the implementation actions will be the responsibility primarily of Council with support from the State Government and other agencies and the private sector as appropriate.





### Action Plan

Action	Responsibility	Timing
1. Undertake research and analysis exploring opportunities to increase community health, wellbeing and connectedness, and address associated service and facility needs and opportunities in the Whittlesea Township.	Strategic Projects	Short
2. Ensure responses to facility needs and opportunities are captured in the development of Council's Long Term Community Facilities Plan.	Strategic Projects	Short
3. Ensure future service planning and partnership opportunities address the community's needs, strengths and interests.	Strategic Projects	Short
4. Enhance the safety of our community through the appropriate design of community facilities to promote passive surveillance, provision of lighting and promotion of active spaces and activities.	Capital Delivery (as applicable to appropriate projects)	Ongoing
5. Continue to implement the <i>Open Space Strategy (2016)</i> as it applies to the Whittlesea Township.	Urban Design and Transport	Ongoing
6. Develop a Master Plan for the Whittlesea Park area, and subject to the support of the Showgrounds and Recreation Reserves Committee of Management, incorporate the Lions Park to among other things identify opportunities to strengthen the connection between the park and the town centre.	Capital Delivery	Short
7. Continue to advocate to the State Government and relevant public agencies for improvements to the bus network including more efficient service provision and changes to bus routes to better meet the needs of the community.	Urban Design and Transport / Advocacy, Communications & Customer Service	Ongoing

**Action Plan**

Action	Responsibility	Timing
8. Promote and increase active and environmentally sustainable travel options, including infrastructure improvements to facilitate cycling and walking and address 'missing links' in the footpath/cycling network.	Urban Design and Transport	Short-Medium
9. Advocate to VicRoads to upgrade the pedestrian crossings at Beech Street (Church Street intersection) to facilitate safer pedestrian movement.	Urban Design and Transport / Advocacy, Communications & Customer Service	Short
10. Continue to advocate to the State Government to establish a clear Township Boundary around the Township generally in accordance with the current extent of the General Residential and Low Density Residential Zones.	Strategic Futures	Short
11. Undertake a review of the of the various planning controls currently applying to the Township including the relevant incorporated documents, Development Plan Overlays and associated Development Plans in order to simplify the controls currently guiding development in the Township.	Strategic Futures	Short
12. Further investigate appropriate solutions to address identified zoning and overlay anomalies and other sites requiring further planning investigation and where appropriate initiate a planning scheme amendment to implement any proposed changes (refer to Appendix 1 and 2 for list of potential planning scheme anomalies requiring correction and sites requiring further investigation).	Strategic Futures	Short



### Action Plan

Action	Responsibility	Timing
13. Develop and implement built form controls in the Planning Scheme (e.g. Design and Development Overlay) to ensure that new development responds to and enhances the existing character of the Town Centre.	Strategic Futures / Urban Design and Transport	Short
14. Undertake a Public Realm Strategy for the commercial area to strengthen the link between Laurel and Church Streets and for the three main Township entrances (Plenty Road, Wallan Road and Whittlesea-Yea Road) to identify opportunities for public realm improvements including investigation of gateway treatments as appropriate.	Urban Design and Transport	Medium
15. Undertake further work to implement the Housing Diversity Strategy including the need for additional controls or changes to overlays and guidelines for the 'Township Residential' areas, to ensure that different types of housing are appropriately located within the Township and have regard to the existing and preferred character of the area.	Strategic Futures	Short
16. Encourage aged care facilities and other types of housing options for older persons to be located within the Township in appropriate locations to enable people to age in place.	Strategic Futures	Ongoing
17. Encourage the development of adaptable and affordable housing in the Township.	Strategic Futures	Ongoing
18. Encourage shop-top office use in Church and Laurel Streets to meet the additional need for office space.	Strategic Futures	Short - Long



**Action Plan**

Action	Responsibility	Timing
19. Investigate opportunities for the adaptive re-use of Council owned assets e.g. former Whittlesea Courthouse to meet identified social, economic and community needs.	Strategic Futures / Economic Development	Short
20. Continue to identify opportunities to support local businesses including and encouraging activation of the commercial centre by joining vacant shops in the 'vacant to vibrant program'.	Economic Development	Ongoing
21. Investigate options for increased visitation within the Whittlesea Township as part of the development of the Destination Plan and Strong Local Economy Strategy. Support implementation of any actions in the Destination Plan and Strong Local Economy Strategy as they relate to the Whittlesea Township.	Economic Development	Ongoing
22. Continue to implement Council's Green Wedge Management Plan, particularly those actions associated with the protection of agricultural land and strengthen relevant provisions of the Whittlesea Planning Scheme to protect and support the on-going use of land for agricultural purposes.	Strategic Futures	Ongoing
23. Continue to implement the <i>Biodiversity Strategy 2019-2029</i> to ensure that biodiversity values are appropriately identified, protected and managed as it applies to the Whittlesea Township.	Sustainable Environment	Ongoing



### Action Plan

Action	Responsibility	Timing
24. Review the Significant Landscape Overlay Schedule 1 (Whittlesea Hills) to assess its effectiveness in protecting the landscape values of the Whittlesea Hills through restrictions on development above the 215 and 225 contour lines.	Strategic Futures	Short
25. Continue to work with DELWP and relevant government agencies to address environmental risks such as flooding and bushfire as they apply to land use planning matters for the Whittlesea Township	Strategic Futures	Ongoing
26. Continue to implement the Environmental Sustainability Strategy and ensure that the impacts of climate change are embedded in any future planning for the Whittlesea Township.	Sustainable Environment	Ongoing

## References

<sup>1</sup> Profile.id, City of Whittlesea Community Profile, 2019, citing Australian Bureau of Statistics Census 2016, <https://profile.id.com.au/whittlesea>

<sup>2</sup> Forecast.id, City of Whittlesea Population Forecast, 2019, <https://forecast.id.com.au/whittlesea/home>

## Appendices

### Appendix 1 – Whittlesea Township Planning Scheme Anomalies

This table identifies land both within and on the outskirts of the Whittlesea Township which have been identified as anomalies which require correction through an amendment to the planning scheme or which require further investigation to determine whether changes to the planning scheme are appropriate. Whilst the focus of the Whittlesea Township Plan is on land within the existing Township boundaries, this table also identifies mapping anomalies outside the Township boundaries where these matters have been raised through the community engagement process, or where a more consistent approach will result in the more orderly application of planning controls and provide for more consistent decision making. Any change(s) to the planning scheme will need to be considered as part of a formal planning scheme amendment process which will be subject to Council endorsement.

#### Address / Land Affected - 733 Grants Road

##### Issue:

Land in two zones [part Green Wedge Zone (GWZ) and part Low Density Residential Zone (LDRZ)]

##### Officer Response

Given the majority of the site falls within the GWZ and is located above the 225m contour, it is recommended that the entire site be included within the GWZ which is consistent with the zoning of the dwellings to the west of the site

Changing the zoning of the land will require a planning scheme amendment subject to endorsement by Council.

#### Address / Land Affected - 12-16 and 28-48 Thomson Park Drive

##### Issue:

Land in two zones [part Green Wedge Zone (GWZ) and part Low Density Residential Zone (LDRZ)] due to misalignment of the zone boundary which is not consistent with the 225m contour.

##### Officer Response

The 225m contour (which has been applied as a key principle to limit the extent of residential development in parts of the Township), generally follows the existing cadastral boundaries of these rural-residential lots. It is recommended that the LDRZ be extended to the cadastral boundaries, which is consistent with the proposed extent of the Township boundary.

**Note:** 20 Thomson Park Drive – A significant proportion of this property is in the GWZ. A Development Plan previously developed for this area, indicated that any development be located below the 225m contour, consistent with surrounding lots. Rezoning of the entire site to LDRZ is not supported.

Changing the zoning of the land will require a planning scheme amendment subject to endorsement by Council.



#### Address / Land Affected - 41-47 Lorikeet and 45-65 Corella Drive

##### Issue:

Land in two zones [part Green Wedge Zone (GWZ) and part General Residential Zone Schedule 1 (GRZ1)] resulting in a misalignment between the zone and property boundaries.

##### Officer Response

The zone boundary generally follows the 225m contour line (consistent with the approved Outline Development Plan), which has resulted in multiple lots in two zones, which should be tidied up if possible, to avoid having land in two zones. For those lots with only minor incursions into the GWZ it is recommended that the GRZ1 is extended to the cadastral boundary. For those lots which contain more significant areas of GWZ land, the rezoning of these lots to GRZ1 is not supported. Other planning controls such as a Design and Development Overlay (DDO) should also be investigated to prohibit any development above the 225m contour.

Changing the zoning of the land will require a planning scheme amendment subject to endorsement by Council.

#### Address / Land Affected - 5 Wallan Road

##### Issue:

Land in two zones [part Green Wedge Zone (GWZ) and part General Residential Zone Schedule 1 (GRZ1)].

##### Officer Response

The current residential zone boundary is consistent with the 225m contour line (which has been applied as a key principle to limit the extent of residential development in parts of the Township), however the future residential development of this land will result in land in two zones. It is recommended that further advice is sought from the Department of Environment Land Water and Planning to resolve the matter prior to land being developed.

**Address / Land Affected - Land zoned Rural Conservation Zone (RCZ) through centre of Whittlesea****Issue:**

Public and private land affected by the Rural Flood Overlay (RFO) to the north of Yea Road, through the centre of town is included in a Rural Conservation Zone Schedule 1 (RCZ1). Consistent application of the zoning and flood controls.

Privately owned land including 30 McPhees Road, 210 Wallan Road, 55, 75 and 425 and 435 Wildwood Road are in two zones [part Green Wedge Zone (GWZ) and part RCZ1]].

Privately owned land on east side of Forest street also in two zones (part RCZ1 and part GRZ1).

Publicly owned land in Teston Close is in two zones (part GWZ and part GRZ1). No flood data has been mapped for land north of Tambo Circuit.

**Officer Response**

The application of the RCZ1 is generally considered appropriate in order to protect to the environmental values of the Plenty River and its tributaries.

It is however recommended that those residential properties backing onto Bruces Creek (Lower) should have the underlying residential zone applied in conjunction with the relevant overlay applicable for flooding issues. This matter will need to be further investigated in conjunction with the relevant floodplain authority.

It is recommended that public owned land should be included in the appropriate public use zone to better reflect its use for public purposes (e.g. PPRZ/PCRZ)

In the event of any future work to review the flood controls applying in this area, a more holistic review of the zoning and overlay controls could be undertaken at this time by Council in conjunction with the relevant floodplain management authority.

Changing the zoning of the land will require a planning scheme amendment subject to endorsement by Council.



#### Address / Land Affected - 205-345 Yea Road, 210 Wildwood Road, Whittlesea and 25 Scrubby Creek Road, 20 ,40 and 50 Austins Road, Humevale

##### Issue:

Schedule to Green Wedge A Zone does not follow cadastral boundaries resulting in dual provisions applying to individual land parcels i.e. conflicting minimum lot size for subdivision.

##### Officer Response

Whilst it is recommended that the alignment of the mapping of the schedule should be changed to ensure consistency with cadastral boundaries, that further investigation required to determine justification for the current mapping, which pre-dates the New Format Whittlesea Planning Scheme. As such a holistic review of the zone provision is proposed. It is noted that if the 'RL2' (12ha minimum lot size) was amended to RL1 (8ha minimum lot size) that an additional 3 lots could be created under the current property boundary alignment, however any mapping to reduce the lot size will require strategic justification to support a planning scheme amendment.

Changing the zoning of the land will require a planning scheme amendment subject to endorsement by Council.

#### Address / Land Affected - 71 and 75 - 83 Laurel Street

##### Issue:

All four land parcels are affected by three zones [part General Residential Zone Schedule 1 (GRZ1), part Low Density Residential Zone (LDRZ) and part Rural Conservation Zone Schedule 1 (RCZ1)].

The Rural Flood Overlay (RFO) also applies to each of these parcels, however it is not consistent with the zone boundaries nor the contour lines.

##### Officer Response

The subject land and surrounds was rezoned from LDRZ to GRZ1 as part of Amendment C28 to the Whittlesea Planning Scheme. The retention of small areas of LDRZ land appears to be an anomaly created through the development and approval of the amendment. It is recommended that the GRZ1 should be extended to the extent of the LDRZ to correct this anomaly.

In the event of any future work to review the flood controls applying in this area, a more holistic review of the zoning and overlay controls could be undertaken at this time by Council in conjunction with the relevant floodplain management authority.

Changing the zoning of the land will require a planning scheme amendment subject to endorsement by Council.



## Appendix 2 – Whittlesea Township - Sites requiring further investigation

There are several sites within Whittlesea that require further investigation where requests have been made to change the planning scheme to support specific land use outcomes and where it is considered that there is planning merit to support further investigation. Any change(s) to the planning scheme will need to be considered as part of a formal planning scheme amendment process which will be subject to Council endorsement.

### Address / Land Affected - Whittlesea Showgrounds – 30 Yea Road

#### Issue:

Seeking a change to Schedule 1 of the Special Use Zone (SUZ1) to permit use for Camping and caravan park (accommodation).

#### Officer Response

It is recommended that the appropriateness of changing the schedule to the SUZ1 be further investigated. Further discussion will be required with relevant Government agencies. Any change to the controls would require a planning scheme amendment subject to endorsement by Council.

### Address / Land Affected - 19-39 Pings Road and 28 McPhees Road

#### Issue:

The land is currently in a Rural Conservation Zone Schedule 1 (RCZ1) and is also affected by a Rural Flood Overlay (RFO). The Whittlesea Agricultural Society who owns the land, has indicated that the subject land is also used in conjunction with the operation of the Whittlesea Agricultural Show and would be more appropriately included in a Special Use Zone Schedule 1 (SUZ1). It is considered that would be consistent with the remaining land currently used for the Show (of which the WAS also owns part of the land).

#### Officer Response

It is recommended that the appropriateness of applying the SUZ1 be investigated and further discussed with key stakeholders to better understand how the subject land is used in respect to the operation of the Whittlesea Agricultural Show. Any unintended implications of applying the SUZ1 also need to be further considered, particularly having regard to the flood prone nature of the site.

Changing the zoning of the land will require a planning scheme amendment subject to endorsement by Council. As the site is currently designated as green wedge land, approval to change the zoning would be required by both houses of parliament.

**Address / Land Affected - Funfields – 2365 Plenty Road****Issue:**

The land is currently in a Green Wedge and Zone (GWZ). All buildings and works currently require a planning permit or amendments to existing permits, resulting in a piecemeal approach to the ongoing planning of the site. Having a master plan for the site would facilitate a more integrated and coordinated approach to the future development and operations of the theme park and also provide the surrounding residents with greater certainty regarding the longer-term future of the site. zone boundaries nor the contour lines.

**Officer Response**

Investigate use of a master plan or other appropriate planning controls in order to facilitate a more integrated coordinated approach to any future development for the subject land.

The most appropriate planning solution will also need to have regard to whether the site is included within the Township Boundary which would require application of a more appropriate zone.

**Address / Land Affected - 48 Beech Street****Issue:**

Land is in a Rural Conservation Zone Schedule 1 (RCZ1) and is also affected by a Rural Flood Overlay (RFO). A planning permit was previously issued for the use and development of the site for a motel, conference centre, restaurant, caretaker's house and associated car parking (2005). Most recent extension in 2016 was not granted. A planning permit was more recently issued for a dwelling in the north-east corner of site, which has since been developed.

**Officer Response**

The site is located within the centre of the Township and subject to overcoming flooding issues, provides an opportunity for some form of development in the centre of the town. It may also provide the opportunity to negotiated part of the site to be used for open space purposes.

Changing the zoning of the land will require a planning scheme amendment subject to endorsement by Council. As the site is currently designated as green wedge land, approval to change the zoning would be required by both houses of parliament.

**Address / Land Affected - 34 Beech Street****Issue:**

The land is dual zoned – part Industrial 3 Zone (IN3Z) and part General Residential Zone 1 (GRZ1).

**Officer Response**

Whilst the existing business has existing use rights, the site is a significant gateway to the entrance to the Township.

Recognise the site as a key gateway and investigate opportunities for a range of land-uses compatible with the surrounding residential uses and its location adjacent to Bruces Creek. Any change to the zoning would require a planning scheme amendment subject to endorsement by Council.

**Address / Land Affected - 43 Laurel Street****Issue:**

Land in two zones [part Green Wedge Zone (GWZ) and part Rural Conservation Zone Schedule 1 (RCZ1)]. The land is partly affected by the Rural Flood Overlay (RFO) which generally affects land in the RCZ1, however it also extended into a zoning portion of land in the GWZ.

**Officer Response**

This site which contains an existing aged care centre is seen as a logical extension to the Township.

Any planning solution will need to have regard to whether the site is included within the Township Boundary which would require application of a more appropriate zone reflecting its current use.

In the event of any future work to review the flood controls applying in this area, a more holistic review of the and overlay controls could be undertaken at this time by Council in conjunction with the relevant floodplain management authority.

Changing the zoning of the land will require a planning scheme amendment subject to endorsement by Council.

**Address / Land Affected - 2388 Plenty Road****Issue:**

The site is in two zones [(part Low Density Residential Zone (LDRZ) and part Green Wedge Zone)] and is located between existing rural-residential housing to the south and employment development to the north.

**Officer Response**

The site, whilst containing a single dwelling is largely undeveloped. Having regard to its locational context, the site offers the potential opportunity for a range of land-uses to be considered that provide a transition between the current land-uses to the north and south.



## Appendix 3 – State and Local Planning Policy Context

### State Government Planning Policy Context

#### Plan Melbourne

*Plan Melbourne 2017-2050* is the current metropolitan planning strategy from the Victorian Government.

*Plan Melbourne 2017-2050* sets out the Victorian Government's vision for the city to 2050. It seeks to integrate long-term land use, infrastructure and transport planning, and, in doing so, meet the city's future environmental, population, housing and employment needs.

Planning at a local level needs to ensure consistency with and give effect to State Planning Policy. Key Directions and Policy initiatives of *Plan Melbourne 2017-2050* that are of particular relevance to the Whittlesea Township are:

- **Direction 1.4** Support the productive use of land and resources in Melbourne's non-urban areas
- Policy 1.4.1 Protect agricultural land and support agricultural production
- **Direction 2.1** Manage the supply of new housing in the right locations to meet population growth and create a sustainable city
- Policy 2.1.1 Maintain a permanent urban growth boundary around Melbourne to create a more consolidated, sustainable city
- **Direction 2.5** Provide greater choice and diversity of housing
- Policy 2.5.1 Facilitate housing that offers choice and meets changing household needs
- **Direction 4.4** Respect Melbourne's heritage as we build for the future
- **Direction 4.5** Plan for Melbourne's green wedges and peri-urban areas
- Policy 5.2.1 Improve neighbourhoods to enable walking and cycling as part of daily life
- **Direction 5.4** Deliver local parks and green neighbourhoods in collaboration with communities
- **Direction 6.2** Reduce the likelihood and consequences of natural hazard events and adapt to climate change
- **Direction 6.5** Protect and restore natural habitats
- Policy 6.5.2 Protect and enhance the health of urban waterways

### Melbourne's Growth Corridor Plans

The Growth Corridor Plans are expected to accommodate close to half of Melbourne's new housing and much of the commercial and industrial land supply for the next 30 years or more. The Growth Corridor Plans provide a framework to guide the planning of new communities in each of the four growth corridors.

Key elements of the Growth Corridor Plans are to indicate:

- Areas suitable for urban development and the broad form of development appropriate for each area;
- Areas of high environmental and/ or landscape value which must be protected from development; and
- Open space networks.

Land identified for future growth within the City of Whittlesea is detailed in the North Growth Corridor Plan and primarily incorporates the southern and western part of the municipality. The Northern Growth Corridor Plan recognises the importance of the key landscape features for the area including:

- The retention of key views to the hills that flank the Growth Corridor; and
- Retention of distant views to the Great Dividing Range to the north and the east.

It is significant that Whittlesea Township is located outside the Urban Growth Boundary (UGB) and is therefore defined as 'Green Wedge Land' pursuant to the *Planning and Environment Act 1987*. Given its location outside the UGB, and the regulatory framework applying to Green Wedge land through the *Planning and Environment Act 1987*, the implication is that this area is unlikely to experience major growth.



## Local Strategic Planning Context

### Whittlesea Planning Scheme

Land use and development is controlled by the Planning and Environment Act 1987 through the Victorian Planning Provisions, and the Whittlesea Planning Scheme administered by the City of Whittlesea.

The following sections of the Municipal Planning Strategy (Clause 02) are of particular relevance to this Plan:

- **Clause 02.03-1** Settlement, Green wedge areas, recognises the important characteristics and qualities of the green wedge. It outlines Council's aim to protect green wedge areas by:
  - o Conserving and enhancing the rural and natural landscape character.
  - o Protecting natural and cultural heritage.
  - o Maintaining designated non-urban breaks.
  - o Protecting identified viewing corridors that offer important visual access to rural and natural areas.
  - o Protecting and enhancing biodiversity and environmental values.
  - o Reducing land use conflict between the green wedge areas and urban and rural communities.
  - o Discouraging development that would diminish the significant rural character of the green wedge areas.
- **Clause 02.03-1** Settlement, urban growth, recognises that the rapid population growth occurring in the municipality requires careful management of the boundaries between land reserved to accommodate growth and land set aside for rural or conservation purposes. In addition, that the areas that form non urban breaks between settlements and areas designated for growth need to be permanently preserved to maintain the character of the municipality and contribute to the overall attractiveness of the city. Council aims to manage urban growth by:
  - o Reinforcing the Urban Growth Boundary.
  - o Protecting the non-urban breaks between growth areas.
  - o Avoiding incursions into non-urban or environmentally sensitive areas from urban expansion.
- **Clause 02.03-3** Environmental risks and amenity, Bushfire, recognises that parts of the municipality are susceptible to bushfire and grassfire which can have significant social, economic and environmental impacts on its residents. Council's aim is to strengthen community resilience to bushfire and grassfire and reduce the impact of fire risk by ensuring that strategic and settlement planning decisions prioritise the protection of human life.



- **Clause 02.03-5** Built environment and heritage, recognises that all forms of development and elements of the rural landscape contribute to the character of the municipality and that well designed urban environments build connection to place and the community. Council aims to encourage the provision of attractive and walkable neighbourhoods that uses spaces to encourage recreation and social interaction. This clause also recognises the importance of ensuring that new development responds to the character of an area whilst acknowledging the need to ensure a diversity of housing in appropriate locations.
- **Clause 02.3-6** Housing, recognises the need for the established suburbs to also accommodate forecast population growth, with the highest level of housing change being directed to areas which are well serviced by public transport and other services and facilities. Within the Whittlesea township housing diversity is largely directed to the commercial mixed use area of Church and Laurel Street with the existing residential area expected to support only limited change. It also recognises the need to encourage a range of housing types to meet the changing needs of the community and to enable people to age in place. Housing should also contribute positively to the local character and sense of place. In addition, Council supports the provision of more affordable housing.
- **Clause 02.03-8** Transport identifies the need to ensure an integrated transport system to ensure people are and businesses are connected both within the municipality and with the rest of Melbourne to ensure access to jobs, services and business opportunities. In addition to ensuring a well connected road system, Council also aims to support sustainable modes of transport.
- **Clause 02.03-9** Open space recognises the importance of open space as a valuable resource for recreation, conservation, visual amenity, health and well-being. Council aims to facilitate an appropriate range and proportion of open space types to reflect community expectations for nature conservation, formal and informal recreation.
- **Clause 02.03-9** Integrated water management recognises the need to focus on the sustainable use of water resources to ensure water security into the future. It further recognises the need to carefully manage the tributaries of the Plenty River and Merri Creek, particularly in urban areas where stormwater can cause risks to water quality, and flooding.

Clause 10 contains the State, Regional and Local Planning Policy Framework. The following section outlines the key local planning policy strategies that are relevant to the consideration of this Plan.

- **Clause 11.01-1L** Green wedge areas contains the following strategies:
  - o Define boundaries that preserve the integrity of both rural and urban areas.
  - o Limit rural residential subdivision to those precincts identified in the Whittlesea Township Local Structure Plan (Whittlesea, 1994).
  - o Protect the identified significant viewsheds and visually significant roadside corridors including, Whittlesea/Wallan Road along the eastern gateway to the municipality and Yan Yean Road between Whittlesea Township and Kinglake.
  - o Protect visually significant areas including the non-urban break between Masons Road and the Whittlesea Township along the Plenty Road corridor and the views to the Plenty Ranges, the Great Dividing Range and Quarry Hills.



- o Design development to respect the visual characteristics of the landscape and without compromising its visual integrity.
  - o Site dwellings and other buildings to sit below hilltops and ridgelines and in areas that minimise visual intrusion.
  - o Locate access ways below ridgelines following the contours of the land.
  - o Facilitate opportunities for tourism that focuses on local character, historic structures, living and traditional cultures, landscape, cuisine and arts, as well as local flora and fauna.
- **Clause 11.01-1L** Rural character areas notes that the rural parts of the City of Whittlesea can be divided into four overarching land character areas and seeks to ensure that development respects the identified visual character values of the Plenty Valley, Plenty Ranges, the Hills and Western Plains. The following strategies are relevant to this Plan:
  - o Protect the Plenty Valley with its historic homesteads, hedgerows, pastoral qualities and River Red Gum woodlands close to farming properties and Whittlesea Township.
  - o Protect the Hills with their visual sensitivity due to topography, slope, major ridgelines and viewing corridors.
  - o Protect the visual qualities and significant hill tops of the Whittlesea Hills and Quarry Hills by limiting development to below designated height contours as identified in the Whittlesea Township Local Structure Plan (Whittlesea, 1994).
  - o Maintain the existing low density rural character of the Plenty Valley, Plenty Ranges, the Hills and the Western Plains.
- **Clause 11.03-1L** Activity Centres contains strategies to support the continued viability of lower order centres by encouraging a mix of compatible uses and built form improvements that contribute to the amenity, access and useability of the centre; and providing activated street-based environments that are pedestrian friendly together with a mix of retail, commercial and community facilities with opportunities for residential or business uses on upper levels.
- **Clause 11.03-2L** Growth areas includes a strategy to protect the non-urban breaks between South Morang, Mernda/Doreen and Whittlesea Township and between Wollert and Donnybrook/Woodstock with a focus on the Quarry and Whittlesea Hills and linking key watercourses.
- **Clause 12.01-1L** Protection of biodiversity seeks to protect and improve existing habitat corridors and remnant vegetation.
- **Clause 13.02-1L** Bushfire planning applies to all land in a designated Bushfire Prone Area and seeks to strengthen community resilience to bushfire and grassfire and protect environmental and cultural values.
- **Clause 14.01-2L** Sustainable agricultural land use encourages sustainable land management including managing weed and animal pests and retention of native vegetation.

- **Clause 15.01-1L** Urban design aims to support built form outcomes that create a connection to place and the community; enhance the appearance of the municipality's major gateways through prominent and distinctive built form, urban design and landscape treatments that contribute to the amenity and visual appearance of the locality; and encourage canopy trees in urban streetscapes. Clause 15.03-1L Heritage conservation in Heritage Overlay areas includes a broad range of strategies aimed at protecting places with identified heritage values and ensuring that any works complement and respect the built form and architectural style of a place.
- **Clause 16.01-1L** Integrated housing identifies the need to support the provision of social housing in established suburbs. Clause 16.01-1L Housing supply in established areas recognises the need to promote increased diversity and quality in housing and to accommodate with different needs and abilities. Clause 16.01-2L Housing affordability also seeks to ensure provision of more affordable housing within the municipality.
- **Clause 18.02-2L** Public transport provides for the protection of the dedicated railway corridor between Mernda and Whittlesea Township.
- **Clause 19.02-6L** Open space incorporates the following strategies:
  - o Support the establishment of tourism enterprises relating to open space that are compatible with the local environment.
  - o Protect the open space values of watercourses such as the Plenty River, Darebin and Merri Creeks and their various tributaries.
  - o Provide for river parklands within Whittlesea Township.



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## DRAFT WHITTLESEA TOWNSHIP STRATEGY – SUMMARY OF SUBMISSIONS

No.	Submitter	Submission Summary	Officer Response
1.	Affected resident	<p>Concerned about the lack of services for the aged and young people. Community centre has wide range of services - insufficient capacity with long wait times. Need better services and/or new facility to accommodate these services.</p> <p>Need for a heated indoor pool - occupational therapy, physio and leisure.</p> <p>Concerned that so much money is being spent on new and upgraded facilities in other suburbs but not in Whittlesea Township, which should have its own facilities.</p> <p>Opportunity consider a facility in Eden Park as there is sufficient land to support such a facility.</p> <p>Concerned about amount of red-tape/planning controls to further development in Eden Park.</p>	<p>A Community Infrastructure Needs Assessment was undertaken to inform the development of the Strategy. Whilst the Township has a good range of community services and associated infrastructure some gaps were identified including the need for a health hub to allow for flexible spaces for specialist services, more spaces for adult education programs, expansion of disability services and upgrading of some facilities in the medium term.</p> <p>It is further noted that the draft Strategy includes specific actions in respect to addressing identified service and facility gaps and to consider how existing facilities could be used more efficiently to deliver additional services.</p> <p>As a sub-regional centre the Mernda Town Centre, which is located to the south of the Township, is also expected to offer a range of community services and facilities, particularly those at a regional level, to help meet the needs of the Whittlesea Township community.</p> <p>Concerns relating to planning controls to Eden Park are outside the scope of this Strategy. These comments will be forwarded for consideration as part of the current review of the Green Wedge Management Plan.</p> <p><b>No change to the Strategy is proposed as a result of this submission.</b></p>
2.	Land owner – 34 Beech Street & 55 Church Street, Whittlesea	<p>Property at 34 Beech Street requires further investigation to consider what opportunities could be considered for the land. The property and associated business has been a significant employer if Whittlesea.</p>	<p>Refer to submission No.27 for detailed response.</p>



No.	Submitter	Submission Summary	Officer Response
		Also note that the property at 55 Church Street is mentioned in the Strategy in terms of future opportunities.	<p>The property at 55 Church Street, whilst in private ownership, has been developed with a small playground by the City of Whittlesea towards the front of the site. The remainder of the site is vacant. Whilst the site is included within the Open Space Strategy (2016), no specific action has been included in the Strategy regarding the future acquisition of this land by Council to retain the site as open space.</p> <p><b>Council officers will to work with the land owner to facilitate a development which incorporates a community space if desired by the land owner.</b></p> <p><b>No change to the Strategy is proposed as a result of this submission.</b></p>
3.	Affected resident	<p>Consider there is further opportunity to build on the Township as a tourism destination e.g. investment in a website to promote it as a tourism destination and great community.</p> <p>Support protecting the character of the Township and promotion of the history.</p> <p>Consideration for additional community infrastructure such as a playground; adding to the skate park to support the Town and local businesses</p>	<p>Noted – it is anticipated that the review of Council’s existing Tourism Strategy will be undertaken as part of the development of a Destination Plan and Strong Local Economy Strategy which will commence this year.</p> <p>Noted</p> <p>Whilst the draft Strategy includes an action to develop a Master Plan for the Lions Club Park, Council officers have identified an opportunity to extend the scope of the Master Plan to incorporate the broader Whittlesea Park open space area. Council officers have submitted the project for consideration for funding in the 2021/22 New Works Program. The Master Plan process provides an opportunity better understand how the community currently use Whittlesea Park and how they would like to see it improved in the future. This could include discussion about the need for a suitably sized play space for the</p>

No.	Submitter	Submission Summary	Officer Response
		<p>Continued support for outdoor dining.</p> <p>Given lack of accommodation support farm stays and farm cottages to add accommodation whilst promoting engagement with the local environment</p>	<p>Township which connects to other key active and passive recreation opportunities in Whittlesea Park; landscaping and path improvements. In the event that the Whittlesea Park Master Plan does not proceed in the 2021/22 financial year it is proposed to modify Action 5 to include reference to the preparation of a Master Plan for Whittlesea Park.</p> <p>It is noted that an upgrade to the skate park is proposed in the next 12 months.</p> <p>Noted. This feedback has been passed onto the Economic Development Department. The Department will continue to implement activities to support outdoor dining.</p> <p>Issues relating to agri-business and provision of more diverse housing opportunities within the rural area are considered outside the scope of this Strategy. These comments will be forwarded for consideration as part of the current review of the Green Wedge Management Plan in addition to the proposed review and development of new Economic Development and Tourism Strategies to support increased economic development and tourism opportunities.</p> <p><b>In Section 1 of the Strategy – Connected Community, under Open Spaces in Whittlesea, include additional commentary about the opportunity to undertake a Master Plan for the broader Whittlesea Park area to help identify future improvements.</b></p> <p><b>Amend Priority Action 5 to include reference to the preparation of a Master Plan for Whittlesea Park.</b></p>
4.	Country Fire Authority (CFA)	<u>Bushfire Hazard</u>	Noted.

No.	Submitter	Submission Summary	Officer Response
		<p>Whittlesea Township is situated in predominantly grassland area but is in proximity to Mt Disappointment Ranges and Humevale area, both of which have significant bushfire risk.</p> <p>Whittlesea Township can be exposed annually to fast running grass fires and possible ember attack from Mt Disappointment/ Humevale areas.</p> <p><u>Bushfire Mitigation Measures</u> - the submission includes several strategies designed to reduce risk to the Township including defined clear separation of rural area with urban areas through placement of roads, POS (parks, gardens) ensuring decision making considers fire safety, community engagement.</p> <p>The CFA supports development of a Township Strategy.</p>	<b>No change to the Strategy is proposed as a result of this submission.</b>
5.	Yarra Valley Water (YVW)	<p>Notes that the YVW pump station located in the public reserve opposite 83 Laurel Street is a known hydraulic capacity constraint within the network. YVW has monitors deployed in the network to help further understand the network. No works are currently flagged but upgrades might be required in this location.</p> <p>Notes that as the Township is outside UGB there are no plans to fund or extend existing sewerage and water networks.</p> <p>The submission identifies the sewer and water servicing requirements for any future subdivision within the Township</p>	<p>Noted</p> <p><b>No change to the Strategy is proposed as a result of this submission.</b></p>
6.	Friends of Toorourrong	<p>Would like the park opposite the showgrounds beside the skate park to be planted out with more trees, particularly shading the bench seats along the waterway, with avenues of trees along the walking trails. Park is well located in proximity to other facilities and is in walking distance from schools and for many residents. Is also provided with on-street car parking.</p> <p>Would provide an opportunity for Warrandyte Secondary College to include students in the project to instil a sense of ownership and pride.</p>	<p>Landscaping including the types of trees could be addressed as part of a future master plan for Whittlesea Park. Refer to response to Submission No 3 for a detailed response in relation to this matter.</p> <p>The Whittlesea High School will be a key stakeholder in the preparation of the master plan and there would also be the opportunity for them to play a key role in the implementation of the master plan as appropriate.</p>

No.	Submitter	Submission Summary	Officer Response
		Consider use of deciduous species to provide shade in Summer and visual appeal in Autumn.	<p>Trees will also be considered as part of the skate park upgrade over the next twelve months.</p> <p><b>No additional change to the Strategy is proposed as a result of this submission.</b></p>
7.	83 Laurel Street, Whittlesea	<p>Considers that there are a number of opportunities for improvements to the Township acknowledging the various events that occur in the Township that currently bring people to the area.</p> <p>Enhance entrance - Plant fast growing trees along Plenty Road to beautify entrance to Township; welcome sign, off-road parking area with signage/map of what the Township offers to help tourists to navigate area</p> <p>Caravan and camping ground in proximity to showgrounds (Crown land). Opportunity to link with shared path through Whittlesea</p>	<p>Whilst the Strategy highlights the unique rural character and sense of place of the Township, it is acknowledged that the gateway or entrance to a town plays an important role in creating first impressions and can help reflect part of the character and/or attractions of the area. It is considered that there is an opportunity to create a better sense of place by improving the gateways to the Township through landscaped gateway treatments or other appropriate treatments (e.g. artwork, wayfinding signage). It is anticipated that this work could be included as part of the Public Realm Strategy proposed in Action 13 of the draft Strategy. It is recommended that Part 3 of the Strategy be amended to include appropriate commentary about gateway treatments and accordingly amend Action 13 to incorporate reference to investigation of gateway treatments as appropriate.</p> <p>Vegetation and street trees for the gateways of Whittlesea Township can be further explored as part of the recently adopted Greening Whittlesea Strategy. City Landscape and also the 10 year Street Management Plan review which are all being considered in the next 7-10 months.</p> <p>The Strategy recognises the need for more accommodation options within the Township. Council officers will continue to work with land owners to identify suitable opportunities for</p>

No.	Submitter	Submission Summary	Officer Response
		<p>History Discovery Boards, with new lighting. Provision of exercise stations to encourage use of area.</p> <p>Extend pondage area in park to create a better safe haven for birds and wildlife. Note that the Yarrambat Park pondage is stocked with fish and might increase users in the park - noting Whittlesea has a anglers club.</p> <p>Pedestrian crossings in church street are hard to see particularly in the wet and at night. Require amber flashing light crossing signs or be better lit up and markings on road improved to improve their visibility.</p> <p>Church St/Laurel St intersection - provision of round-about to improve safety.</p> <p>Extension of rail trail through to South Morang to encourage more active travel.</p> <p>Adventure Playground - a range of suggestions have been detailed for consideration</p> <p>Improved car parking in Walnut Street and near BMX park.</p> <p>Provision of family change facilities (pods).</p> <p>A number of other specific improvements including provision of bollards, asphaltting of trails, provision of parking and toilet in the park are also detailed.</p>	<p>accommodation, where they are permitted pursuant to the zoning of land.</p> <p>This matter could be considered as part of a future master plan for Whittlesea Park. Refer to response to Submission No. 3</p> <p>It is noted that streetscape works undertaken in recent years include raised pedestrian crossings, with the street designed to operate at a low speed environment. This matter will be referred to Council's traffic Engineering section for further review and action as appropriate.</p> <p>A round-about is unlikely to be supported in this location due to the existing memorial opposite Church Street. However, it is noted that the intersection has been modified to raise the pavement on all approaches, with the intention to slow traffic movement and reduce risk.</p> <p>Refer to Submission 14 for a detailed response in relation to this matter.</p> <p>A number of these matters could be addressed as part of a future master plan for Whittlesea Park. Refer to Submission No 3 for a detailed response in relation to this matter.</p> <p><b>It is recommended that Part 3 of the Strategy - Liveable neighbourhoods – Well designed neighbourhoods &amp; vibrant town centres, be amended to include appropriate commentary about gateway treatments and accordingly amend Action 13 to incorporate reference to investigation of gateway treatments as appropriate.</b></p>

No.	Submitter	Submission Summary	Officer Response
8.	Affected Business owner	<p>Submission identifies the opportunities that the extension of the rail trail would provide to the Whittlesea Township including opportunities to provide connections to existing services and facilities such as parks, library, pool, court house and information centre with safe pedestrian access across to Church Street and retail core.</p> <p>Also an opportunity for vacant land on Plenty Road to be developed with retirement village, caravan park as an adjunct and provide additional pedestrian connection/passive surveillance</p>	<p>Council officers acknowledge that the development of a rail trail between Mernda and the Whittlesea Township would have numerous tourism and economic benefits to the local area. The trail also provide opportunity to facilitate access to various parks and conservation areas along the trail and to nearby services and facilities within the Township. The Strategy recognises the benefits of encouraging cycling tourism in the local area more broadly and more specifically supports the development of the rail-trail. Refer also to Submission 14 for a detailed response in relation to this matter.</p> <p><b>No change to the Strategy is proposed as a result of this submission.</b></p>
9.	EPA Victoria	<p>The EPA considers that the project represents a low risk to the environment, amenity and human health as a result of pollution or waste and therefore do not provide further specific advice.</p> <p>Note that Ministerial Direction 1 and PPN30 will need to be considered in respect to any future rezoning of land detailed in the Strategy.</p> <p>Council also needs to have regard to ensuring appropriate separation distances of any industrial activities which may generate offsite impacts that have the potential to adversely impact on the environment, human health and amenity.</p> <p>The EPA support the initiative to establish a clear Township boundary to protect existing agricultural land, which can be assisted by establishing and maintaining separation distances to both minimise the potential for offsite human health and amenity impacts and protect the agricultural activities from encroachment of sensitive land uses.</p>	<p>Noted – Officers confirm that matters relating to potential land contamination and/or uses which have the potential to adversely impact on the environment, human health and amenity, will be considered in accordance with the relevant planning legislation and planning controls.</p> <p><b>No change to the Strategy is proposed as a result of this submission.</b></p>



No.	Submitter	Submission Summary	Officer Response
		Ensuring that future decision making regarding rezoning of land appropriately considers and manages potential conflict between incompatible uses.	
10.	Affected resident	<p>Consider changing the Township name to avoid confusion with the City of Whittlesea (municipality).</p> <p>Improved public transport - express buses to Mernda Train Station.</p> <p>Move the weekly market to the weekend to make it easier for tourists and people who work during the week to attend and facilitate increased business for the retail centre.</p> <p>Improvements to the Showgrounds to facilitate more events in updated facilities.</p> <p>Improve street planting along main entrance to Town before the round a bout and improved historic signage at the approaches to the Township.</p>	<p>There are separate administrative processes for changing either the name of the Township or of the Council (City of Whittlesea). In both cases, State Government approval is required in some form. As this matter is primarily an administrative/statutory issue, it is considered outside the scope of this Strategy.</p> <p>Whilst it is possible to request either a name change to a place or to the municipal council name, both council and significant community support for a change to either the township or municipal name would be needed.</p> <p>Action No. 6 of the draft Strategy acknowledges the need for continued advocacy to the State Government and relevant agencies to ensure more efficient service provision and changes to bus routes to better meet the needs of the community. These comments will be referred to the relevant Department for further review and appropriate action.</p> <p>The Whittlesea Showgrounds at 30 Yea Road, Whittlesea is designated as Crown Land. It is noted that the Whittlesea Showgrounds and Recreation Reserves Committee of Management Incorporated (CoM) is responsible for the management and maintenance of the Whittlesea Showgrounds including operation of the Whittlesea Monday Market. Whilst these matters may have merit, there are more operational in nature and outside the scope of the Strategy. It is proposed that these matters be directed to the CoM for consideration.</p> <p>Refer to Submission No. 7 for a detailed response in relation to this matter.</p>

No.	Submitter	Submission Summary	Officer Response
		<p>Provision of tea-rooms or family style pub to improve atmosphere.</p> <p>Develop Whittlesea Park behind swimming pool - seating, BBQ, paths, planting, provision of RSL Memorial to facilitate Anzac morning services, toilet facilities</p>	<p>The desire for other types of businesses including improved dining options has previously been raised as an issue by the local community. Whilst the CoW has limited ability to influence the types of businesses operating in the Township, Council's Economic Development team provides a range of support services for local businesses to help strengthen and grow local business. Council officers are also supportive of encouraging greater accommodation options within the local area which in turn are likely to support complementary business activities.</p> <p>A number of these matters could be addressed as part of a future master plan for Whittlesea Park. Refer to Submission No 3 for a detailed response in relation to this matter.</p> <p><b>No additional change to the Strategy is proposed as a result of this submission.</b></p>
11.	1 Crystal Close Whittlesea	Concerned that there is no strategy to better manage wildlife and aid wildlife movement/corridors e.g. use of tunnels/bridges. Need a strategy to protect existing wildlife.	<p>It is noted that the matters raised in the submission are broad in nature and do not appear to refer specifically to the Whittlesea Township. It is considered that the submission is relevant to the broader Whittlesea Green Wedge (in addition to conservation areas within more urban environments) rather than limited to the Whittlesea Township.</p> <p>The <i>Biodiversity Strategy 2019-2029</i> includes an action (under Objective 1 – Improve our knowledge and understanding of local biodiversity) for a habitat connectivity modelling project. It is anticipated that the project will focus on protection of existing habitat or prioritising areas to create habitat to improve connectivity through revegetation. However, there is the potential for the project to consider provision of appropriate infrastructure such as road bridges or underpasses. It is possible that the project may make specific recommendations about the</p>

No.	Submitter	Submission Summary	Officer Response
			<p>protection of habitat values in the Whittlesea Township and surrounds.</p> <p>These matters are also considered relevant for consideration as part of the Green Wedge Management Plan (GWMP) which is currently being reviewed.</p> <p>It is proposed that these comments be forwarded for consideration as part of the current review of the Green Wedge Management Plan and development of the habitat connectivity modelling study.</p> <p><b>No change to the Strategy is proposed as a result of this submission.</b></p>
12.	Affected resident	<p>Indicate their support for the initiatives included in the plan.</p> <p>Request that Strategy include provision of more useable open space for recreation including paved walking trails (a opposed to use of crushed rock); development of a boardwalk from end of path at Plenty River Views Estate to continue across to showgrounds area. Also an opportunity to improve existing pathways in the main park (poorly surfaced and weather affected in winter)</p>	<p>Noted.</p> <p>A number of these matters could be addressed as part of a future master plan for Whittlesea Park. Refer to Submission No. 3 for a detailed response in relation to this matter.</p> <p>The resurfacing of the Bruces Creek Trail from Whittlesea-Yea Road to Tambo Circuit has been identified for as future project to be delivered by Council.</p>
13.	2388 Plenty Road Whittlesea	<p>Request that consideration be given to rezoning the subject land (noting the site is part Low Density Residential and Part green Wedge). Consider that the site could provide the opportunity for further employment activity with land to the north already developed for industrial purposes. Alternatively, the land could be used for some form of overnight accommodation – noting the sites proximity to the township and main road access. Rezoning could also provide opportunity for more diverse housing options such as a retirement village</p>	<p>The draft Strategy identifies the site (refer Appendix 2) as having sufficient planning merit to warrant further investigation in order to ensure that desired planning outcomes are achieved, whilst providing for an appropriate transition to the adjoining land uses.</p> <p>Whilst it is considered premature to support a planning scheme amendment to rezone the land as part of the finalisation of this Strategy (and more specifically what planning controls should be applied), <b>Council officers will work with the land owners(s) to explore what planning tools would best be applied to the site</b></p>

No.	Submitter	Submission Summary	Officer Response
			<p><b>to achieve the orderly and proper planning of the site.</b> Any proposal for the site must respond to and further the objectives of the Whittlesea Township Strategy which support land uses generally consistent with the existing Low Density Residential zoning of the site rather than industrial development. It is noted that any proposal to rezone that land should also consider the dual zoning of the site.</p> <p><b>No change to the Strategy is proposed as a result of this submission.</b></p>
14.	Affected resident	<p>Support applying an Urban Growth Boundary to restrict urban sprawl into the surrounding rural area.</p> <p>Support improving walking and cycling access to Whittlesea Township from other surrounding areas in the municipality. Note that Plenty Road is not the safest or attractive environment for pedestrians/cyclists. As such support the priority development of the Whittlesea Rail Trail from Mernda.</p>	<p>Noted</p> <p>It is noted that section 2 of the Strategy (Liveable neighbourhoods – Smart, connected transport) acknowledges that Council is committed to increasing cycling participation for residents and visitors of the City of Whittlesea through the adoption of the Bicycle Plan. It is recognised, however, that barriers exist to encouraging cycling in and around the Township and further work is required to improve access and connectivity.</p> <p>Priority Action 7 seeks to promote and increase active travel options including infrastructure improvements to facilitate cycling and walking and address ‘missing links’ in the footpath/cycling network.</p> <p>Section 5 of the Strategy (Strong local economy) also discusses the importance of promoting cycling in the area and in particular its contribution to the local economy through increased tourism and creation of complementary business activities. Council’s Tourism Strategy includes an objective to ‘position the City of Whittlesea as an optimal cycling destination’.</p>

No.	Submitter	Submission Summary	Officer Response
			<p>It is noted that the City of Whittlesea is currently working with the neighbouring northern metropolitan councils to update the Northern Regional Trails Strategy (NRTS) which is expected to be completed in the 2021/22 financial year. The updated NRTS will include more detailed cost analysis benefit of all projects in the region and a ranking of each project's importance. It is expected that the update will consider options for a shared user path/ trail between Mernda and Whittlesea. This will assist Council in advocating for this project to State Government.</p> <p>It is noted that the land required for the shared user path/trail is in State Government ownership. It is therefore expected that the State Government will need to take a lead role in addition to providing funding in respect to the options, design and development of the shared user path/trail.</p> <p><b>No change to the Strategy is proposed as a result of this submission.</b></p>
15.	Whittlesea Agricultural Society Inc (WAS)	<p>Notes that the Whittlesea Agricultural Society (WAS) owns two parcels of land at 28 McPhees Road and 19-39 Pings Road. Indicates that these lots are separate to the Showgrounds at 30 Yea Road which is managed by The Whittlesea Showgrounds and Recreation Reserves Committee of Management (CoM). All 3 parcels are utilised for the Whittlesea Show – with the submission detailing the activities undertaken on each parcel and the important contribution the sites on McPhees Road and Pings Road have in conducting the annual event. It is noted that the two parcels owned by the WAS are also utilised by numerous community groups.</p> <p>Indicates that references made to the Whittlesea Agricultural Society on pages 7, 22 and 23 should instead refer to the</p>	<p>Noted.</p> <p>Supported. Refer to Submission No. 17 for s detailed response to this matter.</p>

No.	Submitter	Submission Summary	Officer Response
		<p>Whittlesea Showgrounds and Recreation Reserves Committee of Management.</p> <p>Request that consideration be given to:</p> <ul style="list-style-type: none"> <li>Rezoning land at 19-39 Pings Road to a Special Use Zone – Showgrounds to ensure its future use reflect its current uses consistent with the operation of an Agricultural Show and related activities.</li> <li>Permitting use of the land for accommodation (short term), noting that the draft Strategy recognises the need for more accommodation such as caravans.</li> <li>That the purpose of the Showground be updated to include Agricultural Show and related events.</li> </ul>	<p>The land referred to in the submission as 28 McPhees Road (directly north of 30 Year Road), also owned by the WAS, is currently zoned Special Use - Schedule 1 – Whittlesea Showgrounds (SUZ1). (It is noted however, that a small parcel of land in the south-west corner of the site, also owned by the WAS is currently zoned Green Wedge) Whilst it is considered premature to support rezoning of the Pings Road site, it could be included in Appendix 2 of the Strategy as a site requiring further investigation to determine whether there is sufficient merit to rezone the site.</p> <p>Further investigation into the merits of modifying the SUZ1 to permit the use of Camping and caravan park within the Showgrounds has been identified in Appendix 2 of the draft Strategy. If a change to the SUZ1 is supported this could extend to the Pings Road land, assuming rezoning of the land is also supported.</p> <p>The current purpose of the SUZ1 is 'To provide for land to be used as showgrounds and associated activities.'. A range of other uses are permitted subject to the issue of a planning permit. It is not considered necessary to change the purpose of the schedule.</p> <p><b>It is recommended that Appendix 2 be modified to include the properties at 28 McPhees Road and 19-39 Pings Road as sites requiring further investigation to determine the merits of rezoning the land to a Special Use Zone 1 – Whittlesea Showgrounds.</b></p>



No.	Submitter	Submission Summary	Officer Response
16.	Whittlesea Showgrounds and Recreation Reserves Committee of Management Inc (CoM)	<p>Congratulate the CoW for their vision for the Township and the opportunity this provides to retain its attributes and undertake improvements to benefit the community.</p> <p>Note that the CoM is responsible for the management of Crown Land incorporating the Whittlesea Showgrounds (30 Yea Road), Whittlesea Park (south side of Yea Road – including the Whittlesea Lions Park) and Scrubby Creek Reserve. This includes responsibility for the management and maintenance of parkland and specific infrastructure with support of the CoW.</p> <p>Notes that the draft Strategy includes references to reserves and parkland which fall under the responsibility of the CoM and are incorrectly shown as being the responsibility of the Whittlesea Agricultural Society (pages 7, 22 and 23 and on the Strategic Framework Pan).</p> <p>In respect to the planning controls for the Whittlesea Showgrounds site being further investigated to achieve long term strategic outcomes the CoM would welcome the opportunity to meet with Council officers in this regard to further explore opportunities and consequences of any changes.</p> <p>Note that the need for a Masterplan to be developed for the parkland (including the scope to develop a botanic garden/arboretum) was previously identified as part of a Strategic Plan and Action Plan prepared to assist the organisation by the CoW. Consider that this vision is consistent with the vision identified in the draft Strategy.</p>	<p>Noted.</p> <p>Noted.</p> <p>Supported – it is proposed that the relevant pages are updated together with the Strategic Framework Plan to correctly reference the Whittlesea Showgrounds and Recreation Reserves Committee of Management Inc (CoM) for various parcels of Crown land including the Whittlesea Showgrounds at 30 Yea Road and the Lions Park.</p> <p>Noted</p> <p><b>It is recommended that existing references in the draft Strategy to the Whittlesea Agricultural Society are updated in the final Strategy to correctly reference the Whittlesea Showgrounds and Recreation Reserves Committee of Management Inc (CoM) as appropriate.</b></p>
17.	Affected resident	Have identified the need for ‘park and ride’ opportunities to enable people to more easily park and catch buses in the Township to other destinations. Indicates that there is currently	Data provided to the City of Whittlesea indicates that in terms of patronage, that the number of daily touch-on’s for bus stops in Church Street and Walnut Street is 71 touch-on’s per day. Given the relatively low level of commuters using buses, officers do not

No.	Submitter	Submission Summary	Officer Response
		<p>no available parking within proximity to bus stops that is not otherwise time restricted.</p> <p>Suggested park and ride areas adjacent to the Fire Station (next to a bus stop) and/or opposite the Showgrounds.</p>	<p>consider that there is sufficient demand to warrant a park and ride in the Township. Furthermore, officers contend that there is sufficient on-street parking within walking distance to the existing bus stops to adequately cater for current user needs.</p> <p><b>No change to the Strategy is proposed as a result of this submission.</b></p>
18.	Whittlesea Trailblazers	<p>Support development of the Whittlesea Rail Trail shared path between Whittlesea and Mernda. Will provide for a safe, off road shared trail and provide access to other attractions in the area.</p> <p>Would like to see the trail provided with seated rest points, amenities, additional landscaping and interpretative signage/devices to help inform and educate path users of the former use of the rail line and raise environmental awareness.</p> <p>Would be a premier tourist attraction in Whittlesea and provide economic benefits for local businesses and the community.</p> <p>The submission also details key opportunities and considerations for the future development of the shared trail and potential interest groups</p>	<p>Also refer to Submission No. 14 for a detailed response to this matter.</p> <p>The Whittlesea Rail Trail is identified in the Northern Regional Trails Strategy 2016. The Strategy is currently being updated to examine priority regional trails in the northern metropolitan area. <i>'The proposed trail project is 16.8 kilometres in length and provides access to South Morang station and a number of Regional Parks and Conservation areas including Plenty Gorge Parklands and Mernda Streamside Reserve. The trail therefore has strong amenity and recreational value and it has the potential to support local tourism.'</i> Council was successful in advocating for a rail trail along the rail corridor from South Morang Station to Mernda Station as part of the Mernda Rail Extension project that was completed by the State Government in 2018. The section of the project still remaining is between Mernda Station and Whittlesea Township.</p> <p>It is expected that part of any detailed planning and design for the project that Council officers would advocate to the State Government for range of features to enhance the overall experience of people using the trail. This includes ensuring passive surveillance and a safe path of travel for all users. Options for the trail will need to be assessed to meet user needs and community expectations.</p>

No.	Submitter	Submission Summary	Officer Response
			<b>No change to the Strategy is proposed as a result of this submission.</b>
19.	Applied Urban Solutions on behalf of owner 48 Beech Street	<p>Whilst supporting key aspects of the strategy including protection of the rural character, do not consider that the Township needs to remain static in appearance or approach and that new ideas and investment that support and improve the values should be embraced</p> <p>Do not necessarily agree with the proposal that there should be no expansion of the existing residential area. Consider that the need for greater housing diversity, an ageing community and interest in peri-urban areas of Melbourne post COVID may drive further demand outside the growth areas of Melbourne. Such interest may also support further transport investment, stronger local economies and new housing approaches.</p> <p>More specifically the submission seeks to have the draft Strategy include the site at 48 Beech Street as 'requiring further investigation to address specific land use outcomes' in order to support the future development of the site.</p> <p>It is noted that a planning permit has previously been issued for the use and development of the site for a motel, conference centre, restaurant and function centre, caretakers residence and associated car parking, however the permit has since lapsed (most recent application for extension in 2016 was not granted)</p> <p>Reference is also made to a rezoning application for the site lodged in 2011.</p> <p>Indicate that a study has previously been prepared for the site which set a finished floor level for the site and which was accepted by Melbourne Water. The submitter contends that this should be the guiding document in determining the appropriate zone and use of the subject land.</p>	<p>This site has significant history noting that there have been a number of proposals for this site dating back to at least 1988, however, to date no significant development has occurred on the site. A permit was previously issued for a motel, conference centre, restaurant and function centre, caretakers residence and associated car parking, although this permit has since lapsed.</p> <p>There are a number of issues in respect to the rezoning of land, including the need for ratification by both houses of Parliament, flooding issues and consideration of land to be set aside for public purposes / storage of floodwaters.</p> <p>Any proposal to develop the site would need to comply with current policy. Council officers also need to consider whether the approval of extensive buildings and works centrally within a designated RFO may set an undesirable precedent, particularly as Council has a role to minimise risks to life and property from flood hazards.</p> <p>The subject site is significant, however, in that it occupies an important 'gateway position into Township. Any development of the site should contribute positively to the character of the area and achieve a net community benefit.</p> <p>Whilst the issue of a previous planning permit for the site is not a guarantee that Council will support a more intensive development of the site, the request to include the site in Appendix 2 – as being a site requiring further investigation is supported. As part of this investigation, Council officers are willing work with the land owners(s) to explore what planning tools would best be applied to the site to achieve the orderly and proper planning of the site, if some development of the site is supported including opportunities for broader community</p>

No.	Submitter	Submission Summary	Officer Response
		<p>Submit that the site strategically well located, proximate to the commercial area, showgrounds and residential areas and warrants special consideration. Appropriate zoning can ensure that the desired outcomes for the site can be achieved.</p> <p>The submission includes an assessment of the benefits of permitting some form of development of the site having regard to the key outcomes of the draft Strategy – noting its central location close to services and recreation facilities, opportunity for various uses on the site to benefit the community.</p>	<p>benefits such as land for public open space/ drainage/ environmental values given the proximity to the Plenty River and its encumbrances.</p> <p><b>It is recommended that the land at 48 Beech Street, Whittlesea is included in Appendix 2 of the Strategy – Whittlesea Township – Sites requiring further investigation.</b></p>
20.	Calibre on behalf of landowner of 210 Wallan Road	<p>The submission recommends inclusion of the land at 210, 240 and 260 Wallan Road within the Whittlesea Township boundary.</p> <p>Submit that this supports the primary aims of the Strategy and presents a unique opportunity to achieve a new community benefit by:</p> <ul style="list-style-type: none"> <li>• Creating a logical town boundary to the north utilising Bruce's Creek and Plenty River corridor as a clear demarcation between urban and green wedge land.</li> <li>• Allowing necessary population growth whilst retaining township character.</li> <li>• Extending the Plenty River Open Space corridor through land transfer at no cost to Council.</li> </ul> <p>Consider that the proposal is necessary to achieve the desired outcomes of the Strategy and alignment DELWPs objectives for managing the urban and rural interface as outlined in the current State Government consultation paper as it ensures an appropriate permanent demarcation between urban and green wedge land.</p> <p>Indicate that the subject land would yield approximately 200 lots. A servicing report prepared for the site which suggests that extensions to services can be made available from existing services to the south.</p>	<p>The need to prepare a strategy for the Whittlesea township has been primarily driven by the need to provide greater strategic and planning direction in respect to the future development of the Whittlesea township and to respond to the additional development pressure on its fringes.</p> <p>The Strategy has been developed to reflect and respond to the feedback provided by the community in relation to Whittlesea township. A key objective of the Strategy and is to retain the rural character of the Township which is highly valued by the community.</p> <p>The Strategy also considers the current State Planning policy framework and its application within the local and municipal context.</p> <p>Whilst noting that the site is not as constrained as areas to the west and east of the Township, which have significant landscape values and topographical constraints, officers consider that further expansion to incorporate the subject land would:</p> <ul style="list-style-type: none"> <li>• further reduce accessibility and connectivity to the town centre with much of the existing residential development north of Black Flat Road located more than 800m from the town centre – which is considered a reasonable walking distance;</li> </ul>

No.	Submitter	Submission Summary	Officer Response
		<p>Submit that the proposal to extend the urban boundary further north is consistent with State and local planning policy. It further indicated that development of the land would help meet the anticipated demand for housing required to supply demand. It would also enable the extension of the Plenty Valley open space corridor.</p> <p>The submission provides further detail and justification in support of the proposal in respect to the land forming a logical town boundary; achieving balanced growth and contributing to the Township character; creation of additional public space; and its location immediately north of the existing township providing for contiguous development to the north.</p> <p>Consider that the current Strategy is flawed in that it lacks the level of analysis that would be expected to set a Township boundary. Based on the assumptions of the Strategy that moderate growth is anticipated, consider that some additional land supply is required in order to accommodate moderate growth in a form that is in character with the existing township</p>	<ul style="list-style-type: none"> <li>result in increased car usage for small, local trips due to the increased distance of the site from existing services and facilities, which is inconsistent with the principles of a 20 minute neighbourhood and to ensure optimal health and wellbeing outcomes.</li> <li>result in further encroachment of residential development on green wedge land, which not only has the effect of residential development being further removed from services and facilities but also results in the loss of land for agricultural purposes.</li> </ul> <p>The proposal is also considered inconsistent with the Planning Policy Framework as it would result in the further elongation of the settlement pattern of the Township rather than encouraging a more compact urban area based around the activity centre to maximise accessibility; and which ensures that green wedge values are protected.</p> <p>As detailed in the Whittlesea Township Strategy, State Planning Policy requires councils to plan to accommodate projected population growth over at least a 15 year period and provide clear direction on locations where growth should occur. Residential land supply will be <b>considered on a municipal basis, rather than a town-by-town basis.</b> (emphasis added)</p> <p>In 2010 the Urban Growth Boundary was expanded (including within the City of Whittlesea), to accommodate additional growth over the next 30 years. It is however acknowledged that approximately half of the projected growth within Melbourne is expected to occur within established suburbs along transport and employment corridors.</p> <p>Forecast.id indicates that the major source of additional dwellings and households in the City of Whittlesea will continue to be in 'greenfield' sites. In 2016 it was estimated that the City of Whittlesea had 16-17 years of broad acre residential land</p>

No.	Submitter	Submission Summary	Officer Response
			<p>supply and around 4-5 years of approved lot supply. A large amount of development is also expected around pre-existing major centres (Epping, Lalor and Thomastown) and on strategic sites such as University Hill and the Plenty Town Centre.</p> <p>Council's <i>Housing Diversity Strategy 2013-2033</i> (HDS) was subsequently developed for the established suburbs of the City of Whittlesea, to ensure that housing growth occurs in the right way and in the appropriate locations. More specifically the Strategy seeks to: direct the highest levels of housing change to areas that are well serviced by public transport, services and employment; increase the diversity of housing stock to better respond to the community's changing housing needs; and establish a preferred neighbourhood character to maintain and improve the liveability of our suburbs.</p> <p>Consistent with State Planning Policy, areas nominated for higher levels of change are directed to areas with good access to Metropolitan, Activity or Neighbourhood Centres and the Principal Public Transport Network (PPTN). Areas located adjacent to employment, public transport, community services and facilities are also deemed to have a high degree of accessibility and therefore greater capacity to accommodate higher rates of residential change.</p> <p>The Whittlesea Township, however, is identified as an area with minimal capacity for change. The Township is surrounded by hills and ridgelines that provide an important backdrop to the town. Combined with the floodplains of Plenty River which bisects the existing Township, these features somewhat limit options for future residential expansion. It is further noted that the small scale of housing, housing type and the established vegetation are elements which should be maintained which limit opportunities for infill housing.</p>



No.	Submitter	Submission Summary	Officer Response
			<p>However, the Strategy recognises that the Township does need to accommodate some additional growth of more diverse housing types to respond to changes in demographic profiles which will be implemented as part of future work to implement the Housing Diversity Strategy within the Whittlesea Township.</p> <p>Whilst concern has been raised in the submission that the Strategy does not provide sufficient land to cater for the forecast demand expected to 2040, officers re-iterate that at a municipal level, the anticipated future housing capacity needs can be accommodated within the City of Whittlesea for the next 20 plus years. As the City of Whittlesea is able to meet its obligations for accommodating residential growth at a municipal level, it should therefore not be expected nor considered necessary for additional land on the periphery of the Township to be rezoned to facilitate further residential growth. Council will, however, continue to actively plan for and monitor changing housing trends and needs to ensure sufficient housing and a diversity of housing types to cater for the changing needs of the community.</p> <p>The Strategy also recognises the threat to the Whittlesea Township from bushfire/grass fires. The CFA has indicated that whilst Whittlesea Township is situated within a predominantly grassland area that it is within proximity to the Mount Disappointment Ranges to the north which have significant bushfire risk. The Whittlesea Township can be exposed annually to fast running grass fires and on occasions ember attack from the Mount Disappointment/Humevale areas. Whilst noting that the submission indicated that allowing the development of the land will create a more logical township boundary, development of the land also shifts urban development closer to a high risk bushfire area. Council has an obligation to prioritise the protection of human life in making planning decisions to direct population growth and development to low risk locations. State Planning Policy also requires councils to consider the impacts of</p>

No.	Submitter	Submission Summary	Officer Response
			<p>climate change in planning and management decisions. There is the potential for more frequent and more severe fire events as a result of climate change and as an area that is already vulnerable to the threat of fire, further development to the north can only be expected to increase the risk to people and property.</p> <p>In respect to supporting economic growth, Council has a strong focus on economic development and supporting business through the implementation of a range of business initiatives. This is a high priority within the current COVID environment in particular, but also on an ongoing basis to ensure a strong local economy. The development of Council's overarching Strong Local Economy Strategy will focus on business development and job creation throughout the municipality. A number of plans are also proposed to be developed to underpin this Strategy including the Investment Attraction Plan and Destination Plan which will focus on more specific aspects of the local economy and business attraction. These projects will have implications for the Township</p> <p><b>No change to the Strategy is proposed as a result of this submission.</b></p>
21.	Partners Property Advisory & Valuations Pty Ltd – 465 Wildwood Road	<p>Generally supportive of key messages coming out of the community engagement in respect to the future of the township. Also generally support the key priorities and actions that have been developed as part of the draft Strategy.</p> <p>Submission is opposed to restricting any further residential development to within the existing residential areas. Consider that some moderate residential growth is required in order to sustain and enhance the local economy and to facilitate improvements to existing facilities and infrastructure.</p>	<p>Noted</p> <p>Whilst noting that the submission primarily relates to land at 465 Wildwood Road, the submission includes reference to rezoning land generally south of the subject site (including 210 Wallan Road which is addressed in Submission No. 21). Many of the issues raised in this submission are addressed in the officer</p>

No.	Submitter	Submission Summary	Officer Response
		<p>Consider that further economic analysis needs to be undertaken prior to finalising the Whittlesea Township Strategy. Needs to consider employment and industry sectors, commuter flows, population and labour demographics. To identify appropriate opportunities to create a sustainable town centre supported by quality transportation infrastructure.</p> <p>Indicates that the current supply of residential land is almost fully utilised in the Township and that given the floodway and other restrictions in place on land around the Township opportunities for alternative sites for residential development must be maximised.</p> <p>Consider that the Strategy should be focussing on helping to create additional local jobs; maintaining diversity of the local economy by helping companies to expand and attracting new industries; facilitating infrastructure improvements that contributes to economic development; contributing to town centre development; creating a learning community; and enhancing quality of life for residents.</p> <p>Suggest that the Strategy should be revised to focus on the following areas:</p> <ul style="list-style-type: none"> <li>• Be open for business – retaining and growing existing business; facilitating local business expansion; encouraging local business start-ups and new business in the community</li> <li>• Inspire and support entrepreneurship – facilitating new opportunities and resources for business start up, expansion, labour market development.</li> <li>• Create a vibrant future for young adults – engagement and retention of youth and young adults.</li> <li>• Build a stronger rural and small town identity – building pride and great spaces in the local community</li> </ul>	<p>response to Submission No 21 (refer to Submission 21 for a more detailed response).</p> <p>It is noted that some Market Analysis was undertaken in developing the Whittlesea Township Plan, which indicated a relatively low demand for additional retail floor space (together with some increase in office based jobs) and an increased demand for industrial land. It is expected that much of the demand for retail floor space together with the anticipated increase in the demand for office based jobs can be met without for the rezoning of additional land through more efficient use and adaptations to buildings to cater for additional floor space. Establishment of home based offices represents a further opportunity. It is also anticipated that some of the demand for additional industrial land could be met by the more efficient use of existing industrial zoned land which is under-developed/ utilised without the need to rezone land in the foreseeable future.</p> <p>The Strategy also notes that the City of Whittlesea offers a range of support services to local businesses including mentoring and on-site visitations to help strengthen and grow existing businesses. The City of Whittlesea through the Economic Development Department will continue to look at additional programs and investigate opportunities to support business e.g. Council has recently appointed a Business Engagement Officer to assist new business owners through the various permits required by Council.</p> <p>Council has a strong focus on economic development and supporting business through the implementation of a range of business initiatives. This is a high priority within the current COVID environment in particular, but also on an ongoing basis to ensure a strong local economy. The development of Council's overarching Strong Local Economy Strategy will focus on</p>

No.	Submitter	Submission Summary	Officer Response
		<p>Request that the Strategy be revised to include numerous properties generally north of the existing residential area on Wallan Road (including 210, 240, 260, 290 and 340 Wallan Road and 425, 435 and 465 Wildwood Road, Whittlesea) in a Low Density Residential Zone to support the use and development of the land for residential purposes. It is proposed that land currently included in the Rural Conservation Zone be retained. This would equate to some 197ha being rezoned.</p> <p>Further justification for the rezoning is provided in the submission and identifies the various physical and landscape constraints to further development, the subject land is an area of high salinity and therefore a degraded agricultural environment; land has no identified environmental restrictions that would constrain development of the land, servicing can be efficiently provided due to proximity to the northern edge of the Township.</p> <p>Whilst supporting the vision and actions of the draft Strategy consider that there is a disconnect between the view of now allowing further development and improvement of local services and infrastructure. Would like the actions to include rezoning of the subject land to low density residential.</p> <p>Consider that actions 12, 13 and 7 should be given more importance in terms of prioritisation.</p> <p>Consider that the current boundary around the Township is adequate and does not need additional definition. Consider that these natural boundaries are sufficient in protecting its character.</p>	<p>business development and job creation throughout the municipality. A number of plans are also proposed to be developed to underpin this Strategy including the Investment Attraction Plan and Destination Plan which will focus on more specific aspects of the local economy and business attraction. These projects will have implications for the Township. The Economic Development Department will have a key focus on developing a strong local economy by attracting and supporting new and existing business and working proactively in a collaborative manner to attract new jobs and increased local employment and investment.</p> <p>Noted.</p> <p>Whilst noting that the current 'zone' boundary provides some certainty by restricting development of green wedge land, the lack of a more clearly defined boundary has resulted in some uncertainty amongst the community and may also discourage long term investment in agricultural activities, result in land speculation and land banking with continuous pressure to convert farmland to other uses.</p>

No.	Submitter	Submission Summary	Officer Response
			<b>No change to the Strategy is proposed as a result of this submission.</b>
22.	26 Corella Drive, Whittlesea	<p>Suggests changing the name of the municipality from 'City of Whittlesea' to better separate the municipality versus the Township as it appears to cause some confusion to people visiting the area. Suggests that as PRACC (Plenty Ranges Art and Convention Centre) already exists, suggests a change to 'City of Plenty Ranges' might better reflect the community as a whole. Note that there is a lot of history associated with the Township.</p> <p>Generally, considers that the Draft Strategy reflects the needs of the town moving forward to enable the community to have improved services while still maintaining the integrity of the town.</p>	<p>Refer to response to Submission No. 10</p> <p>Noted.</p> <p><b>No change to the Strategy is proposed as a result of this submission.</b></p>
23.	2 Ovens Circuit, Whittlesea	<p>Congratulates Council on the preparation of a strategy for the Township.</p> <p>Notes that there has been significant community interest in progressing the possibility of a 'Playground for Whittlesea' which will attract visitors and contribute to the economic viability of the township and acknowledges that a proposal to develop a Whittlesea Park Master Plan has been submitted for approval in the 21/22 budget which it is expected would provide further opportunity for community engagement.</p> <p>Submits that the Whittlesea Park Master Plan would be a key component in meeting the Strategy vision to have a thriving, inclusive, connected and safe community with well utilised services and facilities.</p> <p>Suggests that more tangible reference be included in the Strategy to reference the proposed Whittlesea Park Master Plan (refer page 10).</p>	<p>Noted</p> <p>Supported in part. Refer to Submission No 3 for a more detailed response to this matter.</p> <p><b>No additional change to the Strategy is proposed as a result of this submission.</b></p>

No.	Submitter	Submission Summary	Officer Response
		<p>Suggests that page 22 of the draft Strategy – Open Spaces in Whittlesea could be amended to reflect the development of the Whittlesea Park Master Plan as a priority action.</p> <p>Suggests that Action No. 4 in the Action Plan (pg 43) be amended to add ...and support the development of a Whittlesea Park Master Plan or words to that effect.</p>	
24.	The Crystal Group	<p>Is disappointed that the draft Strategy proposes to leave the Township boundaries the same as submit that there is a need for a further 500-1000 homes to support the existing Whittlesea retail area. Consider that these homes could be located on Yea Road as far as Jacks Creek Road and Wallan Road between Glenburnie Road and Clarks Road below the 225m contour. This would have the effect of retaining a small Township but give the shopping centre more revenue and viability.</p>	<p>It is noted that more detailed commentary has been provided in response to those individual submissions requesting the rezoning of land on the periphery of Whittlesea.</p> <p>As highlighted in the Strategy one of the key principles arising from the Strategy is the retention of the character of the area which is highly valued by the community. These attributes include the rural country outlook and panoramic views, in addition to the low scale of development, wide streets, spaciousness between buildings and landscaping. It is considered that further expansion of the Township boundaries will change the character to some extent by increasing the amount of residential housing on the periphery of the Township and result in the loss of green wedge land.</p> <p>In considering the overall growth planning for the municipality, the City of Whittlesea is more than able to meet its anticipated housing growth within the designated growth areas (greenfield sites) and within the established urban areas which are well serviced by public transport, employment areas and other services and facilities. The City of Whittlesea does not need to rely on nor have an expectation for the Whittlesea Township to accommodate any significant additional housing growth. The Township has a distinct rural character which will be further protected by containing development within the existing boundaries.</p>



No.	Submitter	Submission Summary	Officer Response
		<p>Consider that the main issue with the shopping precinct is the large number of take-aways and lack of retail businesses. Do not consider however that any further retail zoned land is required. Do support provision of more industrial land which would be good for employment, noting there is demand for more by locals who wish to work close to home. Such land could be considered east of the rail reservation south of the nursing home. Access would be via Cades Lane</p>	<p>Much of the land on the periphery of the Township is not within easy walking distance to the town centre and would result in development further removed from existing services and facilities with reduced accessibility and connectivity for those new residents.</p> <p>Areas to the north and east of the Township are also proximate to the Mount Disappointment/Humevale areas which pose a significant bushfire risk to the Township. State Planning Policy required that priority is given to the protection of human life by directing population growth to low risk locations. Consideration also needs to be given to the longer term outcomes of climate change which may result in more frequent and severe fires and weather events.</p> <p>In conclusion, Council officers do not support further expansion of the boundary to provide for additional residential development.</p> <p>The number of take-away food premises and need for other types of businesses has been raised through community consultation. As noted in the Strategy, Council provides a range of support services for local businesses to help strengthen and grow local businesses.</p> <p>The Strategy acknowledges that there is a projected future demand for industrial land to 2036. It is considered that there may be some opportunity to provide for more intensive industrial activity on under-developed industrial zoned sites without the need to rezone land in the foreseeable future. Council will continue to monitor the changing needs of the community. It is noted that a separate submission has been lodged in respect to the Cades Road land. Also refer to response to Submission 26.</p>

No.	Submitter	Submission Summary	Officer Response
			<b>No change to the Strategy is proposed as a result of this submission.</b>
25.	Urban Design and Management – 17-51 Cades Road, Whittlesea	<p>Support many of the key findings including the need to retain the rural character of the town, the need to support existing services and existing businesses in the town and increasing opportunities for improvements to transport infrastructure. Also agree it is important to establish a clear township boundary, however consider there is opportunity for some review of the township boundary extent to include suitable land for limited, well managed growth in proximity to existing town facilities.</p> <p>Submit that the land at 17-51 Cades Road provides opportunity for limited infill development that could be developed cognisant of potential or known constraints providing a well planned and walkable extension to the township and that could also facilitate some community assets on land potentially constrained in the southern part of the site.</p> <p>The submission provides a detailed justification as to how a proposal to rezone the subject land is in keeping with and responds to the future directions detailed in the draft Strategy including facilitating connections between the Township and subject site to ensure good pedestrian access; provision of sufficient housing given the shortfall of land needed to accommodate the anticipated growth; ability to support more diverse housing options, would support the local economy by providing additional housing opportunities close to the town centre. In addition, the site does not present any significant environmental features and therefore will not have any significant adverse impacts on the rural landscape character of the area</p>	<p>Noted.</p> <p>As highlighted in the Strategy one of the key outcomes arising from the Strategy is the retention of the unique rural country character of the area which is highly valued by the community. These attributes include the rural country outlook and panoramic views, in addition to the low scale of development, wide streets, spaciousness between buildings and landscaping. It is considered that further expansion of the Township boundaries will change the character to some extent by increasing the amount of residential housing on the periphery of the Township and result in the loss of green wedge land.</p> <p>Whilst noting that part of the site falls within the 800m walkable catchment of the Township (as the crow flies), in considering the concept of the 20 minute neighbourhood and ensuring appropriate access to services and facilities, it is noted that primary access to the site would be via Cades Road. Cades Road is situated over 1.5 kilometres south of the Plenty Road/Laurel Street intersection restricting pedestrian accessibility and connectivity to services and facilities.</p> <p>Whilst noting that the site is not as constrained as areas to the west and east of the Township, which have significant landscape</p>

No.	Submitter	Submission Summary	Officer Response
			<p>values and topographical constraints, officers consider that further expansion to incorporate the subject land would:</p> <ul style="list-style-type: none"> <li>• further reduce accessibility and connectivity to the town centre with primary access to the site located more than 800m from the town centre – which is considered a reasonable walking distance;</li> <li>• result in increased car usage for small, local trips due to the increased distance of the site from existing services and facilities, which is inconsistent with the principles of a 20 minute neighbourhood and to ensure optimal health and wellbeing outcomes.</li> <li>• result in further encroachment of residential development on green wedge land, which not only has the effect of residential development being further removed from services and facilities but also results in the loss of land for agricultural purposes.</li> </ul> <p>In considering the overall growth planning for the municipality, the City of Whittlesea is more than able to meet its anticipated housing growth within the designated growth areas (greenfield sites) and within the established urban areas which are well serviced by public transport, employment areas and other services and facilities. The City of Whittlesea does not need to rely on nor have an expectation for the Whittlesea Township to accommodate any significant additional housing growth. The Township has a distinct rural character which will be further protected by containing development within the existing boundaries (also refer to Submission 21 for a more detailed response in respect to forecast growth and the Housing Diversity Strategy).</p> <p>Clause 11.03-2L Growth areas is of particular importance in considering this proposal. One of the key strategies is to protect the non-urban breaks between <b>South Morang, Mernda/Doreen</b></p>

No.	Submitter	Submission Summary	Officer Response
			<p><b>and Whittlesea Township</b> and between Wollert and Donnybrook/Woodstock with a focus on the Quarry and Whittlesea Hills and linking key watercourses (emphasis added). Clause 02.03-1 Settlement - also notes that a key strategic direction is to maintain designated non urban breaks. Furthermore, these areas contribute to the definition, character and extent of land reserved to accommodate urban growth. These areas form non-urban breaks that need to be permanently preserved to maintain the character of the municipality and to contribute to the overall attractiveness of the City. Rezoning and subdivision of the subject land would further erode the non-urban break to the south between Whittlesea and Mernda.</p> <p>The LDRZ land immediately to the east of the site fronting Plenty Road, provides an entrance to the Township whilst also providing an appropriate transition between the residential areas and adjacent rural land.</p> <p>The Strategy also recognises the threat to the Whittlesea Township from bushfire/grass fires. The CFA has indicated that whilst Whittlesea Township is situated within a predominantly grassland area that it is within proximity to the Humevale area to the east which has significant bushfire risk. The Whittlesea Township can be exposed annually to fast running grass fires and on occasions ember attach from the Mount Disappointment/Humevale areas. Development of the land shifts urban development closer to a high risk bushfire area. Council has an obligation to prioritise the protection of human life in making planning decisions to direct population growth and development to low risk locations. State Planning Policy also requires councils to consider the impacts of climate change in planning and management decisions. There is the potential for more frequent and more severe fire events as a result of climate change and as an area that is already vulnerable to the threat of</p>

No.	Submitter	Submission Summary	Officer Response
			<p>fire, further development to the north can only be expected to increase the risk to people and property.</p> <p><b>No change to the Strategy is proposed as a result of this submission.</b></p>
26.	Tomkinson on behalf of owner for 34 Beech Street, Whittlesea	<p>The subject land comprises 2 parcels and is used and developed for farm machinery sales and service business. The land is currently in 2 zones part General Residential Zone (GRZ1) and part Industrial Zone (IN3Z). The industrial portion of the site is affected by a Rural Flood Overlay (RFO).</p> <p>It is noted that the site is operating in accordance with a planning permit issued for the site, noting that manufacturing sales has been the primary use of the site for many years and the manufacturing activity has significantly reduced over the years.</p> <p>Submits that the WTS process provides an opportunity to better align the site's use and context with more appropriate planning controls. The submission acknowledges that the Strategic Framework Plan notes 34 Beech Street as a site requiring further investigation to address specific land use outcomes having regard to the surrounding context.</p> <p>Notes that the Township Context Plan includes 34 Beech Street within an area designated 'Township Residential' which is in conflict with part of the land being within an industrial zone.</p> <p>Submission proposes that the Strategy provide strategic support for future rezoning of 34 Beech Street to a Mixed Use Zone. It is considered that rezoning the whole site to General Residential is contrary to the sites current and ongoing use. It is further noted that rezoning the whole site to an industrial zone in the middle of a GRZ area would not be appropriate. Submits that a MUZ would ensure that any future development must be in keeping with the surrounding residential area and would also provide for higher density providing for a greater range of housing typology.</p>	<p>The draft Strategy identifies the site (refer Appendix 2) as having sufficient planning merit to warrant further investigation to review the current planning controls. Whilst the current business has existing use rights, the dual zoning of the property; its location which forms a significant gateway to the entrance of the township and its location adjacent to residential uses requires more detailed assessment ensure that any future use and/or development of the site will be compatible with the surrounding land uses whilst providing for the desired strategic and land use outcomes for the site.</p> <p>Whilst the submission seeks support for a Mixed Use Zone (MUZ), it is considered premature to support a planning scheme amendment to rezone the land as part of the finalisation of this Strategy (and more specifically what planning controls should be applied). Further assessment, including more detailed urban design advice is required to ensure that other key objectives contained in the Strategy are also considered including appropriate built form outcomes.</p> <p><b>Council officers will work with the land owners(s) to explore what planning tools would best be applied to the site, with a view to supporting a future planning scheme amendment.</b></p> <p>Whilst noting that the site is included within a Township Residential area, within the Context Plan, it is noted that this plan is intended to provide a quick snapshot of the area and does accurately depict the various land uses/zoning. The Strategic Framework Plan (together with Appendix 2) of the</p>

No.	Submitter	Submission Summary	Officer Response
			<p>Strategy clearly designates the site as requiring further investigation.</p> <p><b>No change to the Strategy is proposed as a result of this submission.</b></p>
27.	Affected resident	<p>Wish to reinforce the need for a strong urban growth boundary to ensure the retention of open space between Mernda and Whittlesea township. This is necessary for the preservation of agricultural land and resultant economic benefits, to protect from the impact of the “urban sprawl” and its adverse consequences. Do not support the extension of the township boundary beyond the existing residential area. Further notes that agricultural land needs greater certainty for future production and management. Concerned that development on the fringes will lead to further creep into farming areas. Productive agricultural land is a finite resource. It is in limited supply and once it changes to another land use, there is no going back to its most important purpose - to produce food and fibre for the Australian people and for significant economic returns both domestic and export.</p> <p>Note that the current State Government review of agricultural land reinforced the protection of agricultural land close to Melbourne.</p> <p>Strongly support the development and implementation of built form controls in the Planning Scheme to apply to new development and enhance the character of the Town Centre.</p> <p>With regard to housing diversity, further consideration needs to be given to the impact of housing on farming operations on adjoining land and the visual impact of housing adjacent to farmland particularly the lack of landscaping to create a more appropriate transition between urban and rural settings.</p>	<p>Noted.</p> <p>The protection of agricultural land is a key consideration as part of the review of Council’s Green Wedge Management Plan which is currently in progress. It is also noted that the upcoming Strong Local Economy Strategy and Destination Plan projects will include focus on agri-business within the municipal context.</p> <p>It is noted that the Strategy is not proposing any significant changes to the extent of residentially zoned land on the periphery of the Township. It is generally preferable that there is a clear separation between urban and rural areas by the strategic placement of roads (or open space areas which can be maintained), particularly where there is an identified fire risk to</p>



No.	Submitter	Submission Summary	Officer Response
		<p>Whilst the Township has significant potential for the retail and tourism sector consider there is some way to go to achieve this. Potential opportunities include higher quality café/restaurants to appeal to locals and tourists. Take-away foods dominate the food sector. To this end support the 'vacant to vibrant program' and other opportunities to encourage the 'right' businesses to the township.</p> <p>Plane Trees in the township are a great natural asset, providing a sense of place and shade. Consider a management plan is required for the ongoing maintenance of these trees - strategic lopping to avoid powerlines. Do not support them being replaced with alternative species. Scope for additional plantings in and around the Township to support Council's Greening Whittlesea Strategy. New industrial areas should require a landscape plan to improve the streetscape. Consideration for improving the streetscape of the existing industrial area particularly along the main road.</p> <p>Support upgrading of shop fronts along Church Street. Concerned about the incremental loss of heritage buildings and structures and submit there should be a strengthening of laws which support the retention and preservation of heritage places.</p> <p>Believe there is enormous potential to enhance tourism within and surrounding the Township. Tourism in the township and surrounding rural areas could capitalise on four sectors being: Heritage; Agriculture; Water Supply – its history and significance</p>	<p>help reduce the risk and provide for a better interface outcome. It is further expected that further guidance will be provided by the State Government in respect to the treatment of the urban/rural interface in response to the Green Wedge and Agricultural Land Review project currently being undertaken by the State Government.</p> <p>Noted</p> <p>Whilst not specific to the commercial area, comments in relation to the Plane trees could be considered as part of the development of the Public Realm Strategy for the commercial area which is currently listed in the Strategy. It is noted that vegetation and street trees could also be considered as part of the 10 Year Street Tree Management Plan review which is being commencing in the next 12 months.</p> <p>Specific concerns in relation to the heritage controls are outside the scope of this Strategy. Any changes to the relevant Act and/or provisions contained in the Heritage Overlay head clause may only be amended by the State Government.</p> <p>It is noted that the City of Whittlesea's current Tourism Strategy is proposed to be incorporated as part of the broader review of the Strong Local Economy Strategy which is anticipated to</p>

No.	Submitter	Submission Summary	Officer Response
		<p>to early Melbourne; and Environment and natural features – rivers, mountains, vegetation, wildlife.</p> <p>Suggest that Council, through the Tourism Strategy / Economic Development, consider adopting the concept of the location being the “Plenty Valley” and building a story around this.</p> <p>Support the Tourism Strategy concept of cycling as a target market and how this would also compliment a focus on a café culture and a connection with the surrounding environment.</p> <p>Council should also consider agri-business as a future potential in the district. The creation of bridle trails should be considered.</p> <p>Investigating the accommodation potential should include the rural areas in addition to the Township such as bed and breakfast and farm stays. The opportunity also exists for farm gate sales and farm shops and such support would be consistent with the recognition of agriculture, supporting rural business, rural character and tourism. However this must be underpinned by supportive by-laws e.g. signage to promote business.</p> <p>Consider that the Whittlesea Courthouse has greater potential beyond its current use and support further investigation of this site to explore further opportunities.</p> <p>Council give consideration to the formation of a “Committee for Whittlesea”. Expressions of interest could be called from local people with an interest in Whittlesea – township and surrounds, and its future, to capture issues of business, tourism, rural issues and community events working in collaboration with Council’s Economic Development and relevant departments.</p> <p>With respect to agriculture, acknowledge the positive role Council can play in viability through appropriate rating of commercial agricultural land. This is consistent with this land being actively used for productive purposes, not merely reserved for such future</p>	<p>commence in 2021. It is proposed that these comments be referred to the relevant officer for consideration.</p> <p>Refer to comment below</p> <p>Noted</p> <p>Matters related to accommodation, agri-business and agricultural activity in the green wedge are outside the scope of this Strategy. These comments will be forwarded for consideration as part of the current review of the Green Wedge</p>

No.	Submitter	Submission Summary	Officer Response
		<p>uses. Emerging agricultural industries and markets are important to the area and believe the landholder's management of his farming environment should be recognised and rewarded for its broad benefit to the community and to the environment and climate change. Considers the need for farming land to be retained as larger acreage and not fragmented, to retain the potential for commercial purposes.</p> <p>The current role of the Agri-business Officer at Council is strongly supported as a vital element to support existing and future agri-business. Strongly support the Strategy's Priority Action of Council's Green Wedge Management Plan and the protection of agricultural land and strengthening the protection and support for the use of land for agricultural purposes.</p> <p>Support initiatives which seek to manage pest plants and animals and note that further attention needs to be given to some Crown Land and water courses. Also consider there is a need to address the inappropriate use of rural land for storage and collection of materials not related to land use. This can impact on local amenity in some cases and detract from the rural outlook.</p> <p>Agree with the need for more trees for cooling and shelter and the township lends itself to this. Whilst the natural elements within and surrounding the township contribute to its character, these qualities can be threatened by a desire for change. The community relies on Council to preserve these elements. Concern has been raised about the impact of dwellings being built on ridge lines and the visual impact of such development. Such developments should be avoided or prohibited where possible and land management plans implemented on properties to soften the impact of such development.</p>	<p>Management Plan. It is also noted that these matters will be considered as part of the upcoming Strong Local Economy Strategy and Destination Plan projects.</p> <p>It is noted that the Strategy includes an action to assess the effectiveness of the Significant Landscape Overlay Schedule 1 in preventing development on ridgelines.</p> <p><b>No change to the Strategy is proposed as a result of this submission.</b></p>

No.	Submitter	Submission Summary	Officer Response
		Acknowledge the impact of flood and bushfire threats to the Township and the need to carefully manage future development to avoid threats to life and property.	
28.	2 MacMeikan Street; C/- Shop 1, 75 Church Street; 30 Forest Street; 68 Church Street; 45 Clarks Road; Affected resident; 2420 Plenty Road; 77 Church Street; 210 Wallan Road; 210 Wallan Road; 45 Corella Drive; 505 Wallan Road; Whittlesea Pharmacy, Church Street; 240 Wallan Road; 45 Church Street; Whittlesea 1200 Whittlesea-Yea Road, Kinglake West;	<p>The following submissions are pro-forma letters signed by 20 submitters as summarised below:</p> <p>Consider that critical aspects of the draft Strategy lack an appropriate level of economic analysis which would likely result in outcomes fundamentally inconsistent with community feedback received. Consider that the draft Strategy fails to support the following themes</p> <p><u>Ensuring prosperity of the Township:</u></p> <p>Within the context of the community supporting a prosperous local economy and acknowledging that the Township is not an identified growth area, consider that a requirement for natural population growth is of particular importance for the continued economic prosperity of the Township as it faces increasing competitive pressure from nearby growth suburbs. Whilst noting that the draft Strategy includes a forecast of 655 dwellings within the Township to 2041 note that there is no detailed economic or physical analysis to support its recommendation to manage this growth within the existing residential area in the context of restricting any further expansion of the Township for the next 20 years.</p> <p>Noting that the Housing Diversity Strategy identified the Township as having limited capacity for further infill development, the submission raises concern about the ability to accommodate the forecast growth within existing residential areas and a formal land supply analysis to confirm whether the current policy direction will provide for the level of natural growth to survive and thrive and support economic prosperity in the Township.</p>	<p>The Whittlesea Township Plan outlines Council's strategic position in respect to the future planning and development of the Township and guide decision making. Based on population forecasts, it is clear that the Township and surrounds is expected to experience very modest growth over the next twenty years compared to the rest of the municipality. Whilst noting that that some level of growth is required to support the economic viability of the centre, this needs to be balanced against measures which support the protection of the rural character which is highly valued by the community. The Plan proposes a policy of containment which seeks to support some moderate growth within the Township and which also protects green wedge land from urban encroachment resulting in loss of agricultural activity.</p> <p>It is noted that the dwelling forecasts contained within the Plan are based on a number of broad assumptions which may change over time and officers will continue monitor and respond to changes in population forecasts and trends to ensure that a diversity of housing is directed to appropriate locations within the municipality. As detailed below, Council is also expected to undertake further work over time, including the need for</p>

No.	Submitter	Submission Summary	Officer Response
	<p>195 National Park Road, Kinglake West;</p> <p>195 National Park Road, Kinglake West;</p> <p>910 Epping Road, Woodstock</p> <p>85 Cleves Road North, Upper Plenty</p> <p>17 Longstaff Street, Kew East*</p>		<p>additional controls or changes to overlays and guidelines to encourage more diverse forms of housing in the Township and to ensure that any new development has regard to and respects the character of the area. Irrespective of any forecast modelling used to inform the Plan, it is clear that Whittlesea Township is not designated as a growth area and therefore it is not necessary to expand the boundaries to provide for more significant growth of the Township. At a municipal level, it is expected that housing development will continue to be directed to areas designated for housing in the growth areas and in appropriate areas within the established suburbs in proximity to public transport and other services and facilities.</p> <p>It is further noted that the developing communities of Wollert and Donnybrook located to the west of the Township, also creates additional opportunity for people living close by to visit the Township and contribute to the economic viability of the centre.</p> <p>The Plan notes that the City of Whittlesea offers a range of support services to local businesses including mentoring and on-site visitations to help strengthen and grow existing business. The City of Whittlesea's Economic Development Department will continue to look at additional programs and investigate opportunities to support business.</p> <p>Council has a strong focus on economic development and supporting business through the implementation of a range of business initiatives. This is a high priority within the current COVID environment in particular, but also on an ongoing basis to ensure a strong local economy. The development of Council's overarching Strong Local Economy Strategy will focus on business development and job creation. A number of plans are also proposed to be developed to underpin this Strategy including the Investment Attraction Plan and Destination Plan.</p>

No.	Submitter	Submission Summary	Officer Response
		<p><u>Maintaining the rural character of the Township:</u></p> <p>In the context of a strong community desire to maintain the existing rural character of the Township, raise concern with the recommendation to manage natural population growth within infill development. In order to meet the forecast growth consider that this would necessitate significant changes to the existing built form, lot size, population density and rural character which is in direct conflict with community feedback.</p> <p>Consider it is inappropriate for Council to approve the Draft Strategy in its current form as it lacks an acceptable level of economic analysis for a document of such significance.</p> <p>Implore Council to re-examine the Draft Strategy and commission a land supply and economic assessment to better inform the management of population growth</p>	<p>These Plans will focus on more specific aspects of the local economy, tourism and business attraction that will support further economic growth opportunities for existing and new businesses in the Township. The Economic Development Department will also have a key focus on developing a strong local economy by attracting and supporting new and existing business and working proactively in a collaborative manner to attract new jobs and increased local employment and investment.</p> <p>Priority Action 14 identifies the need to undertake further work to implement the Housing Diversity Strategy including the need for additional controls or changes to planning scheme overlays and guidelines for the 'Township Residential' area to ensure that a greater diversity of housing is provided in appropriate locations and which has regard to the existing and preferred character of the area. It is expected that further analysis will be undertaken in this regard to guide the development of future changes to the planning scheme and/or development of design guidelines to ensure that any proposed development respects the character of the area (which would include specialist analysis as necessary to support the work). It is noted that future changes to the planning scheme through a planning scheme amendment would be subject to a separate community engagement process and subject to Council endorsement.</p> <p>Irrespective of the modelling used to inform the strategic policy for this Plan, as noted above, it is not expected or considered necessary for Whittlesea Township to play a significant role in accommodating further residential growth. The Township and surrounds is expected to experience only moderate growth over the next 20 years and further work will be undertaken as part of the implementation of the Housing Diversity Strategy to guide how this growth should occur within the Township having regard</p>



No.	Submitter	Submission Summary	Officer Response
		* In addition to the pro-forma letter, this submitter also included additional statements supporting the need further residential growth to support the economic viability of the Township. In addition the submitters provided background about the business they operated in Whittlesea Township.	to built form and landscape outcomes to ensure that new development respects the character of the Township.

**ITEM 6.2.4 FOR DECISION - 20 ROMEO COURT MILL PARK**

**Attachments:**                   1     Locality Map [↓](#)  
                                      2     Architectural Plans [↓](#)

**Responsible Officer:**       Director Planning & Development

**Author:**                     Planning Officer

**APPLICANT:**                Planning & Design P/L

**COUNCIL POLICY:**         16.01-1L Housing Supply in Established Areas

**ZONING:**                    General Residential Zone (Schedule 4)

**OVERLAY:**                  Development Contributions Plan Overlay (Schedule 3)

**REFERRAL:**                None

**OBJECTIONS:**             Seven objections and one anonymous objection

**RECOMMENDATION SUMMARY**

That Council resolve to refuse the Planning Application No. 719054 and issue a Refusal for the construction of four dwellings at 20 Romeo Court, Mill Park as the development is inappropriate for this site.

**BRIEF OVERVIEW**

This proposal seeks approval for the construction of four dwellings at 20 Romeo Court, Mill Park. The proposed dwellings will be two-storey and would all comprise of three bedrooms.

Notification of the proposal was undertaken and seven formal objections and one anonymous objection were received.

**RATIONALE FOR RECOMMENDATION**

The proposal has not demonstrated a satisfactory response to the requirements of the General Residential Zone (Schedule 4) and does not achieve an acceptable level of compliance with Clause 55 (ResCode) of the Whittlesea Planning Scheme.

**IMPACTS OF RECOMMENDATION**

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

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

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

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

## REPORT

### SITE AND SURROUNDING AREA

The site is a residential property located on the north side of Romeo Court, between Luke Court to the north-east and Silverbeach Rise to the south-west (see *Attachment 1*). The subject site is a regular shaped allotment with a frontage to Romeo Court of 16.9m and an overall site area of 901.44m<sup>2</sup>. The subject site is currently vacant and void of any significant vegetation. The site falls approximately 3.3m towards the south-east (front) elevation of the site. The land to the rear of the site is undeveloped and is located within the Public Use Zone 1 which recognizes land for the purposes of public services and utilities.

The character of the surrounding area is residential, with developments largely comprising of both single and double storey single dwelling developments, two dwellings on a lot and multi-unit developments.

Examples of medium density development are found frequently throughout Romeo Court. Notably, the subject site abuts two single dwellings on a lot at 19 and 21 Romeo Court.

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

- Meadow Glen Primary School (215m north-east);
- Winchester Park- Walkway and Reserves (430m west);
- Meadow Glen Athletics Centre Reserve (450m east);
- Westfield Shopping Centre (480m north);
- South Morang Train Station (750m north);
- Mill Park Secondary College and Community Sporting Grounds (785m east).

### RESTRICTIONS AND EASEMENTS

The site is formally described as Lot 196 on Plan of Subdivision 218489P.

The site is not encumbered by any restrictive covenants or Section 173 Agreements.

The site is not encumbered by any easements.

### PROPOSAL

The application seeks approval for the construction of four dwellings (see *Attachment 2*).

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

	Height /Scale	Number of Bedrooms	Setbacks	Private Open Space	Car Parking	Maximum Height
Dwelling No. 1	Two Storey	Three Bedrooms	North: 1.24m East: Approx. 6.9m South: 5m West: 1.5m	33.2m <sup>2</sup>	Two spaces (single garage and tandem car space)	7.39m
Dwelling No. 2	Two Storey	Three Bedrooms	North: 0m East: 1.5m South: 5.45m West: 0m	44.8m <sup>2</sup>	Two spaces (single garage and tandem car space)	7.56m

	Height /Scale	Number of Bedrooms	Setbacks	Private Open Space	Car Parking	Maximum Height
Dwelling No. 3	Two Storey	Three Bedrooms	North: 0m East: 0m South: 5.45m West: 1.5m	43.4m <sup>2</sup>	Two spaces (single garage and tandem car space)	6.93m
Dwelling No. 4	Two Storey	Three Bedrooms	North: 0m East: 1.5m South: 0m West: Approx. 1.1m	53.8m <sup>2</sup>	Two spaces (single garage and tandem car space)	6.73m

## PUBLIC NOTIFICATION

Advertising of the application has resulted in seven objections and one anonymous objection being received. The grounds of objection can be summarised as follows:

- The proposal is an overdevelopment of the site.
- The development is visually bulky and inconsistent with the character of the area.
- Proposal will result in overlooking and loss of privacy to adjoining dwellings.
- The proposal provides insufficient on-site car parking.
- The proposal will cause congestion of local streets and loss of on street car parking.
- Increased noise in street associated with the development.
- The development will adversely affect the property value of surrounding properties.
- The development will cause waste pollution.
- The development will overshadow adjoining properties.
- Overcrowding/Overpopulation of the Street.

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

## HOUSING DIVERSITY STRATEGY

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

The HDS is a reference documents in the Planning Scheme.

The site is within a Neighbourhood Interface change area, which recognises areas typically a 10-15 minute walk to public transport and activity centres. The preferred housing typologies are identified as detached dwellings, duplexes, dual occupancies, townhouses and multi unit developments. The Neighbourhood Interface change area has a number of key design principals, including:-

- A range of low to medium building heights that support some housing diversity;
- Building heights that integrate well with the existing housing stock;

- Moderate front setback to provide sufficient space for landscaping and a medium canopy tree;
- Sufficient side and rear setbacks to allow for some landscaping and external access to the rear;
- Medium site coverage to facilitate a balance between increased densities and landscape opportunities;
- Usable private open space;
- Landscaping to complement medium density built form;
- Medium sized canopy tree in the front setback;
- Large canopy tree in rear setback.

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

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

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

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

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

	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
B1	Neighbourhood Character	X	X	<p>The existing neighbourhood character contains a combination of single and double storey dwellings. The surrounding dwellings are consistently constructed from brick, with hipped or gabled roof forms and moderate landscaping within the front setback.</p> <p>Medium density is found consistently within the streetscape. Where medium density developments are found, a sense of openness is provided by way of separation between built form.</p> <p>Medium density developments within the streetscape are largely provided with single crossovers to each site; however there are some notable examples of sites being serviced by two crossovers, including 7 Romeo Court opposite the subject site.</p> <p>In addition to consideration of the above context, Schedule 4 to the General Residential Zone contains the following neighbourhood character objectives:</p> <ul style="list-style-type: none"> <li>• To support a preferred neighbourhood character that balances the scale of development with landscaping and ensures</li> </ul>



	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
				<p>sensitive transitions in height from existing dwellings;</p> <ul style="list-style-type: none"> <li>• To encourage contemporary building designs with variation and breaks in building form to soften the visual bulk of development through elements such as eaves, hipped or gabled roof forms and setbacks at upper floors;</li> <li>• To improve landscape character by providing generous landscaping including canopy trees in front and rear setbacks to soften the visual impact of development;</li> <li>• To encourage functional secluded private open space at the rear of the dwelling through its orientation and design.</li> </ul> <p>The proposed development would incorporate elements of the surrounding housing stock including pitched roof forms and some landscaping within the front setback. However, the proposal does not go far enough in responding Standard B1- Neighbourhood Character.</p> <p>Whilst double storey built form is not uncommon in the immediate area the concern with this proposal relates to the amount of double storey built form which expands across the site to the rear and the lack of meaningful separation at both ground and first floor levels. Of particular concern is the cantilevering of the first floor level of Dwellings Two and Three which adds to the bulk and limited separation of these dwellings. In addition the double storey built form of Dwelling Four is setback 1.8 metres from the western boundary which is not considered to be a sensitive transition in height when compared against neighbouring properties which have generous secluded private open spaces or more modest single storey buildings.</p> <p>In addition to the above it is also considered that the proposal lacks a sufficient amount of articulation to soften the visual bulk of the proposal. The proposed dwellings have not been appropriately recessed which is particularly evident for Dwelling Two and Three which have more living/ floor area at the first floor level compared to their</p>

	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
				<p>associated ground floor level. The limited first floor recession adds to the bulk of the proposal when viewed from Romeo Court and surrounding secluded private open spaces.</p> <p>Furthermore, vehicle access to the site is provided by way of two crossovers from Romeo Court. This reduces the area within the front setback to provide meaningful landscaping that is appropriate to the scale of the development. The increased area of hardstand within the front setback diminishes opportunities to provide further landscaping that could mitigate the bulk of the four double storey dwellings which is contrary to the neighbourhood character objectives of the zone which encourage outcomes that improve the landscaping character and result in generous landscaping opportunities.</p> <p>In summary, the proposal does not go far enough in responding to the neighbourhood character objectives and the proposal is not considered to respect the existing and preferred neighbourhood character.</p>
B2	Residential Policy	X	X	<p>The site is located within a General Residential Zone (Schedule 4) and is within a Neighbourhood Interface change area as identified in the Housing Diversity Strategy 2013-2033 (HDS).</p> <p>The HDS sets out key design principles for residential development in Neighbourhood Interface change areas. Whilst the proposal is consistent with the preferred housing typology identified within the HDS, the proposal does not achieve a building height that integrates well with the existing housing stock. As discussed above, whilst two storey built form is generally acceptable within a Neighbourhood Interface area, the lack of articulation to all dwellings does not achieve a building height and massing that integrates well with the existing housing stock as sought by the HDS.</p> <p>Further inconsistencies with the HDS include:</p> <ul style="list-style-type: none"> <li>• The inclusion of a second crossover reduces the ability to provide sufficient space for landscaping;</li> </ul>

	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
				<ul style="list-style-type: none"> <li>The boundary-to-boundary build associated with Dwelling 4 does not provide side setbacks that allow for access to the rear or any landscaping along the north or south elevations;</li> <li>The combination of the additional crossover and boundary-to-boundary build limits the provision of landscaping which is appropriate to the scale of the development, noting that additional landscaping is required to offset the bulk of the proposal due to the absence of first floor setbacks to provide articulation.</li> </ul> <p>Clause 16.01-1L (Housing Supply in Established Areas) applies to the development of two or more dwellings in the established areas of the municipality. This Clause contains strategies for achieving development that contributes positively to the neighbourhood character of the area whilst achieving a high level of amenity. Strategies for achieving this include to encourage development that:</p> <ul style="list-style-type: none"> <li>Provides an articulated building form to avoid visual bulk</li> <li>Minimises vehicle crossovers, to maximise landscaping opportunities in the front setback and to maintain on-street parking provision.</li> <li>Provides landscaping along driveways that is not impacted by vehicle manoeuvres.</li> </ul> <p>The proposal does not achieve an acceptable level of compliance with Clause 16.01-1L.</p> <p>Regarding the built form, the proposal is not considered to be sufficiently articulated which is evident by the minimal first floor setback.</p> <p>The proposals reliance on two vehicle crossovers to provide vehicle access to the site is contrary to Clause 16.01-1L, which seeks to minimise the number of vehicle crossovers provided to a development.</p> <p>The vehicle swept paths provided indicate that the proposed landscaping along the shared accessway would be impacted by vehicles entering and exiting the site. Vehicles entering and</p>

	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
				exiting the garages of Dwellings Two, Three and Four would encroach into the landscaped areas, compromising the ability for meaningful landscaping to establish along the accessways. Providing meaningful landscaping along the accessway would assist in alleviating the bulk of the proposals presentation to Romeo Court.
B3	Dwelling Diversity	N/A	N/A	Only applicable to developments of ten or more dwellings
B4	Infrastructure	✓	✓	Complies.
B5	Integration with the street	✓	✓	Complies.
B6	Street setback	✓	✓	Complies.
B7	Building height	✓	✓	Complies.
B8	Site coverage	✓	✓	38.4%. Complies.
B9	Permeability	✓	✓	35.9%. Complies.
B10	Energy efficiency	✓	✓	Complies.
B11	Open space	N/A	N/A	Only applicable if public or communal open space is to be provided on site or adjacent to the development.
B12	Safety	✓	✓	Complies.
B13	Landscaping	X	X	The subject site is located within a General Residential Zone (Schedule 4). Schedule 4 to this zone requires a development to provide one canopy tree in both the front and rear setbacks.  Each canopy tree must achieve a minimum six metres mature height and be accommodated in a pervious area of at least 5 metres by 5 metres, that does not contain driveways or car parking. This area is to be provided in addition to secluded private open space.

	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
				Whilst a canopy tree has been provided within the front and rear setbacks of the site, compliance with the Schedule has not been achieved. The 5m x 5m area for the canopy tree has not been provided in the rear setback <i>in addition to the secluded private open space</i> . Therefore, the development does not comply with Standard B13 Landscaping and an additional area of landscaping or SPOS is required.
B14	Access	X	X	<p>The development proposals vehicle access to the site by way of two vehicle crossovers.</p> <p>Standard B14 Access states that the location of crossovers should maximise the retention of on-street car parking spaces. Further, Standard B14 seeks to ensure that the number and design of vehicle crossovers respects the neighbourhood character.</p> <p>The proposed additional crossover would result in the loss of an on street car parking space on the north side of Romeo Court. Additionally, the provision of a second crossover is inconsistent with the existing and preferred neighbourhood character of Romeo Court, whereby multi unit developments are predominantly serviced by a single crossover providing access to a shared driveway.</p>
B15	Parking location	✓	✓	Complies.
B17	Side and rear setbacks	✓	✓	Complies.
B18	Walls boundaries on	✓	✓	Complies.
B19	Daylight existing windows to	✓	✓	Complies.
B20	North-facing windows	✓	✓	Complies.

	√ - Compliance X - Non compliance	Objectives	Standards	COMMENTS
B21	Overshadowing open space	✓	✓	Complies.
B22	Overlooking	✓	✓	Complies,
B23	Internal views	✓	✓	Complies.
B24	Noise impacts	✓	✓	Complies.
B25	Accessibility	✓	✓	Complies.
B26	Dwelling entry	✓	✓	Complies.
B27	Daylight to new windows	✓	✓	Complies.
B28	Private open space	X	X	<p>As discussed above, the subject site is located within a General Residential Zone Schedule 4. This schedule contains additional landscaping requirements, namely, the provision on a canopy tree within the front and rear setbacks of the site with an area of 5m x 5m.</p> <p>This area is to be provided in addition to the required area of secluded private open space.</p> <p>The proposed canopy tree within the rear setback of the site has not been provided in addition to the secluded private open space. Therefore, Dwelling Four does not achieve the requirement to provide 40m<sup>2</sup> of Private Open Space. This cannot be easily addressed via permit conditions as the proposed development would need to undertake significant alterations to comply with Standard B28.</p> <p>The inimitability for the proposal to comply with the private open space requirements significantly reduces the amenity of future occupants of the dwellings and is indicative of a development that has not sufficiently responded to the spatial constraints of the site.</p>
B29	Solar access to	✓	✓	Complies.



	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
	open space			
B30	Storage	✓	X	<p>Each dwelling should have convenient access to at least 6 cubic metres of externally accessible, secure storage space.</p> <p>Dwelling One has been provided with external storage within the garage, which does not provide any convenient access to the rear of the site. A condition could be included on any permit issued requiring 6m<sup>2</sup> of externally accessible secure storage to be provided to Dwelling One.</p>
B31	Design detail	X	X	<p>The proposal does not provide an acceptable design response that respects the existing and preferred neighbourhood character of Romeo Court.</p> <p>Further articulation to all dwellings is required to improve compliance with Standard B31 Design Detail and reduce the bulk of the proposal.</p> <p>In particular, further articulation is required to:</p> <ul style="list-style-type: none"> <li>• The east and south elevations of Dwelling One;</li> <li>• The north, east and south elevations of Dwelling Two;</li> <li>• The north, east, south and west elevations of Dwelling Three;</li> <li>• The east and west elevations of Dwelling Four.</li> </ul> <p>The provision of increased first floor setbacks to the abovementioned elevations of the dwellings would reduce the visual bulk of the proposal and provide an improved neighbourhood character response. The proposal relies on first floor level built form cantilevering over ground floors. The Neighbourhood Character objectives of the General Residential Zone (Schedule 4) specify that upper floors should be setback to soften the scale of the development. Some of the design outcomes associated with this proposal suggest that the scale of development is ambitious in its layout and massing when considering the existing and</p>

	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
				preferred neighbourhood character.
B32	Front fences	✓	✓	Complies.
B33	Common property	✓	✓	Complies.
B34	Site services	✓	✓	Complies.

### CAR PARKING

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

Dwelling No.	No. of bedrooms	Car spaces required	Car spaces provided	Complies
Dwelling One	Three	Two	Two	Yes
Dwelling Two	Three	Two	Two	Yes
Dwelling Three	Three	Two	Two	Yes
Dwelling Four	Three	Two	Two	Yes

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

Whilst the proposal has provided technical compliance with the car parking provisions at Clause 52.06 of the Whittlesea Planning Scheme, the proposal does not provide a functional car parking layout.

The vehicle swept path diagrams submitted indicate several points of conflict along the shared accessway servicing Dwellings Two, Three and Four. These conflicts include:

- Vehicles exiting the tandem car space associated with Dwelling Two would encroach into the landscaping along the south side of the accessway and contact the side boundary fence;
- Vehicles exiting the tandem car space associated with Dwelling Three would encroach into the landscaping along the south side of the accessway and contact the side boundary fence;
- Vehicles entering the garage and tandem car space associated with Dwelling Four would make contact with the east facing wall associated with Dwelling Four and the

eastern wall of the garage. Additionally, a vehicle would be required to significantly encroach into the landscaping along the north elevation of the shared accessway.

- Vehicles exiting the garage and tandem car park associated with Dwelling Four would likely make contact with the porch area of Dwelling Four, as well as encroach into the landscaping area along the south and north side of the shared accessway.

The outstanding access issues associated with the site could not be easily resolved by way of condition on a permit. A reduction in the landscaping area along the south side of the accessway would result in an increase in hardstand area and further contribute to the bulk of the proposal.

In addition to this, an application to construct or extend a dwelling or residential building on a lot of this size must provide a minimum garden area equal to 35% of the lot. In its current form, the proposal is providing a minimum garden area of 35.4%. It is likely that any reduction in the landscaped area along the south elevation of the accessway would reduce the landscaped area below the minimum required 35%. Council Officers must refuse an application that does not achieve the minimum garden area requirement.

Satisfactory vehicle access cannot be provided to the site by providing further room along the north side of shared accessway associated with the garages of Dwellings Two and Three. These garages are already constructed along the boundary of the site. Further, these garages are already proposed to be constructed to the minimum required dimensions. A reduction in the length of these garages would not achieve compliance the car parking requirements at Clause 52.06 of the Whittlesea Planning Scheme.

Given the above, the outstanding access issues could not be resolved by way of condition on a planning permit as any condition requiring the submission of satisfactory swept path diagrams would result in a transformation of the proposal.

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

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

### **COMMENTS ON GROUNDS OF OBJECTION**

#### **1. The proposal is an overdevelopment of the site.**

The Whittlesea Planning Scheme does not prescribe a particular density for this site, however, given the number of objectives and standards that cannot be achieved, the density is considered too high and these shortcomings are an indicator of the proposal being an overdevelopment of the site.

#### **2. The development is visually bulky and inconsistent with the character of the area.**

As discussed earlier in the report, the proposal fails to accord with the existing and preferred neighbourhood character particularly due to the visual bulk of the dwellings and provision of two crossovers. The proposal is considered to be visually bulky due to the lack of meaningful first floor setback to all dwellings.

#### **3. Overlooking/ Privacy**

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

**4. Insufficient On-Site Car Parking**

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

Notwithstanding the above, there are numerous outstanding access issues associated with the car parking spaces that would compromise the functionality and useability of these spaces.

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

The development proposes an additional crossover, which would result in the loss of an on-street car parking space, however the traffic generated by the development is unlikely to unreasonably cause congestion within the street.

**6. Noise Impacts on Street**

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

**7. Property Value**

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

**8. Waste Pollution**

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

**9. Overshadowing to Adjoining Properties**

The proposal provides a satisfactory response to Clause 55.05-5 (Overshadowing Open Space Objective).

**10. Overcrowding/Overpopulation of the Street**

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

**DECLARATIONS OF CONFLICTS OF INTEREST**

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

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

**CONCLUSION**

The proposal does not appropriately response to the relevant Planning Policy Framework, including Clause 16.01-1L- Housing Supply of Established Areas and Clause 55 (ResCode). The proposed development does not demonstrate an acceptable level of compliance with the relative requirements of the Whittlesea Planning Scheme predominately due to its visual bulk, inability to provide satisfactory landscaping and outstanding vehicle access issues.

**RECOMMENDATION**

**THAT Council resolve to Refuse Planning Application No. 719054 and issue a Refusal to Grant a Planning Permit for Construction of Four Dwellings on the following grounds:**

- 1. The proposal does not comply with the following Objectives and Standard of Clause 55 of the Whittlesea Planning Scheme:**
  - a) B1 Neighbourhood Character;**
  - b) B2 Residential Policy;**
  - c) B13 Landscaping;**
  - d) B14 Access;**
  - e) B28 Private Open Space;**
  - f) B31 Design Detail**
- 2. The proposal does not appropriately respond to the neighbourhood character objectives sought by Schedule 4 to Clause 32.08- General Residential Zone.**
- 3. The proposal does not appropriately respond to the Policy Framework of the Whittlesea Planning Scheme as follows:**
  - a) The proposal does not comply with the policy at Clause 16.01-1L – Housing Supply in Established Areas due to the visual bulk, limited landscaping provisions and inclusion of an additional crossover; and**
  - b) The built form and landscaping provisions are inconsistent with the key design principles outlined for Neighbourhood Interface Change Areas of the Housing Diversity Strategy;**

**COUNCIL RESOLUTION**

**MOVED:** *Administrator Eddy*  
**SECONDED:** *Administrator Duncan*

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

**CARRIED**





**PLANNING APPLICATION NO. 719054**



Subject Land
  Objector
  Medium Density Housing

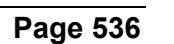


**City of  
Whittlesea**

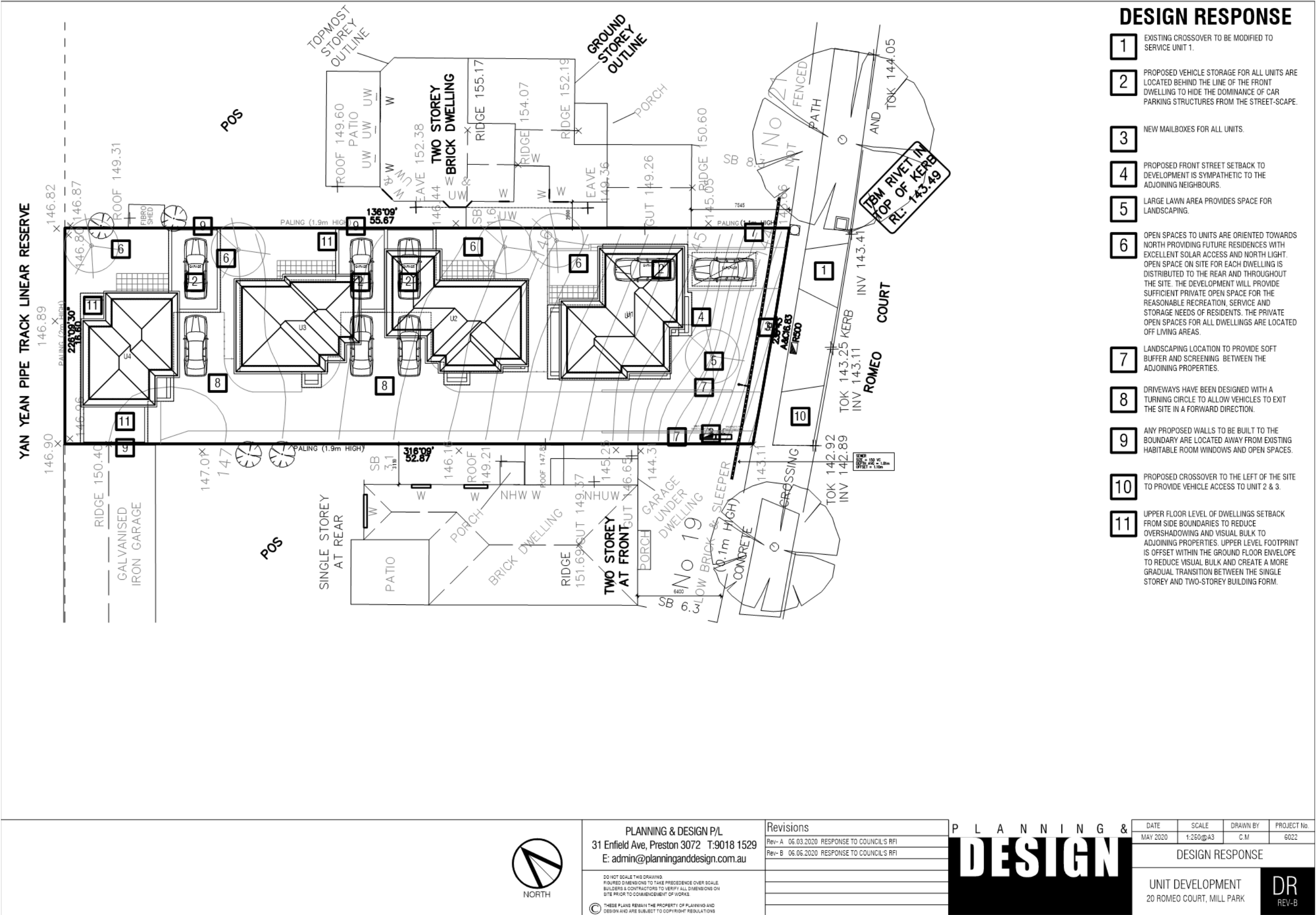
**BUILDING & PLANNING REPORT**





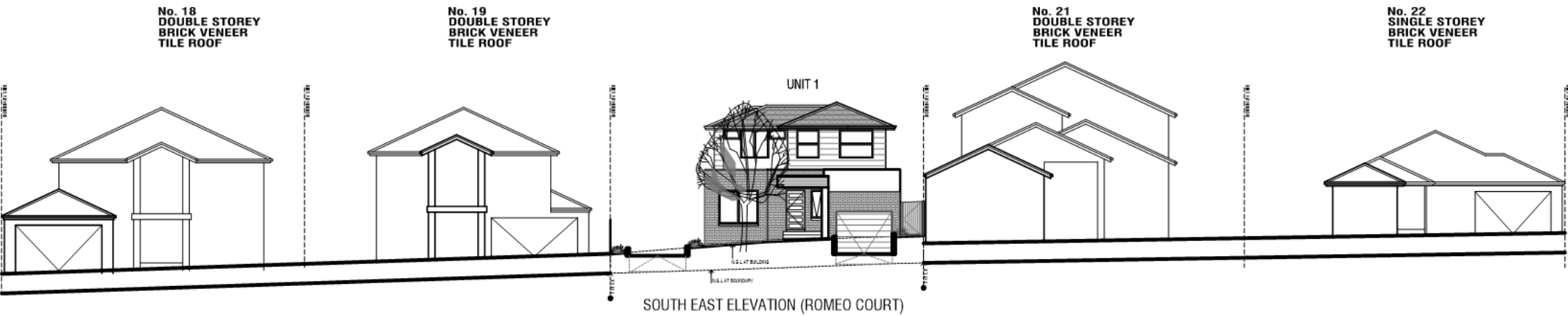








EXISTING ELEVATIONS



PROPOSED ELEVATIONS

PLANNING & DESIGN P/L

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Revisions

Rev- A	06.03.2020	RESPONSE TO COUNCIL'S RFI
Rev- B	06.06.2020	RESPONSE TO COUNCIL'S RFI

DO NOT SCALE THIS DRAWING.

FOURED DIMENSIONS TO TAKE PRECEDENCE OVER SCALE.

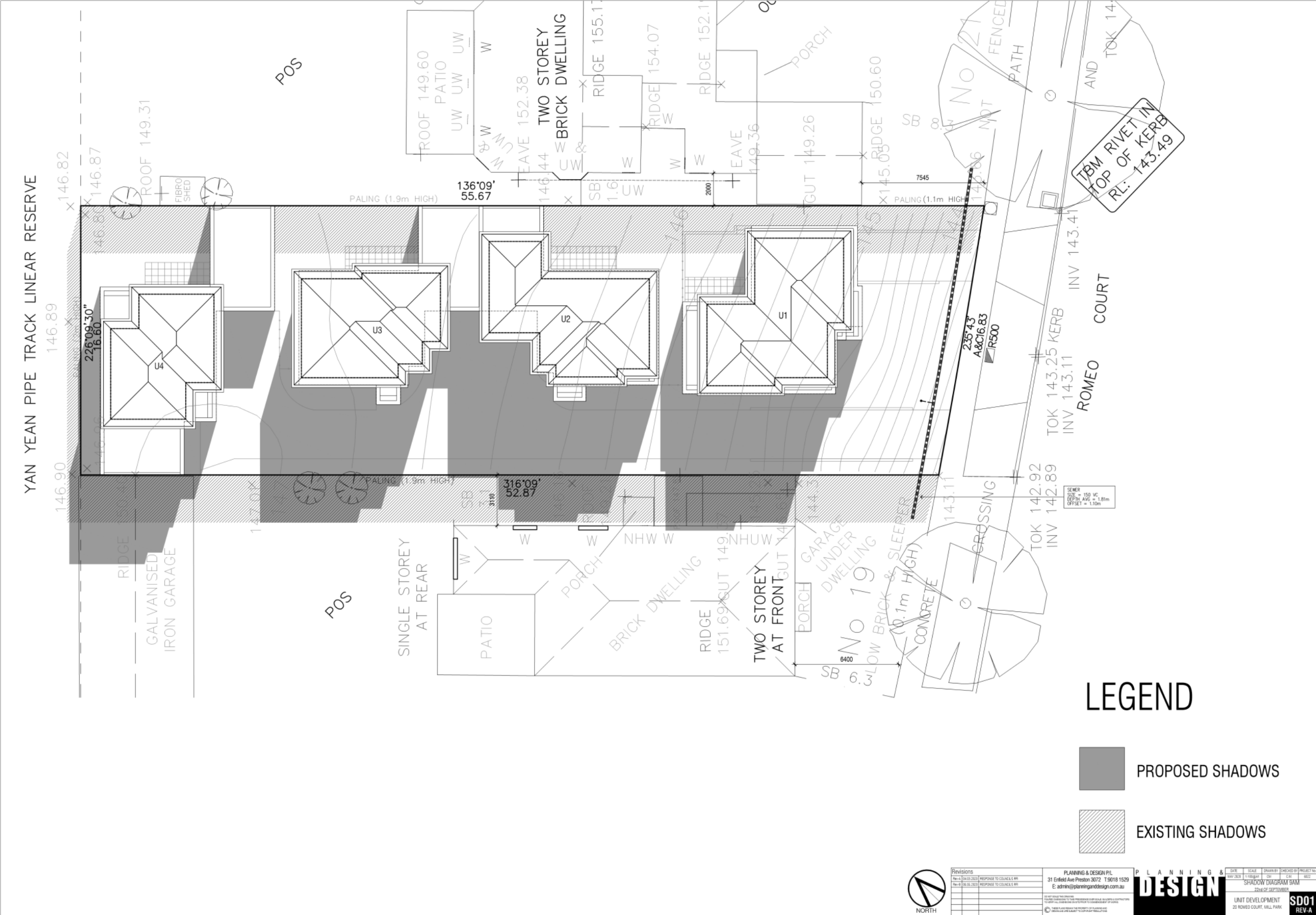
BUILDERS & CONTRACTORS TO VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF WORKS.

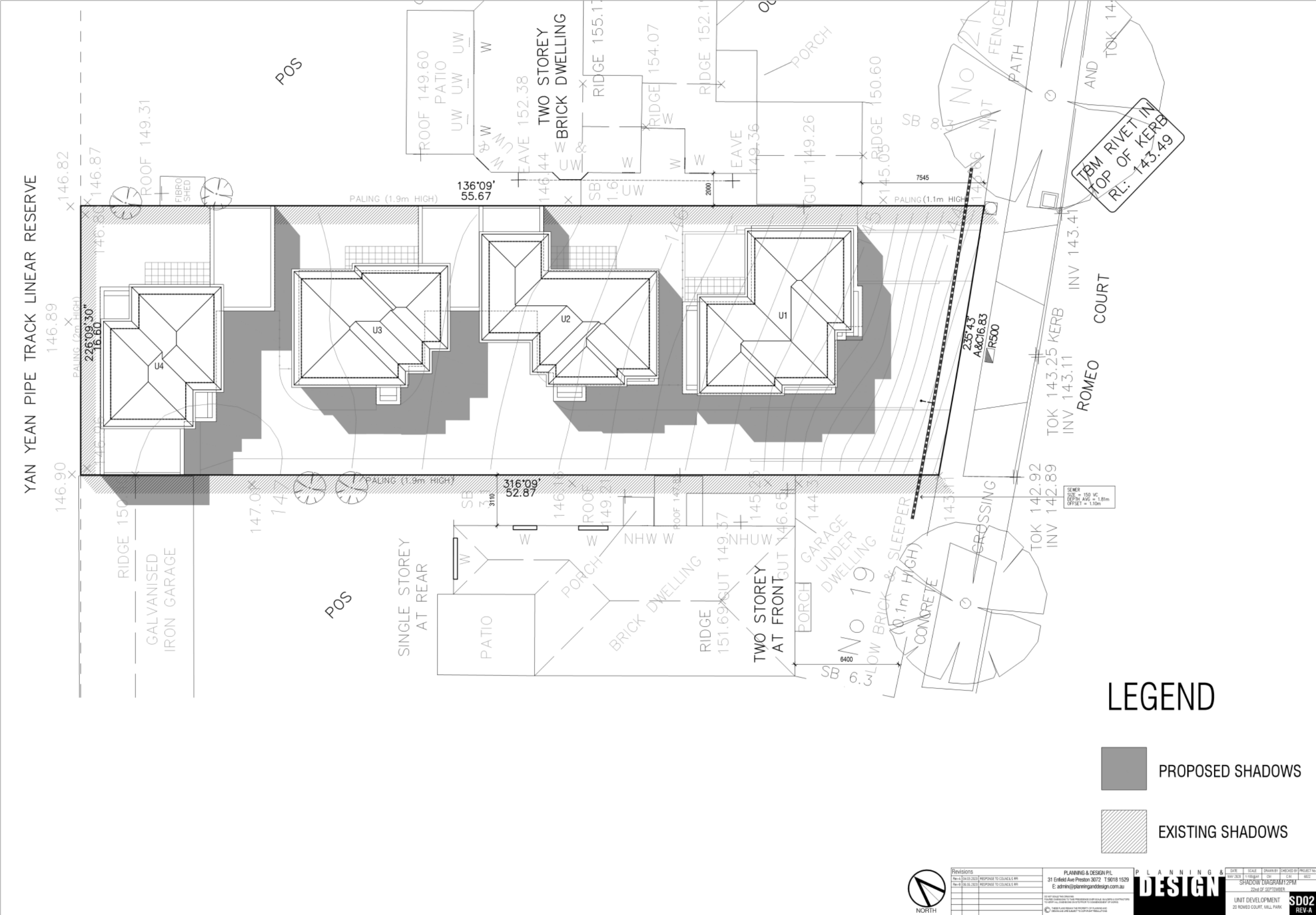
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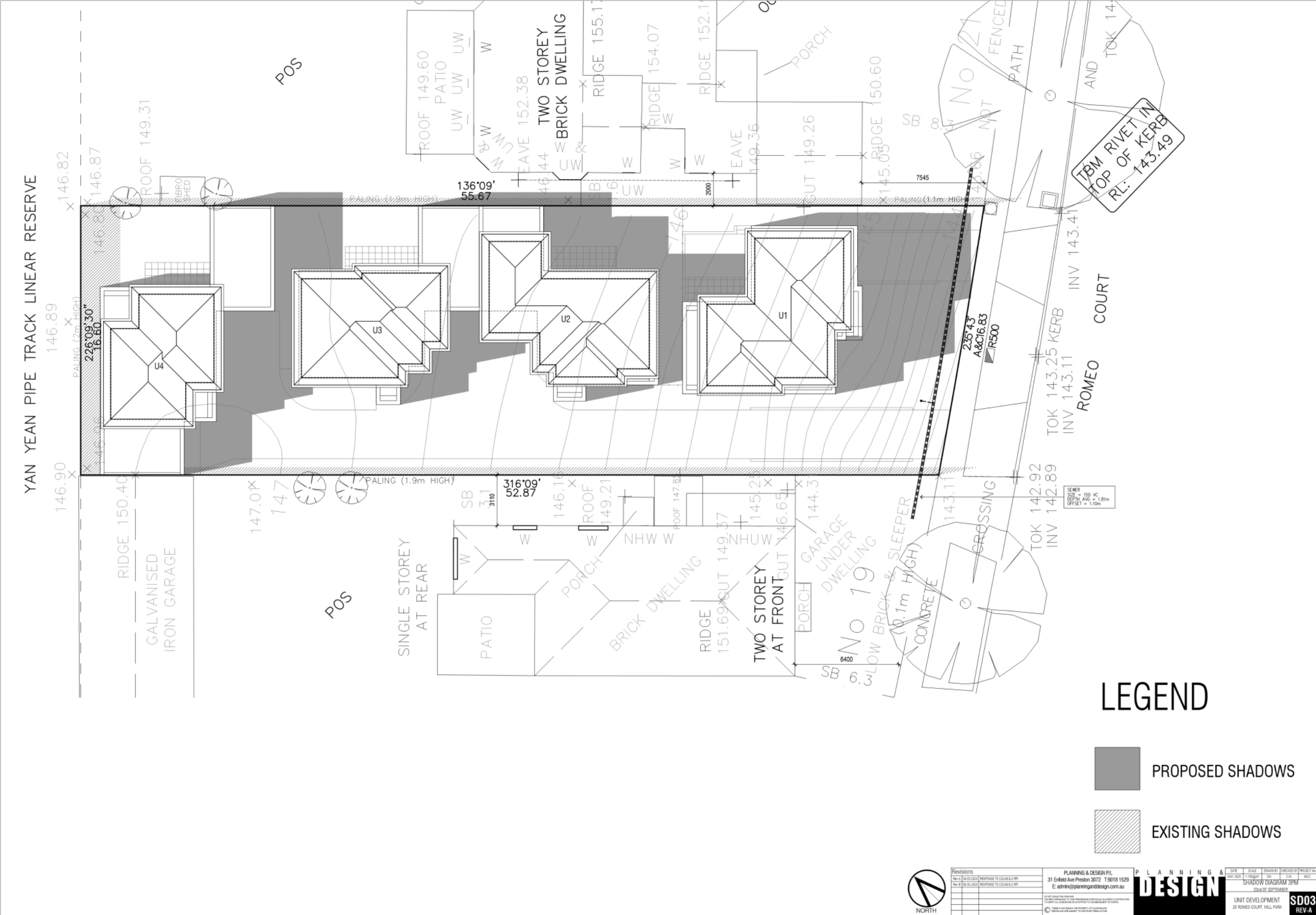
PLANNING & DESIGN

DATE	SCALE	DRAWN BY	PROJECT No.
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UNIT DEVELOPMENT			
20 ROMEO COURT, MILL PARK			
SE			
REV-B			

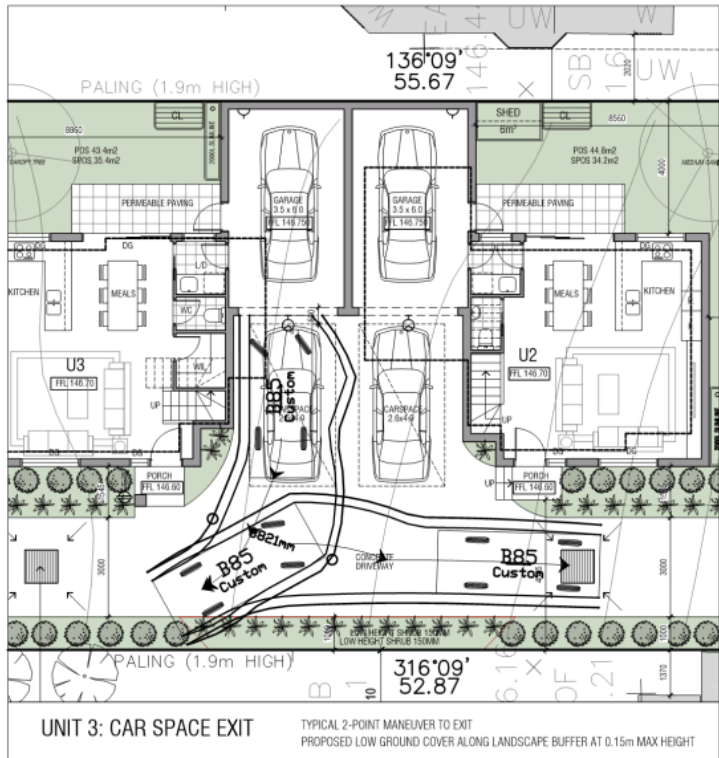
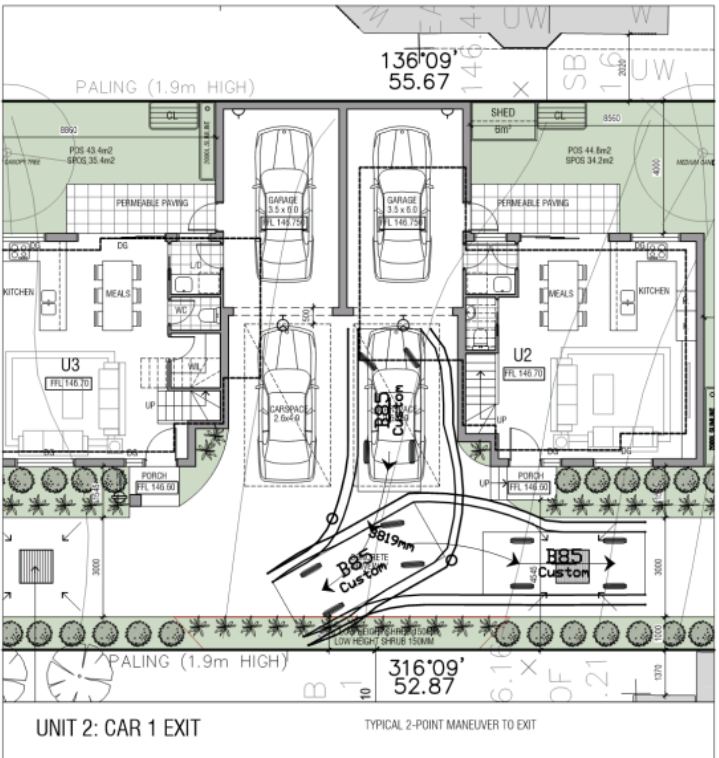
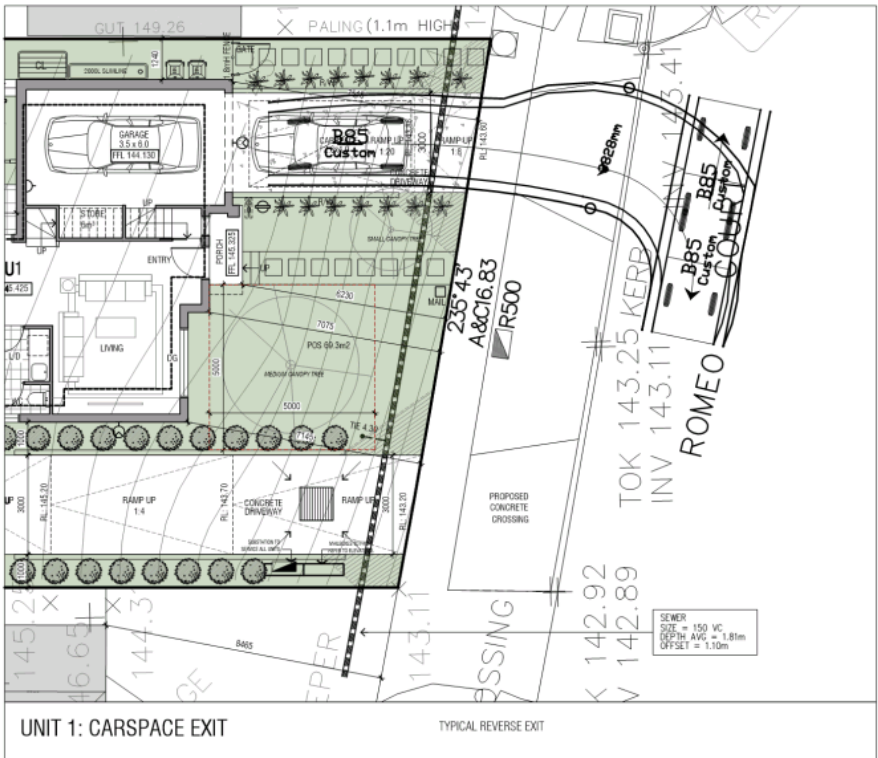
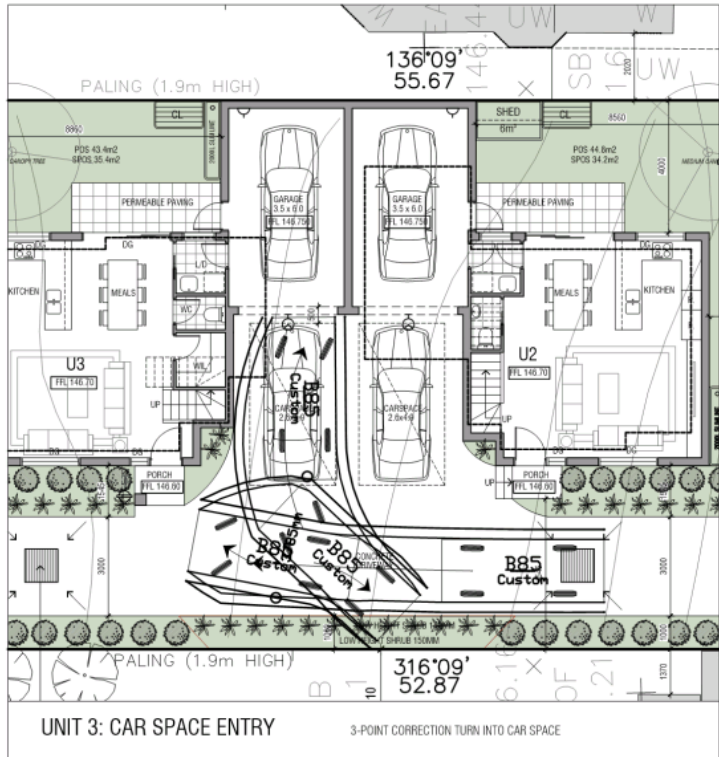
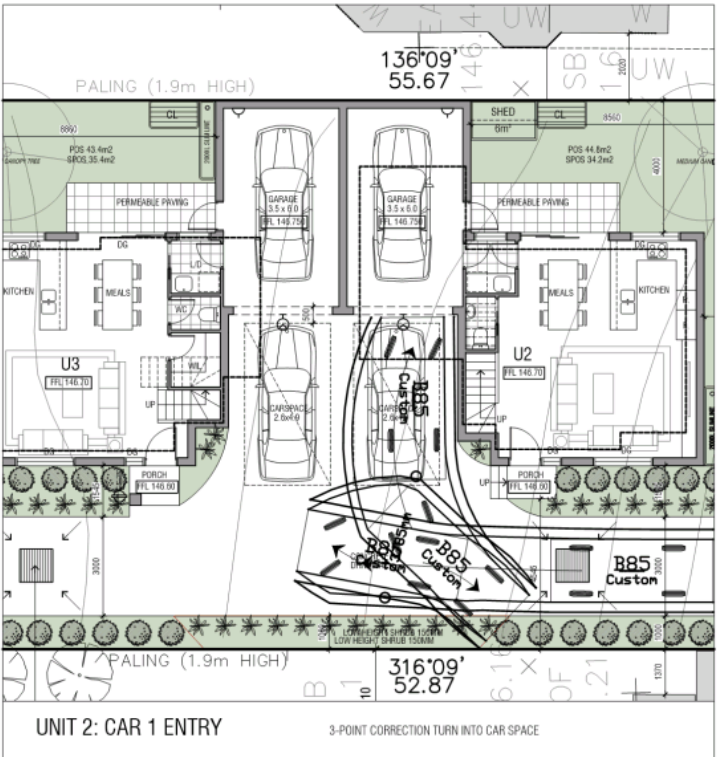
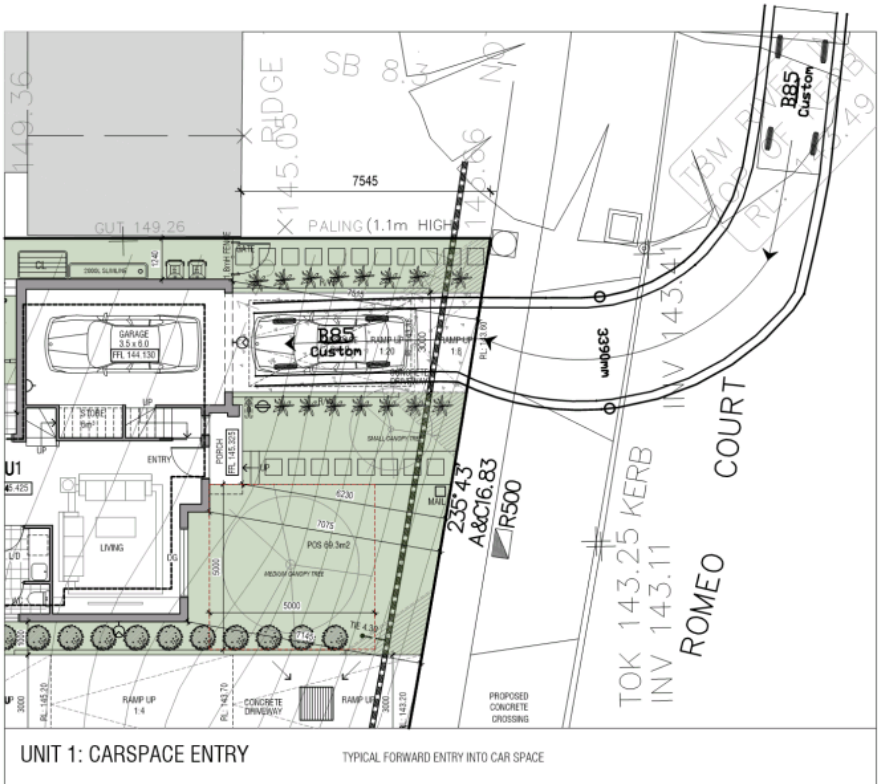












Revisions

Rev	Date	Description
1	15/11/2020	ISSUE FOR TP SUBMISSION
2	24/03/2021	RESPONSE TO COUNCIL'S WR
3	06/06/2021	RESPONSE TO COUNCIL'S WR

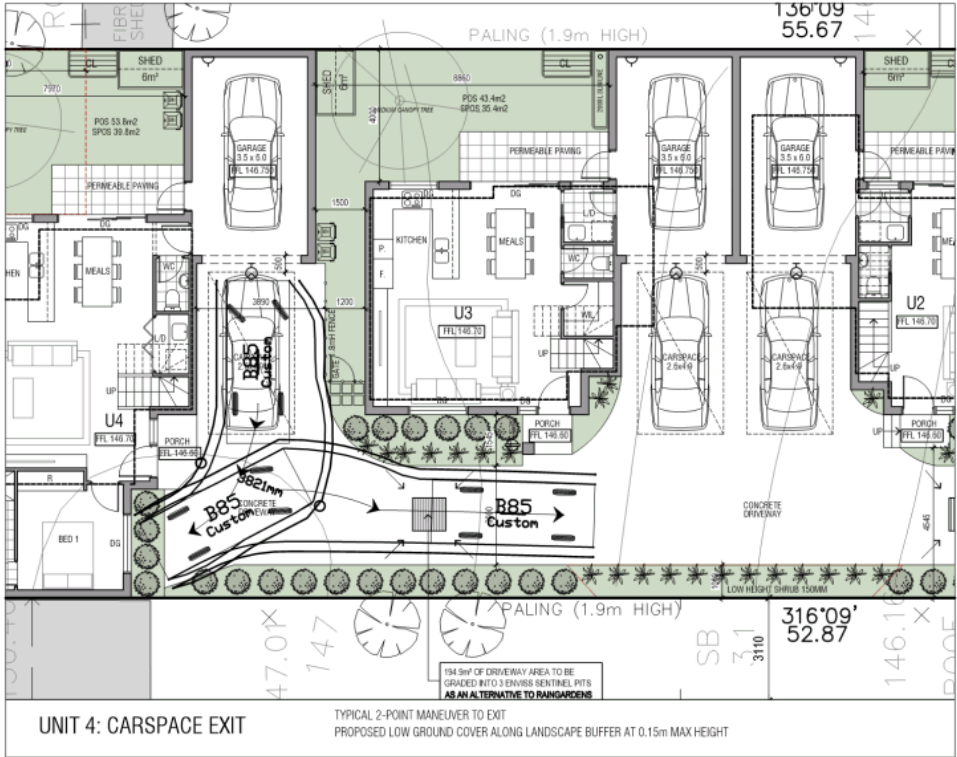
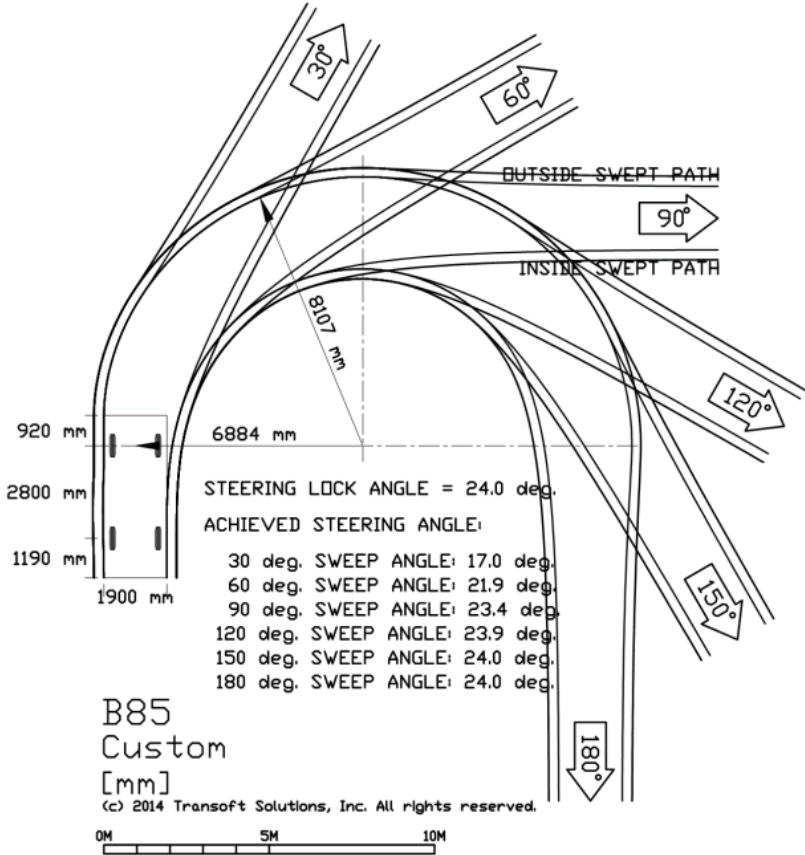
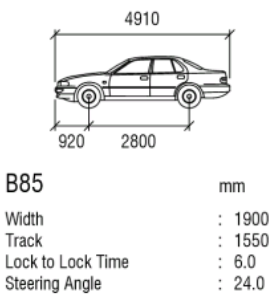
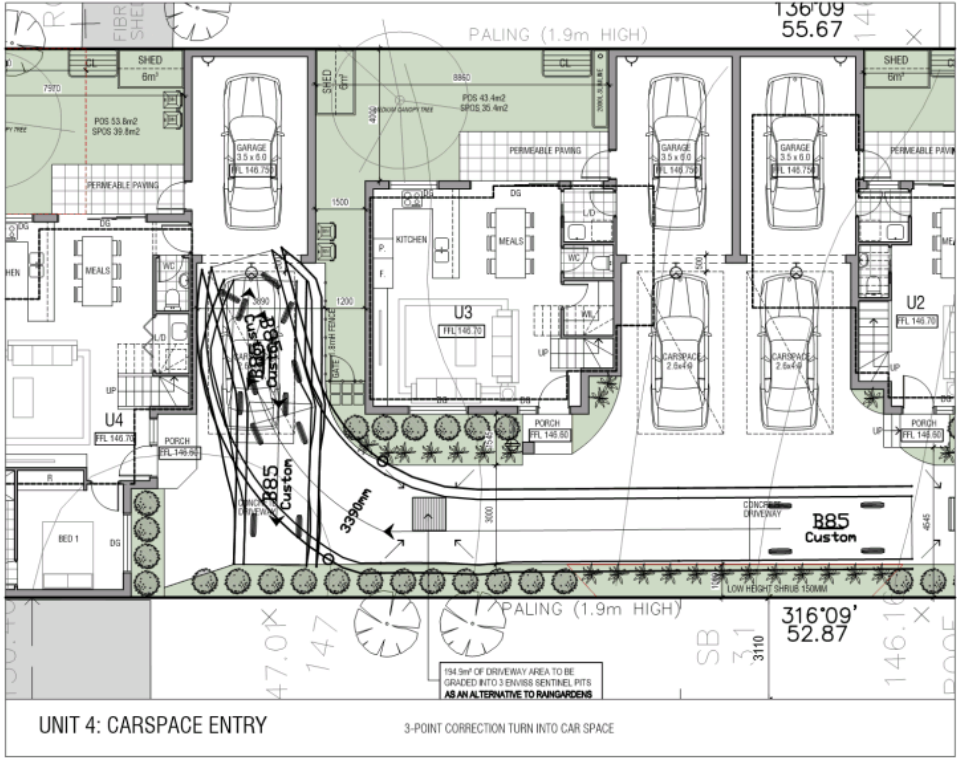
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PLANNING & DESIGN

DATE: 06/06/2021 SCALE: 1:100 DRAWN BY: C.M. CHECKED BY: M.B.

UNIT DEVELOPMENT  
20 ROMEO COURT, MULL PARK

SP01  
REV-B



Revisions			
Rev	Date	Description	By
01	15/11/2020	ISSUE FOR TP SUBMISSION	PLANNING & DESIGN P/L
02	24/03/2021	RESPONSE TO COUNCIL'S WR	31 Enfield Ave Preston 3072 T: 9018 1529 E: admin@planninganddesign.com.au
03	06/06/2021	RESPONSE TO COUNCIL'S WR	

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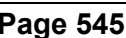
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DATE	SCALE	DRAWN BY	CHECKED BY	PROJECT NO.
06/06/2021	1:1000 (A1)	CH	CH	002
SWEPT PLAN				
UNIT DEVELOPMENT				
20 HOMED COURT, MULL PARK				
SP02				
REV-B				









**ITEM 6.2.5 FOR NOTING - 16 WOODRUFF ROAD, SOUTH MORANG - CONSTRUCTION COMPLIANCE**

**Responsible Officer:** Director Planning & Development

**Author:** Manager Building & Planning

**RECOMMENDATION SUMMARY**

That Council note the report and that officers from across Council continue to regularly monitor the site for any non-compliance and take immediate required action as needed. It is further recommended that Council consider all available options in the event the development is not completed by the due date and that senior officers meet with the head petitioner to be appropriately informed and updated.

**BRIEF OVERVIEW**

The original Building Permit was issued in 2015 with multiple extension of time requests approved over the years, currently requiring completion of the dwelling by October 2021.

A petition was tabled at a Council meeting in October 2018 and again in February 2021, originally calling for an investigation to ensure that conditions of the Building Permit and relevant Municipal Laws and Codes are being met and more recently requesting that no further renewing of the building permit occur.

The site has been under construction for many years and is progressing at a slow rate.

**RATIONALE FOR RECOMMENDATION**

Failing to renew the building permit may result in longer delays given there would be no active permit (no works could take place) and a new permit could be sought which would extend the times out further. It is important however to continue to monitor and respond to non-compliances in a timely manner and consideration may need to be given to how these are responded to should any future request for extension of time to the current permit be received. Council would need to consider all available options at that time. As there is no current request, there is not currently a decision to be made on whether or not to extend the permit further.

**IMPACTS OF RECOMMENDATION**

There is no impact associated with noting the report and there is no decision to be made at present on whether or not to extend the permit. This decision cannot be made until such time as an extension request is received which would be later in 2021. Council will need to consider all available options at that time including compliance on site and how far the development has progressed.

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

Officers have worked with the owner/builder to develop a construction schedule to assist progressing the dwelling further, however delays have occurred as a result of personal circumstances and COVID. Officers will continue to regularly monitor the site and take appropriate action as required. Legal guidance will be taken into account should a future request be received to extend the permit further.

**REPORT****BACKGROUND**

A building permit was issued on 19 October 2015 for the construction of a single dwelling at 16 Woodruff Road, South Morang. The permit required commencement of the dwelling by 19 October 2016 and completion by 19 October 2017.

As the dwelling was not completed by that date, an extension of time was granted for an additional 12 months to complete the dwelling by 19 October 2018.

On 10 September 2018 a second extension of time request was received as construction had not finished with strip footings, stumps and sub floor all having been completed and approved. A petition was subsequently received and tabled at the Council meeting of 2 October 2018 where the following resolution was unanimously carried:

*THAT Council resolve to receive the petition from 21 residents requesting Council investigate and where appropriate take action to ensure the conditions of the building permit issued for 16 Woodruff Road, South Morang and relevant municipal laws and codes are being met and a report be prepared for a subsequent meeting.*

A report was tabled at the 13 November 2018 Council meeting for noting. Since that time, further extension of time requests have been granted due to delays caused as a result of personal circumstances as well as COVID. Officers have also met with the owner/builder to develop a construction plan and the dwelling has now progressed to frame stage in preparation for roofing.

A further petition was received from nearby residents to the property, continuing to raise concerns in association with the site. This was tabled at a Council meeting in February 2021 with a resolution:

*THAT Council resolve to receive the petition from 21 residents and a report be presented at the 4 May 2021 Council Meeting.*

It is noted that this timeframe was extended to June and the head petitioner was advised accordingly.

**PROPOSAL**

Council officers have continually been monitoring the site and working with the owner to ensure all requirements of the building permit and relevant municipal laws, including the Building Site Code, are being complied with. This has included investigating:

- Noise;
- Sanitary disposal;
- Waste disposal;
- Visual impact;
- Fencing requirements;
- Display of Permit details; and
- Building permit compliance.

Through this process, improvements have been made to the site over time, however a more recent inspection was undertaken by various Council officers where some non-compliances have again been observed and are currently being actioned.

The storage of building materials on site is allowable for construction and where there is a valid building permit, although the site would benefit from being cleaned up which is currently being pursued with the owner. Failing to respond to these requests could result in referral to Worksafe as well as appropriate enforcement action being taken.

There is currently no request in relation to extending the building permit further and therefore no decision can be made at present, however Council will need to consider all available options should the development not be completed by the due date.

Council officers will ensure proactive monitoring occurs and will continue to work with the owner to bring the site into compliance. All the requirements of the building permit, Municipal Local Law and Building Site Code will continue to be monitored to ensure compliance at all times and any non-compliances actioned promptly.

## **CONSULTATION**

Discussions have been held with the head petitioner to clarify circumstances, detail what can be controlled by Council and what cannot. Officers will continue to keep the head petitioner informed and updated.

## **CRITICAL DATES**

The Building Permit will expire in October this year in the event the development is not complete, unless the time on the permit is extended. A decision will need to be made on any request to extend the permit at the time it is made and taking into account relevant legislative considerations.

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report. Officers will continue to actively monitor this site within existing operating resourcing.

## **POLICY STRATEGY AND LEGISLATION**

Compliance with the Building Act, the Municipal Local Law and Building Site Code of Practice will continue to be monitored.

## **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*

Council are the relevant Building Surveyor for this site and will need to monitor compliance of construction in accordance with the Building Act and Regulations.

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

<b>Goal</b>	<b>Liveable neighbourhoods</b>
<b>Key Direction</b>	<b>Well-designed neighbourhoods and vibrant town centres</b>

Monitoring of the site is needed to ensure compliance.

**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 slow construction and approach of this project is clearly causing some concern for neighbouring residents of the site, which more recently has not been helped by COVID and other delays. The construction will continue to be monitored and any non-compliances addressed promptly.

**RECOMMENDATION**

THAT Council resolve to:

1. Note the report.
2. Ensure officers from across Council continue to regularly monitor the site for any non-compliance and take immediate required action as needed.
3. Consider all available options in the event the development is not completed by the due date.
4. Ensure a meeting is arranged between senior officers and the head petitioner to be appropriately informed and updated.

**COUNCIL RESOLUTION**

**MOVED:** *Chair of Council Wilson*  
**SECONDED:** *Administrator Eddy*

THAT Council resolve to:

1. **Note the report.**
2. **Ensure officers from across Council continue to regularly monitor the site for any non-compliance and take immediate required action as needed.**
3. **Consider all available options in the event the development is not completed by the due date.**
4. **Ensure a meeting is arranged, together with regular communication, between senior officers and the head petitioner and any other interested residents to ensure that they are appropriately informed and updated on this matter.**

**CARRIED**

### 6.3 STRONG LOCAL ECONOMY

#### ITEM 6.3.1 FOR DECISION - PROPOSED BUSINESS ADVISORY PANEL

**Attachments:** 1 DRAFT CoW Business Advisory Panel Terms of Reference [↓](#)

**Responsible Officer:** Director Planning & Development

**Author:** Manager Economic Development

#### REPORT SUMMARY

The proposed Business Advisory Panel is being established to further enhance Council engagement with the local business community.

#### KEY FACTS AND / OR ISSUES

- The proposed Business Advisory Panel (Panel) will work together with Council in delivering the key objectives and advocate for a Strong Local Economy.
- The function of the Panel will be supported by a Terms of Reference (Attachment 1).
- The proposed membership of the Panel will include an Administrator / Councillor, Council Officers and up to 10 local business representatives.

#### INTRODUCTION

The purpose of the proposed Business Advisory Panel (Panel) will enable local business leaders work with Council in delivering key objectives and advocacy for a Strong Local Economy.

#### BACKGROUND

The proposed Business Advisory Panel has clear linkages with Whittlesea 2040 Goal: Strong Local Economy and the Economic Development Strategy key direction 5 *Collaborate with community, business and government to deliver resources and opportunities*. The Panel aims to further enhance the partnerships between Council and the business community.

In addition to the proposed establishment of the Business Advisory Panel, Council will be undertaking a number of additional engagement activities with local businesses and stakeholders. Roundtable events and other planned activities will take place throughout the year to further enhance engagement and relationships between business and Council.

#### PROPOSAL

The proposed Panel Terms of Reference (attachment 1) outlines the Panel's function, including its purpose, membership, roles and responsibilities and meeting frequency.

Membership to the Group will be determined via application of an Expression of Interest (EoI) responding to selection criteria.

Following the EoI, recommended members will be presented to Council for consideration and endorsement.



**CONSULTATION**

Advice was sought from Executive Manager Governance and was agreed that the proposed Terms of Reference is suitable.

**CRITICAL DATES**

Council's Business Advisory Panel is proposed to be established by September 2021.

A series of roundtable and other engagement activities are currently being planned.

**FINANCIAL IMPLICATIONS**

No financial commitment is required. The establishment of the Panel and its activities will be delivered within existing resources and budget.

**POLICY STRATEGY AND LEGISLATION**

The proposed Business Advisory Panel has clear linkages with Whittlesea 2040 Goal: Strong Local Economy and the Economic Development Strategy key direction 5 *Collaborate with community, business and government to deliver resources and opportunities*. The Panel aims to further enhance the partnerships between Council and the business community.

**LINK TO STRATEGIC RISKS**

**Strategic Risk** *Not linked to the risks within the Strategic Risk Register.*

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

<b>Goal</b>	<b>Strong local economy</b>
<b>Key Direction</b>	<b>Successful, innovative local businesses</b>

The proposed Panel will enhance the collaboration between Council and the business community. Through collaboration, the Panel will support successful, innovative local businesses who offer employment and education opportunities for our 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 proposed Business Advisory Panel will strengthen the relationship between the business community and Council to work together in delivering the key objectives and advocate for a Strong Local Economy. The function of the Panel will be supported by a Terms of Reference and seek membership from local business leaders to drive positive outcomes for a successful, innovate local business community.

RECOMMENDATION
----------------

THAT Council resolve to:

1. Endorse the Terms of Reference
2. Endorse the commencement of the Expression of Interest process via engagement with the local business community
3. Appoint Administrator ..... and Administrator..... to the Panel.

COUNCIL RESOLUTION
--------------------

**MOVED:** *Administrator Eddy*  
**SECONDED:** *Chair of Council Wilson*

THAT Council resolve to:

1. Endorse the Terms of Reference;
2. Endorse the commencement of the Expression of Interest process via engagement with the local business community; and
3. Appoint Administrator Wilson and Administrator Eddy to the Panel.

**CARRIED**





## City of Whittlesea Business Advisory Panel

### Terms of Reference

#### 1. Purpose

The Business Advisory Panel (the Panel) will enable business members to work together with Council in delivering the key objectives and advocacy for a Strong Local Economy (one of the four overarching objectives in Council's 2040 Plan).

The Plan, endorsed in 2020, outlines the need for the City of Whittlesea to be home to successful, innovative local businesses, who offer employment and education for our community.

#### 2. Membership

Membership is comprised of thirteen members, including:

- a) Two City of Whittlesea Administrators or Councillors
- b) Director of Planning and Development
- c) Manager Economic Development
- d) Up to 10 Business Industry Professionals.

The Business Industry Professionals must own or operate a business located within the City of Whittlesea. Applications to the Panel will be via an Expression of Interest responding to selection criteria. Each representative shall be appointed for a term of two years with all positions undertaken on a voluntary basis. Administrator/Councillor representatives shall be for a one-year term.

#### Business representatives must be:

- A local business owner, operator or manager located in the City of Whittlesea
- Willing to commit a minimum 12 hours per annum (six bi-monthly meetings) and additional hours when required per annum for post meeting related activities
- Willing to attend key business-related functions and events (e.g. Women in Business)
- Willing to act as an ambassador for the Panel and Council's business-related activities
- Willing to participate in and provide input to stakeholder engagement activities to the support the strategic activities of Council. This will include deliberative engagement activities of Council as required by the Local Government Act 2020.

#### Business representatives must have:

- Demonstrated business experience
- An understanding of the key issues facing businesses in Whittlesea and the northern region
- An understanding of the challenges and issues experienced by businesses within their industry
- Established networks and/or affiliations with peak industry associations
- The ability to work collaboratively with other businesses, government and key stakeholders.

#### Co-opted Members

The Panel may invite suitably skilled persons to a meeting of the Panel in an advisory capacity, for a specified purpose and for a specified period. Co-opted members are not entitled to vote.



### 3. Roles of the Panel

The role of the Panel is to provide considered advice, insight and feedback to Council:

- On the current outlook for the local economy
- On industry specific opportunities and challenges that impact the local business community
- On policies and strategic objective involving its business community
- That will help develop new incentives and programs, assisting activities from the Economic Development Department
- Deliver advocacy efforts in partnership with Council
- Act as a sounding board for future Council funded proposals and projects
- Present and report back to Council twice a year

Where the Panel is unable to reach consensus, a vote shall be conducted, and a simple majority shall be sufficient. Council officers are not entitled to vote.

The Panel's purpose and objectives will be underpinned by a Terms of Reference.

Council will provide secretariat support and officers will coordinate membership of the Panel and provide expertise and context as required. Council officers will prepare documentation including meeting agendas, required readings and all other documents.

The Panel terms of reference and function will be reviewed on a biennial basis.

### 4. Chairperson

The position of Chair will be an independent member (not Administrator or Councillor) and will be based on the response to selection criteria upon application of the Expression of Interest. The position of Chair will be selected by Council and will be reviewed on an annual basis.

### 5. Code of Conduct

All members are expected to:

- Operate with integrity, objectivity, accountability, honesty and openness
- Declare any potential conflict of interest
- Dedicate appropriate time and effort to the functions of the Panel
- Prepare for and actively participate in meetings
- Exercise independent judgment
- Maintain effective working relationships with each other.

All members are also bound by Council's Code of Conduct.

#### **Conflict of Interest**

In the event of a conflict of interest arising, a Panel member will disclose the interest prior to the matter being considered. The Chair will determine if the member remains or leave the room whilst the matter is discussed.

The declaration and nature of the conflict of interest will be recorded in the minutes of the meeting.

**Resignation or expulsion**

Members of the Panel may resign at any time in writing to the Manager Economic Development.

Membership may be terminated for any of the following reasons:

- The member's business (and/or employment) is no longer within the City of Whittlesea.
- Failure to attend two consecutive meetings without prior notice.
- The member does not declare a conflict of interest, breaches confidentiality or exhibits behavior unbecoming a member of this Panel.
- The member expresses views on behalf of Panel or Council.

If members resign or Council is required to terminate membership of any Committee member, the vacancy will be advertised on the Council's website.

**6. Meetings**

- The Panel will generally meet on a bi-monthly basis
- Meetings shall not proceed without 50 per cent of business representatives in attendance.
- Meetings will be approx. two hours in duration
- Other representatives will attend meetings as appropriate or requested
- Meetings will take place across the City of Whittlesea with the Economic Development Department coordinating locations and venues
- Further Panel meetings may arise from time to time as issues dictate
- Members of the Panel may be approached to provide further input into the development of programs or issues that fall outside of the formal meeting cycle.

**Attendance**

- Within reason members are expected to attend all meetings
- If a community member fails to attend two consecutive meetings a new member will be sought through an expression of interest process.

**Quorum**

A quorum of members must be present before a meeting can proceed. A quorum is half plus one of the membership. When a quorum is not achieved the members of the Panel may, at the discretion of the Chairperson, continue the meeting, but any decisions made at the meeting must be ratified at the next Panel meeting, or by email within one month.

**Panel Papers and Minutes**

The agenda and supporting documentation will be delivered to Panel members one week in advance of each meeting. Meeting agendas will be set by the Manager Economic Development, in consultation with the Panel Chair. All members will be asked to provide any meeting agenda items at least eight days prior to the meeting date.

Minutes of Panel meetings will be prepared and disseminated within one week of the meeting. These Minutes will be entitled a 'Record of Proceedings'. This reflects the legal status of the Panel in being an advisory body, providing advice to Council.



**Reimbursement of Expenses**

In accordance with Council's Volunteer Policy, individual members of the Panel attending as volunteers, may be reimbursed for out of pocket expenses that have arisen whilst undertaking duties on behalf of Council. Prior authorisation by a nominated council officer must be given, otherwise claims for out of pocket expenses may not be met.

**Public Statements**

Members of the Panel will agree to follow **Council's media policy** and cannot make public statements on behalf of Council.

**Terms of reference**

The Terms of Reference of the Committee will be subject to review every four years at the commencement of a new Council term, or earlier if deemed necessary by either Council or the Panel.

## 6.4 SUSTAINABLE ENVIRONMENT

### ITEM 6.4.1 FOR DECISION - ADOPTION OF THE CITY OF WHITTLESEA RETHINKING WASTE PLAN 2021-2030

**Attachments:** 1 Rethinking Waste Plan 2021-2030 [↓](#)

**Responsible Officer:** Acting Director Infrastructure & Environment

**Author:** Unit Leader Waste & Recycling

#### RECOMMENDATION SUMMARY

That Council resolve to:

1. Adopt the Rethinking Waste Plan 2021-2030 and endorse the document for public release.
2. Approve the Rethinking Waste Plan 2021-2030 Implementation Plan and refer 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 Rethinking Waste Plan 2021-2030 to the Minister for Energy, Environment and Climate Change, the Hon. Lily D'Ambrosio and to all local Members of Parliament.

#### BRIEF OVERVIEW

The Rethinking Waste Plan 2021-2030 (the Plan) presents a new approach to managing the waste generated in the municipality. It responds to changes in the waste and recycling industry and community expectations. Kerbside recycling services must change to allow for greater separation of recyclable material to maximise resource recovery and value waste as a resource.

The Plan aims to guide our organisation and our City towards low waste to landfill by 2030, to help our community transition to a circular economy and become a leader in sustainable living through waste avoidance, resource recovery and environmental protection.

#### RATIONALE FOR RECOMMENDATION

Waste management is rated as one of the most important services that Council provides and is a major component of Council's annual budget. The total cost of managing the community's municipal waste now exceeds \$13 million annually.

The Plan provides extensive waste and recycling services and education programs that will contribute towards protecting public health and wellbeing, local amenity and economic growth. This Plan also recognises the need to focus on waste avoidance and respond to the changes in the industry and increased community awareness.

#### IMPACTS OF RECOMMENDATION

The Plan presents a new approach to managing the waste generated in the municipality and responds to changes in waste and recycling industry and community expectations. The Plan

aims to guide our organisation and our City towards low waste to landfill by 2030 to help our community transition to a circular economy and become a leader in sustainable living through waste avoidance, resource recovery and environmental protection.

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

The implementation plan will allow Council to implement service delivery changes that are adaptive to the community's waste needs and changes in waste management practices.

An interim Council report will be provided in 2026 to monitor Council's progress and ensure our targets remain on track. A final report will be prepared at the end of the Plan in 2031 to report our progress to Council and community.

**REPORT****INTRODUCTION**

The Rethinking Waste Plan 2021-2030 (the Plan) supersedes the Municipal Waste Management & Resource Recovery Plan 2012-2020. The plan presents a new approach to managing the waste generated in the municipality and responds to the changes in waste and recycling industry and community expectations.

This Plan is aiming for low waste to landfill by 2030 to help our community transition to a circular economy and become a leader in sustainable living through waste avoidance, resource recovery and environmental protection.

**BACKGROUND**

Council provides household waste and recycling collection and drop off services, delivers waste and recycling education programs, services street litter bins and manages and rehabilitates closed landfill sites. The total cost of managing the community's municipal waste now exceeds \$13 million annually.

Increased consumption combined with population growth is placing pressure on the State's resource recovery system leading to numerous challenges with recycling. Council can no longer rely on resource recovery (recycling) as the only solution for managing municipal waste. Minimising the creation of waste at the source is the key.

Recent changes in the recycling industry and ongoing media attention have pushed waste into the spotlight. The community is more engaged with what happens to its waste than ever before. The community seeks increased, innovative and improved resource recovery services and methods to protect the environment from waste.

***Current Status***

In the 2019/20 financial year, Council collected:



***Purpose of the Rethinking Waste Plan 2021-2030***

The Plan aims to guide the organisation and the community towards low waste to landfill by 2030, including transitioning to a circular economy and becoming a leader in sustainable living.

Three key themes are represented throughout the document, as follows:

- **Avoid:** To avoid waste generation in the first place.
- **Recover:** To recover and recycle as much waste as possible, value waste as a resource and encourage repair, reuse and recycle principles.
- **Protect:** To protect the health and safety of our community and the environment from the impacts of waste by adopting best practice waste management principles.

The Plan needed to respond to greater community expectations regarding waste and recycling services (and mandatory changes in kerbside recycling services) to allow for greater source separation of recyclable material to maximise resource recovery.

**Developing the Plan**

The Plan has been prepared considering the following:

- Historical waste management processes
- Current models and principles relevant to waste management
- The regulatory framework for waste and recycling
- Broader issues and opportunities that shape how we manage waste and recycling
- The shared responsibility of governments and communities to reduce and manage waste
- Feedback from the community.

The state and national targets that influence this Plan are:

- Cutting total waste generation by 15 per cent per capita by 2030
- Diverting 80 per cent of waste from landfill by 2030
- Halving the volume of organic material going to landfill between 2020 and 2030
- Every household will have access to a food and garden waste bin or local composting by 2030
- Banning the export of waste plastic, paper, cardboard, glass and tyres commencing in the second half of 2020
- Significantly increasing the use of recycled content by government and industry
- Phasing out problematic and unnecessary plastics by 2025
- Making comprehensive, economy-wide and timely data publicly available to support better consumer, investment and policy decisions.

**Goals and Targets**

The Plan is designed to guide Council and the community towards a low waste future and aligns with key directions within the Whittlesea 2040 community plan (Connected community, Liveable neighbourhoods, Strong local economy and Sustainable environment).

The following targets have been set to meet the goals and vision of the Plan:

- Introduce a residential glass recycling service in 2022-23.

- Extend the food and garden waste service municipal wide in 2023-24.
- Introduce a litter enforcement team to protect the environment from litter and dumped rubbish in 2023-24.
- To increase sustainable procurement to 10% of all procurement spend by 2030.
- To reduce total waste generation by 20 per cent per person by 2030, which equates to saving 11,000 tonnes of waste being generated annually.
- Divert 80 per cent of waste from landfill by 2030, which equates to diverting an average of 68,000 tonnes of waste from landfill annually.
- Halve the volume of food and garden waste going to landfill by 2030.

Some examples of key actions arising from the Plan are outlined in the table below.

Action Item	Financial Year
Encourage sustainable procurement across Council.	Ongoing
Undertake a feasibility study on providing alternative residential bin sizes.	2021/22
Develop and implement a residential glass recycling service.	2021/22 -2022/23
Introduce an organisational <i>Low Waste Policy</i> , mandating waste avoidance and recycling at all Council facilities.	2022/23
Enhance the hard waste collection service to support the phase out of tip vouchers.	2022/23
Develop and implement Council's response to the <i>Victorian Single-use plastics ban</i> .	2022/23
Extend the food and garden waste bin service municipal wide.	2023/24
Introduce a litter enforcement team to protect the environment from litter and dumped rubbish.	2023/24
Standardise kerbside bin lid colours in line with the <i>Recycling Victoria Policy</i> .	2024/25
Support the introduction new local resource recovery drop off sites.	2024/25

## CONSULTATION

Consultation on the Plan occurred over two stages, in response to the COVID-19 global pandemic and lockdown fluctuations.

In total, the consultation gathered over 1,200 individual engagements. This includes over 600 online survey engagements and completions, 40 focus group participants, 250 engagements during the face-to-face pop up displays, 250 social media engagements and 30 students who participated in the primary school art competition.

Methods of engagement included discussion papers, online surveys, internal consultation, industry benchmarking, workshops, art competitions, Instagram competitions and pop-up displays.

### **Stage 1: Discussion Papers**

Stage 1 consultation was conducted over a three-month period from October to December 2020, and provided initial learnings from discussion papers, internal consultation, school art competitions, an online survey and an all age Instagram competition.

Overall, Stage 1 survey results were positive, with:

- 86 per cent of survey respondents supporting the idea of a weekly food and garden waste bin service.



- Over 90 per cent of respondents agreed or strongly agreed that Council should lead by example by banning all single use plastics at its facilities and community centres.
- 95 per cent of respondents strongly believed that Council should support businesses and individuals that take leadership in reducing waste.

### **Stage 2: Draft Plan**

Stage 2 consultation was delivered over a three-month period from January to March 2021 and sought community feedback on the draft Plan. Stage 2 allowed for an additional online survey and distribution of the draft Plan.

Every resident that opted in during stage 1 consultation was provided with an electronic or a hard copy of the draft plan inviting them to further comment on the plan, in stage 2.

Furthermore, a series of face-to-face consultation pop-up displays held at shopping centres across the municipality included an engagement activity based on Stage 1 survey responses regarding the topics of service provisions and initiatives. Stage 2 consultation focussed on informing the community about the draft strategy, measuring the community confidence and seeking feedback on the proposed timelines and priorities. It was noted that this activity allowed for active engagement of people outside the typical survey respondents demographic, such as senior and youth residents, resident that were not from our waste networks and residents from CALD households.

Immediately following the end of the consultation, community feedback was collated and changes were made to the draft strategy to reflect community concerns and suggestions.

Several key themes were noted and adapted into the Plan, including:

- The need for accessible and convenient services
- Increased incentives and education for waste avoidance
- Desire for closed loop recycling systems
- Need for a variety of kerbside collection services (i.e. various size bins)
- Alternative services not just the removal of existing services.

## **MONITORING AND EVALUATION**

An interim Council report will be provided in 2026 to inform our progress and ensure progress remains on target. A final report will then be prepared at the end of the ten-year timeframe (in 2031) to report the outcomes to Council and community.

This plan will form part of the Council Action Plan and as such the actions and targets will be reported on a quarterly basis.

Waste and recycling data is a component of Council's Annual report. The community will have an annual update on how we are tracking on annually through this report.

## **FINANCIAL IMPLICATIONS**

Funding to implement the actions in the Plan will be referred to the annual Council budget process. Additional opportunities for funding will be sort from The Victorian Government's Recycling Reform Package, where \$129 million dollars is promised for initiatives that will support the reform of kerbside recycling.

Currently a waste charge is applied to all rateable properties that receive a Council waste collection. Our current waste charge for the 2020-2021 financial year is \$110.50. Benchmarking of neighbouring Councils has shown that our waste charge is considerably lower due to favourable waste arrangements with Hansons Landfill.

Current industry standard is to pass on the costs of implementing the 4 bins system through the waste charge. Failing to secure full funding for key actions will result in an increase of the waste charge.

It should be noted that 12 out of the 34 proposed actions will not require any extra budget or resourcing and can be rolled out within existing staff and budgets allocations.

Partnerships will be sort with state government, industry, local business, community groups and neighbouring Councils to roll out new initiatives. Advocacy for business investment, and not for profit organisations occur throughout the plan.

Additional funding will be sourced throughout the ten-year period to further progress our vision, goals and strategic actions.

This strategy will allow for 34 new actions to be implemented over the next 10 years. Without any additional funding support, the full cost of implementing and servicing the actions in this plan for the full 10 years are \$84,290,985. The majority of the costs comes from implementing the mandated requirements of the Victorian State Government's Recycling Vic policy 4 bins roll out, being \$81,906,660

It is estimated that this plan will require approximately \$19,500,000 over the next three years with commencing the standardisation of bin lids colours, introducing a glass bin collection service and extending the food and garden waste bin service to the whole municipality accounting for a large proportion of the expense.

Financial Year	Action Items	Possible Funding Source	\$19,500,000
Ongoing	Encourage sustainable procurement across Council.	Annual council budget process	\$ 255,000
2021/22	Undertake a feasibility study on providing alternative residential bin sizes.	Existing Budget	0.00
2021/22 - 2022/23	Develop and implement a residential glass recycling service.	State Government Recycling Reform package	\$ 7,441,619
2022/23	Introduce an organisational Low Waste Policy, mandating waste avoidance and recycling at all Council facilities.	Existing Budget	0.00
2022/23	Enhance the hard waste collection service to support the phase out of tip vouchers.	Existing resident voucher budget	0.00
2022/23	Develop and implement Council's response to the Victorian single-use plastics ban.	Annual council budget process	\$ 250,000
2023/24	Extend the food and garden waste service municipal wide.	State Government Recycling Reform package	\$10,309,799
2023/24	Introduce a litter enforcement team to protect the environment from litter and dumped rubbish.	Annual council budget process	\$234,000
2021/24	Other proposed actions required.	Annual council budget process	\$1,009,582.

## POLICY STRATEGY AND LEGISLATION

The Rethinking Waste Plan 2021-2030 is informed by national, state and local government legislation and policies, including:

- Recycling and Waste Reduction Bill 2020

- Environmental Protection Act 2018
- Recycling Victoria (2020)
- Victorian Single-use Plastics Ban (2023)
- Whittlesea 2040: A Place for All.

## LINK TO STRATEGIC RISKS

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

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

The Rethinking Waste Plan 2021-2030 will shape Council's waste management and circular economy practices for the next ten years, including the provision of kerbside collection services and environmental education and engagement programs.

## LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

**Goal** Sustainable environment

**Key Direction** Leaders in clean, sustainable living

The Rethinking Waste Plan 2021-2030 will help Council work towards our overall vision and will focus on the key directions set out under the Whittlesea 2040 goals - Connected community, Liveable neighbourhoods, Strong local economy and Sustainable environment.

## 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 Rethinking Waste Plan 2021-2030 presents a new approach to managing the waste generated within the municipality. This plan is aiming for low waste to landfill by 2030 to help our community transition to a circular economy and become a leader in sustainable living through waste avoidance, resource recovery and environmental protection.

The plan contains 24 actions that reflect community consultation, suggestions and feedback.

Through avoiding waste, recovering as much as possible and protecting the health and safety of our community and environment from the impacts of waste, this plan responds to changes in the recycling industry. By encompassing community expectations, the plan will allow for greater separation of recyclable materials to maximise resource recovery and value waste as a resource. Helping Council work towards our overall vision and focussing on the key directions set out under Whittlesea 2040 goals-connected community, liveable neighbourhoods, strong local economy and sustainable environment.

**RECOMMENDATION**

**THAT Council resolve to:**

1. Adopt the Rethinking Waste Plan 2021-2030 and endorse the document for public release.
2. Approve the Rethinking Waste Plan 2021-2030 and Implementation Plan and refer projects 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 Rethinking Waste Plan 2021-2030 to the Minister for Energy, Environment and Climate Change, the Hon. Lily D'Ambrosio and to all local Members of Parliament.

**COUNCIL RESOLUTION**

**MOVED:** *Chair of Council Wilson*  
**SECONDED:** *Administrator Duncan*

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

**CARRIED**



# Rethinking Waste Plan 2021 - 2030



Our plan for a low waste city through waste avoidance, resource recovery and environmental protection.





### 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.

*Image above: Djerri (Grub) by Mandy Nicholson, Wurundjeri*

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# Executive summary

The City of Whittlesea is aiming to help our community transition to a circular economy and become a leader in sustainable living through waste avoidance, resource recovery and environmental protection.

There have been numerous challenges with recycling in Victoria. Population growth and increased consumption have put pressure on our resource recovery system.

*The Rethinking Waste Plan 2021-2030* (the Plan) has been prepared considering the following:

- Historical waste management processes
- Current models and principles relevant to waste management
- The regulatory framework for waste and recycling
- Broader issues and opportunities that shape how we manage waste and recycling
- The shared responsibility of governments and communities to reduce and manage waste
- Feedback from the community.



This Plan aims to guide the community towards a low waste city in the next ten years and provides strategic direction on the management of waste generated within the municipality with three goals in mind:

GOAL	TARGET
AVOID	<ul style="list-style-type: none"> <li>To reduce total waste generation by 20 per cent per person by 2030, which equates to saving 11,000 tonnes of waste being generated annually.</li> </ul>
RECOVER	<ul style="list-style-type: none"> <li>Introduce a residential glass recycling service in 2022-23.</li> <li>Extend the food and garden waste service municipal wide in 2023-24.</li> <li>Divert 80 per cent of waste from landfill by 2030, which equates to diverting an average of 68,000 tonnes of waste from landfill annually.</li> <li>Halve the volume of food and garden waste going to landfill by 2030.</li> </ul>
PROTECT	<ul style="list-style-type: none"> <li>Introduce a litter enforcement team to protect the environment from litter and dumped rubbish in 2023-24.</li> <li>To increase sustainable procurement to 10% of all procurement spend by 2030.</li> </ul>

#### Key actions in this plan include:

Advocate for reduced consumer packaging, more product stewardship programs and bans for unnecessary and problematic single-use plastics.

Introduce a residential glass recycling service.

Extend the food and garden waste service municipal wide.

Develop and implement Council's response to the Victorian single-use plastics ban.

Introduce a litter enforcement team to protect the environment from litter and dumped rubbish.



06 RETHINKING WASTE PLAN 2021 - 2030

# Our vision for waste management

The City of Whittlesea is a low waste circular economy that leads the way in sustainable living.

To achieve this vision, we will:

Plan strategically for the future and use evidence to inform decision making.

Engage residents and enhance their opportunities to exercise civic responsibility.

Facilitate partnerships and collaboration with residents, not for profit organisations, businesses and all levels of government.

Support local community leadership, community led initiatives and solutions.

Advance shared advocacy priorities with the community and partners.

Focus on prevention, timely investment and interventions that are enduring and strengthen capacity to avoid issues arising or escalating.

Seek innovative ways to improve how we work and the outcomes we achieve.

Adopt new technology to deliver quality customer experience and improve efficiencies.

Monitor our progress towards our goals and community outcomes.

Lead by example through mandatory waste avoidance, sustainable procurement and resource recovery at all Council facilities.





# Actions to move us towards low waste



## Support businesses to move towards a circular economy

Partnering with our businesses, community groups and social enterprises, Council will support local businesses to minimise waste, use recycled materials in manufacturing and encourage local partnerships.

Through assisting with grant applications and local collaboration, Council will help our community move towards a localised circular economy.



## Introduce an organisational *Low waste policy*

Council will develop an organisational low waste policy to move the City of Whittlesea towards a waste free operation. We will lead by example through mandatory waste avoidance, sustainable procurement and resource recovery at all Council facilities. This will improve our understanding of the challenges and barriers of waste avoidance practices.



## Trial a *Low waste community program*

Working with a street or community group, Council will trial waste minimisation, resource recovery and environmental protection initiatives.

Through a holistic approach to waste management Council will provide education, discount waste minimisation tools and access to low waste options for the community. This will help us to better understand the barriers and challenges of waste avoidance practices and inform our community education and behaviour change campaigns moving forward.

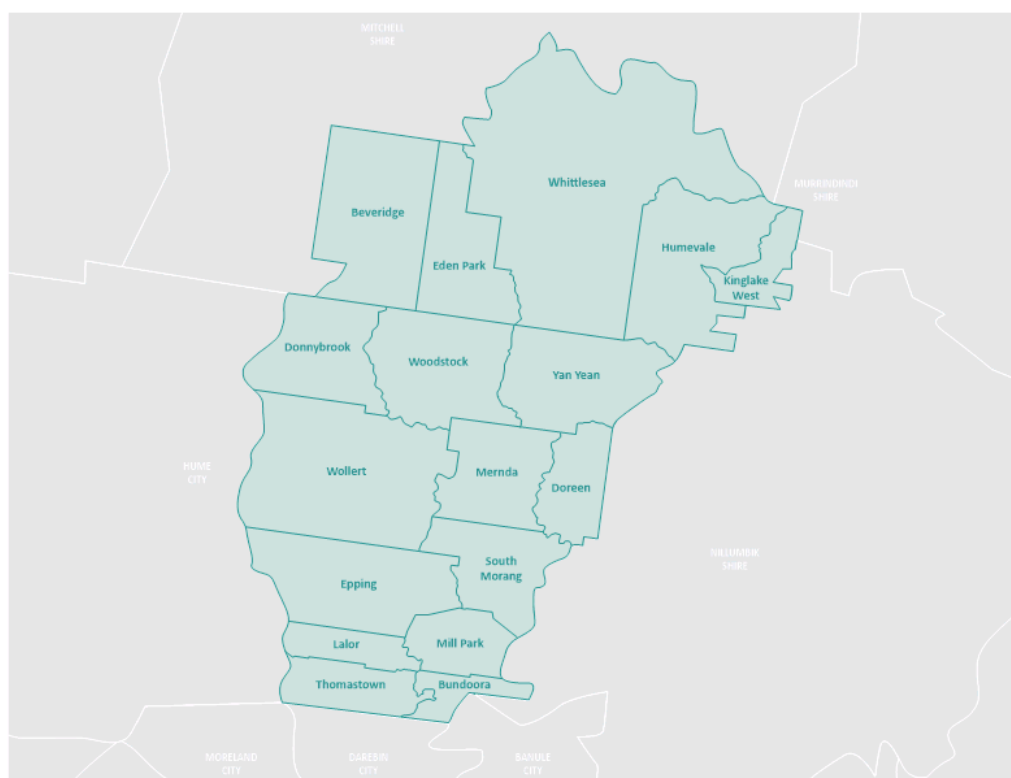


## Support the introduction of new local resource recovery drop off sites

The City of Whittlesea will partner with private and public organisations and social enterprises to introduce new local resource recovery drop off sites. This will assist residents to divert waste from landfill, keep materials flowing in the economy and maximise the continued use of the products.

# Our City

The City of Whittlesea is one of Melbourne's largest and most culturally diverse municipalities. The City is one of the fastest growing municipalities in Victoria, with significant future growth expected over the next 20 years.



Population<sup>1</sup>



Bin collection  
services<sup>1</sup>



Community  
facilities

Whittlesea in 2020

234,989

83,000 properties

160

Whittlesea in 2040

382,439

129,551 properties

225





Recycling bailed and ready  
for processing.

10 RETHINKING WASTE PLAN 2021 - 2030



## Our City's waste

The City of Whittlesea provides extensive waste and recycling services to the community that contribute towards protecting public health and wellbeing, local amenity and economic growth.

Council provides household waste and recycling collection and drop off services, delivers waste education programs, services street litter bins and manages and rehabilitates closed landfill sites.

Waste management is rated as one of the most important services that Council provides and is a major component of Council's annual budget. The total cost of managing Whittlesea's municipal waste now exceeds \$13 million a year.

### In 2019-20 Council collected:



**45,000 tonnes**  
of garbage



**18,000 tonnes**  
of recycling



**17,000 tonnes**  
of garden waste



**1,900 tonnes**  
of hard waste



**4780 tonnes**  
of bundled branches



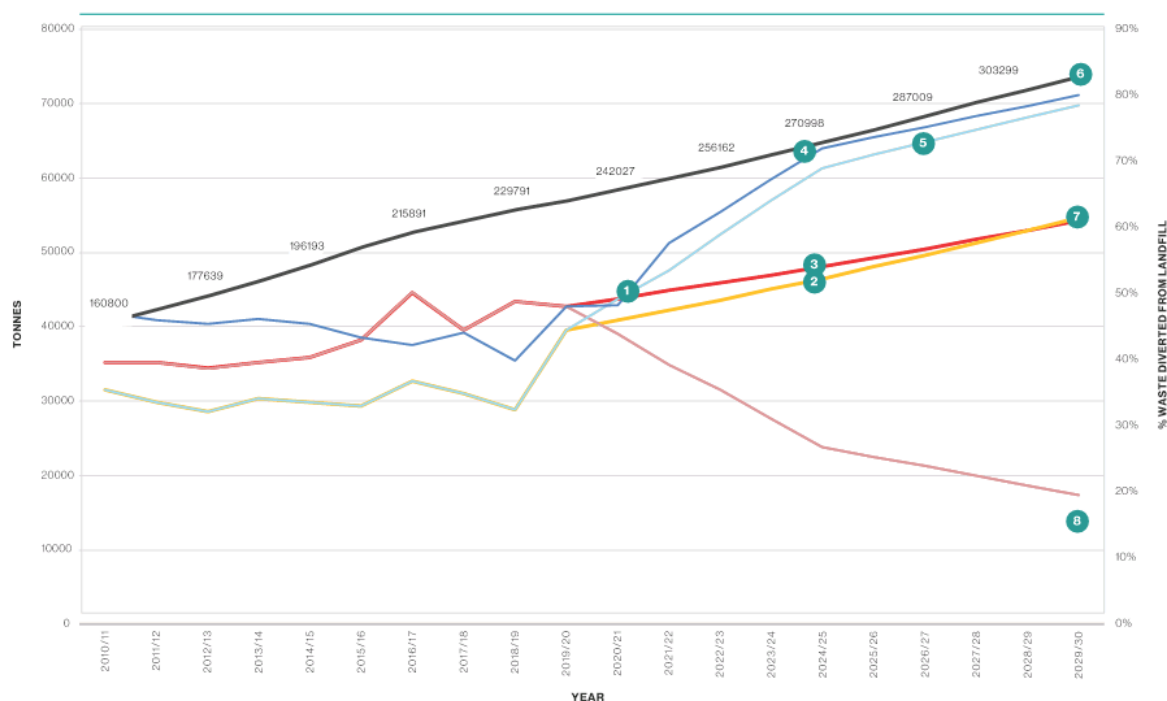
**1240 tonnes**  
of e-waste

## Waste and recycling generation

Figure 1 shows historic waste and recycling generation from 2010 to 2020 and forecasts future generation if the current average annual growth rate continues. The graph also shows how our waste generation could change as a result of achieving the targets set out in this plan.

**FIGURE 1**

Historic waste and recycling generation and forecasts for future generation



### KEY

— POPULATION

— % WASTE  
DIVERTED FROM LANDFILL

— MATERIAL SENT TO LANDFILL  
20% LESS  
MATERIAL SENT TO LANDFILL

— MATERIAL RECYCLED  
20% LESS  
MATERIAL RECYCLED

- |  |  |   |
|--|--|---|
| 1 Today  | 4 72% of waste diverted by 2025                  | 7 Projected material sent to landfill and recycled in 2030, no change |
| 2 Waste to landfill increasing by 2.4% a year  | 5 Projected material recycled if targets are met | 8 Projected material sent to landfill if targets are met              |
| 3 Material recycling increasing at 3.3% a year | 6 80% of waste diverted by 2023                  |   |

Note: The SKM Recycling closure in July 2019 resulted in all City of Whittlesea recyclable material being sent to landfill until a new contract was entered into.

**If the targets in this plan are met, we can save 114,000 tonnes of waste and recycling from being discarded. This is equivalent to 12,400 less truck loads of waste going to landfill.**

**KEY****Material sent to landfill:**

Material collected through the garbage bin collection service, contamination in the recycling bin, hard waste collection service and hard waste drop off.

**Material recycled:**

Material collected through the comingled recycling service, garden waste bin collection service, bundled branches collection service, timber and green waste drop off, whitegoods collection service and e-waste dropped at SRS Metals and Wollert Landfill.

**Percentage waste diverted from landfill**

The 'diversion rate' is calculated by dividing the tonnes of material recycled by the total tonnes waste generated as a percent.

Projections for waste generation over the next ten years (2020-2030) are based on trends in growth seen in the preceding decade. The trends from the preceding decade reveal an average annual growth rate of 2.4 per cent for waste to landfill, and a 3.3 per cent average increase in material recycled. These findings align with the observed and projected (2020-2030) annual population growth rate of 3.5 per cent for the 2010-2020 period.

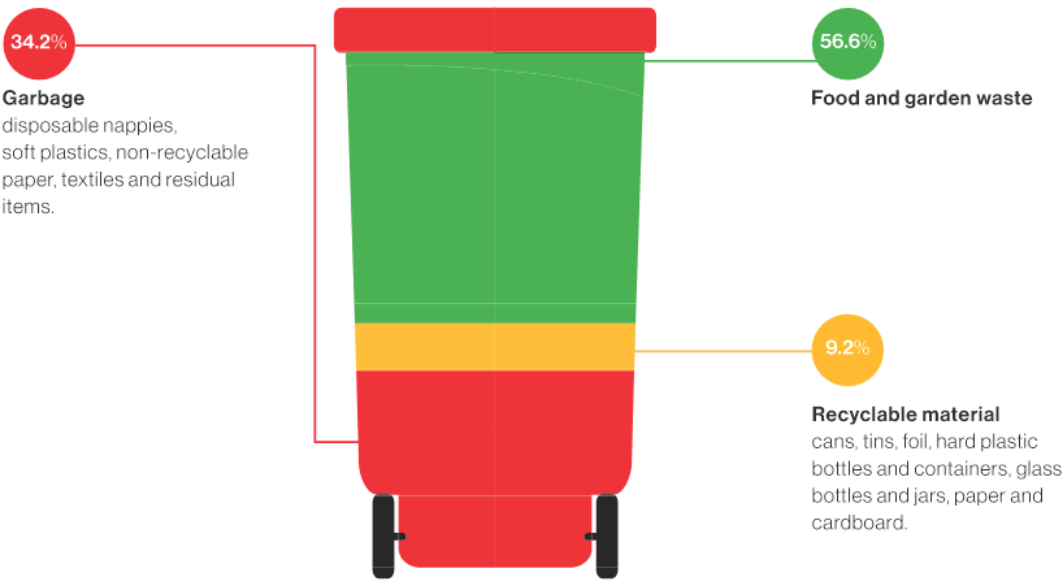




Analysis of what is in the bin

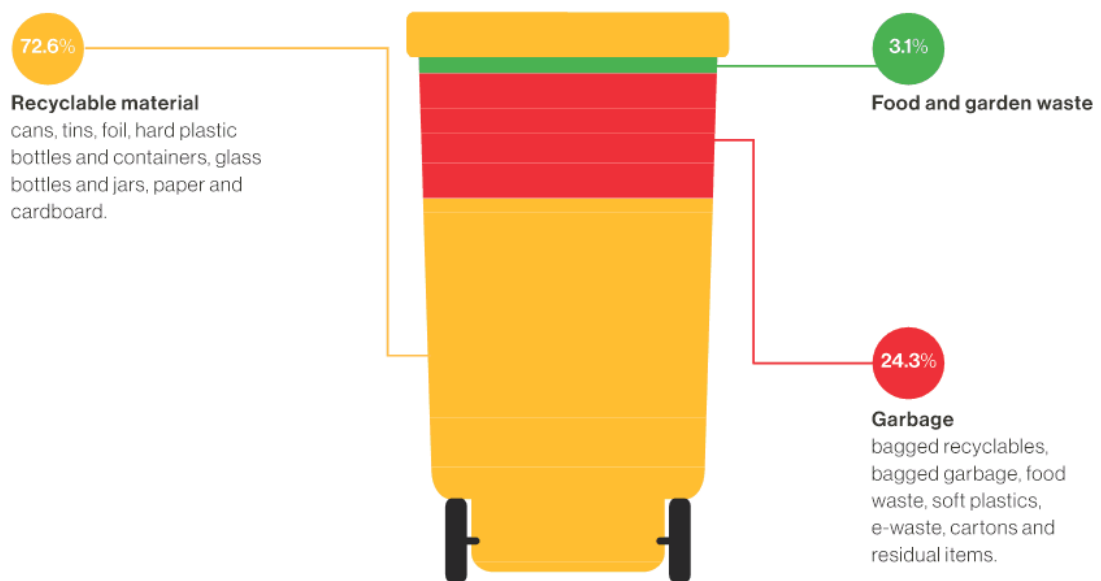
Each year Council undertakes a garbage and recycling bin audit which provides a snapshot of what materials were put in each of the bins. The audit involves 200 randomly selected households having their bins individually collected, hand sorted, weighed, recorded and analysed. This year the audit was conducted in May 2020 when Victoria was in a state of emergency due to COVID-19 and public health restrictions were in place. This is likely to have influenced the results. It was also the first year Council audited the garden waste bin as part the annual domestic garbage and recycling audit.

Composition of the **garbage bin**:



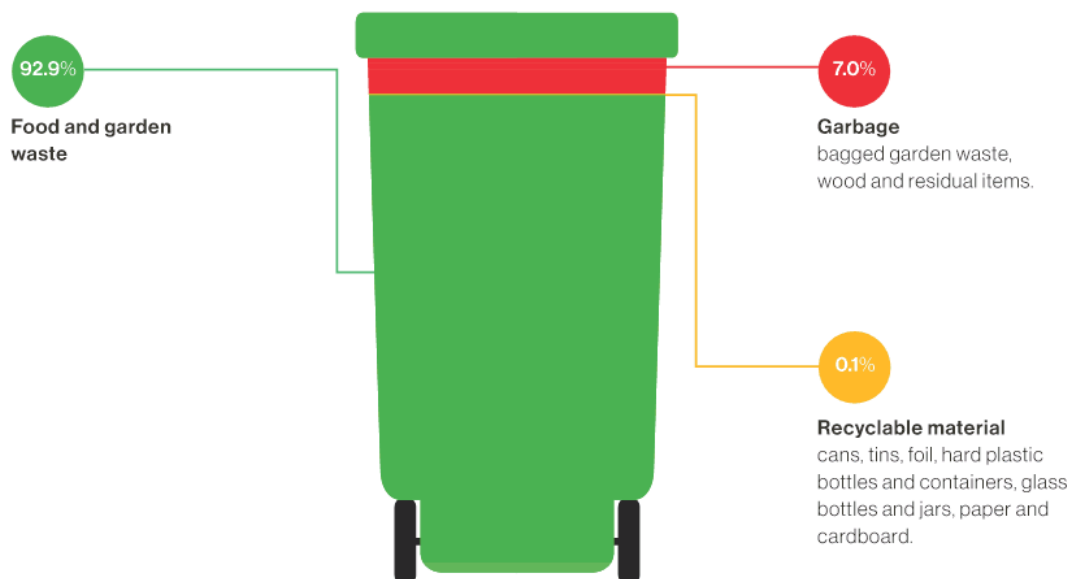


### Composition of the **recycling bin**:





### Composition of the **garden waste bin**:



Please note: This audit was undertaken before food waste was accepted in the garden waste bin.

# The big picture

Increasing consumption and waste generation and population growth are putting pressure on Victoria's waste and resource recovery systems.

The Victorian waste and resource recovery management system that Council operates within is largely influenced by:

- The regulatory framework for waste and resource recovery
- Global commodity markets
- The cost of supplying resource recovery infrastructure and processing.

In the development of this Plan, Council considered the main challenges within the Australian and Victorian waste and resource recovery system.

The main challenges of resource recovery for Council are listed below:

## China recycling restrictions

In 2017, China enforced strict contamination thresholds on its import of recyclable materials exposing significant weaknesses in Australia's recycling system.

## Stockpiling of recyclables

Stockpiling of recyclable materials lead to safety issues and recyclable materials being improperly disposed of into landfill.

## OH&S fires in recycling facilities

There have been numerous fires at recycling facilities, as a result of contamination and stockpiling.

## Recycling market failure

The market for sorted recyclable materials contracted leading to a decrease in its value. Recycling companies who receive co-mingled recycling for sorting have started charging a gate fee per tonne rather than paying for material, increasing waste disposal costs.

## Legislative changes

Legislative requirements and infrastructure building costs are continually increasing without markets valuing our recycled products, increasing waste disposal costs.

## Increasing landfill levy

As the Victorian Government progressively increases the landfill levy to bring Victoria in line with other states, the cost of waste disposal will continue to increase.

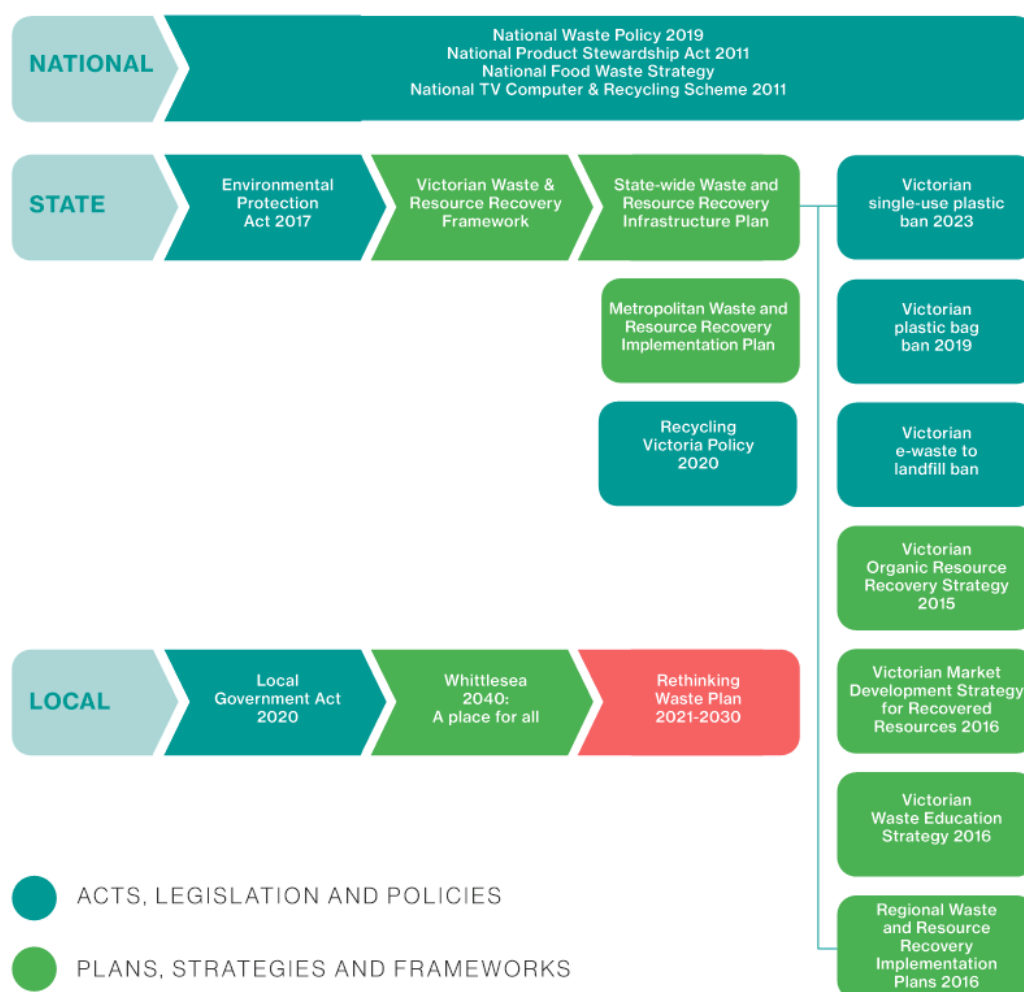


# Complementary policies

This Plan was informed by national, state and local government legislation and policies. The effective implementation of national and state policies will result in better waste management for our community.

**FIGURE 3**

Waste management legislation and policies







## National Waste Policy

The *Recycling and Waste Reduction Bill 2020* will establish a legislative framework to enable Australia to more effectively manage the environmental and human health and safety impacts of products and waste material.



## Environmental Protection Act 2017

From July 2021 new environmental laws give more powers and resources to the Environmental Protection Authority to prevent risks to the environment and human health. It allows for stronger sanctions to hold polluters to account. The general environmental duty is central to the new laws and it requires all Victorians to manage risks to human health and the environment that their activities create. Under the Act, everyone has a responsibility to make sure their waste goes to the right place.



## Recycling Victoria Policy

The *Recycling Victoria Policy 2020* outlines the State Government's plan to establish a recycling system that Victorians can rely on. It will transform how our economy uses materials and how our state reuses, repairs and recycles.





## Victorian Container Deposit Scheme

The Victorian Government is introducing a Container Deposit Scheme by 2023 to increase beverage container recycling and reduce litter. A Container Deposit Scheme works by applying a small deposit to beverages sold to consumers which covers the cost of recycling.



## Victorian Single-use Plastics Ban 2023

The Victorian Government will work with businesses and communities to ban problematic single-use plastic items, including straws, cutlery, plates, drink-stirrers, expanded polystyrene food and drink containers and cotton bud sticks by February 2023.



## Whittlesea 2040

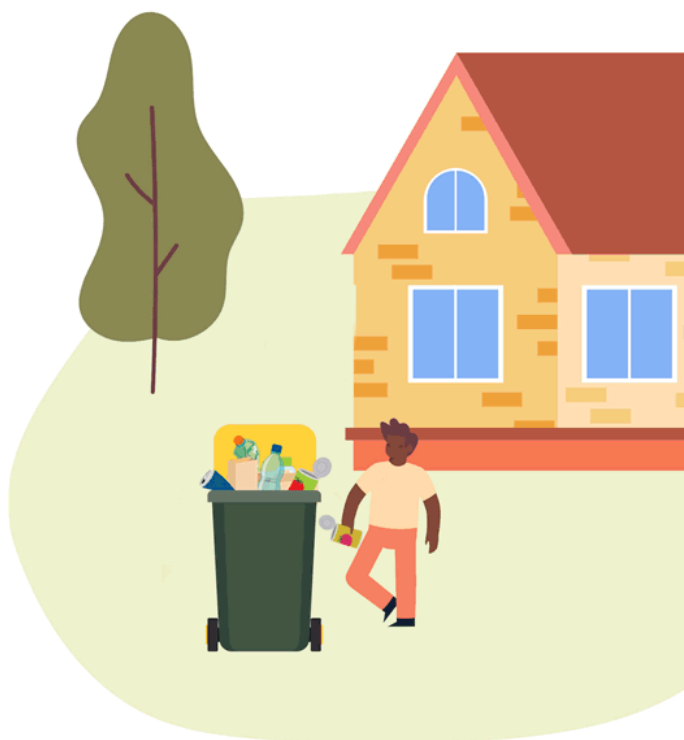
*Whittlesea 2040: A place for all* is Council's long-term community vision for the future to ensure that the City of Whittlesea remains a great place to live. Four goals have been identified to help achieve this vision, including Sustainable environment, with a focus on becoming leaders in clean, sustainable living.



# National and state waste and recycling targets

**The state and national targets waste and recycling that influence this Plan are:**

- Cutting total waste generation by 15 per cent per capita by 2030
- Diverting 80 per cent of waste from landfill by 2030
- Halving the volume of organic material going to landfill between 2020 and 2030
- Every household will have access to a food and garden waste bin or local composting by 2030
- Banning the export of waste plastic, paper, cardboard, glass and tyres commencing in the second half of 2020
- Significantly increasing the use of recycled content by government and industry
- Phasing out problematic and unnecessary plastics by 2025
- Making comprehensive, economy-wide and timely data publicly available to support better consumer, investment and policy decisions.





### Raspberry Pi

Staff from the Waste and Recycling Team at Council have been teaching local students how they can build low cost computers using a Raspberry Pi and locally recovered e-waste, therefore helping to keep computer waste out of landfill.

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# Kerbside household recycling reforms

Through the *Recycling Victoria Policy* released in February 2020 the Victorian Government proposes to reform our household recycling services by:

- Standardising bin lid colours and items accepted in bins
- All households having access to:
  - Garbage bin
  - Recycling bin
  - Food and garden waste service or local composting
  - A separate glass recycling service
- Introducing a Container Deposit Scheme by 2023.





### Food and Garden Waste Bin

In mid 2020 Council started accepting food waste into the garden waste bin service, with plans to provide this service municipal wide by 2023.

49,000 households have opted-in to the user pays service, diverting 399 tonnes of food and garden waste per week from landfill.



## The circular economy

A circular economy continually seeks to reduce the environmental impacts of production and consumption, while enabling economic growth through more productive use of natural resources<sup>2</sup>. This includes reuse, sharing, repair, refurbishment, remanufacturing and recycling to create a closed-loop system, minimising the use of resource inputs and the creation of waste, pollution and carbon emissions.

**FIGURE 4**

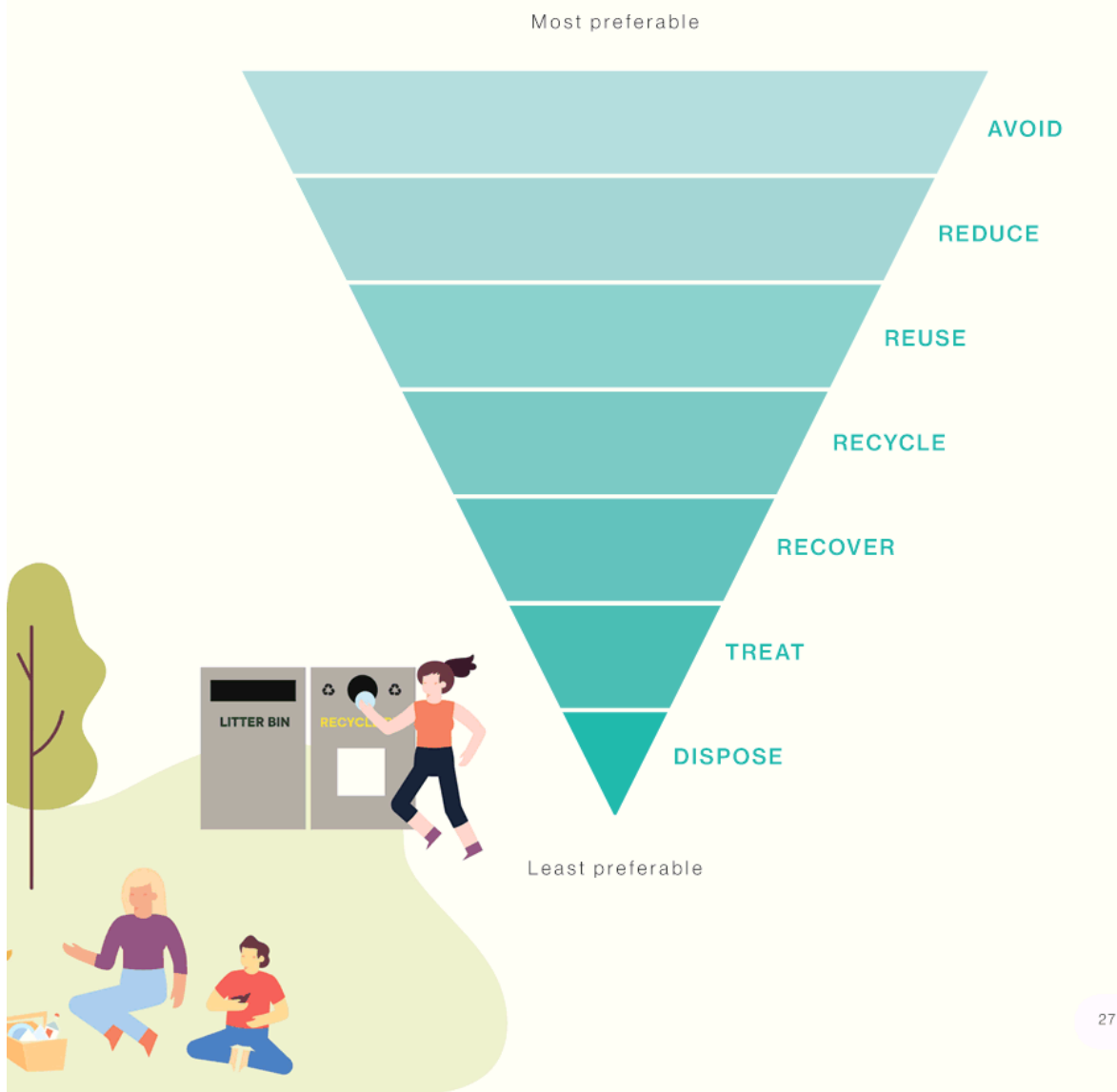
Circular economy approach.



## The waste hierarchy

The Plan is underpinned by the fundamentals of the waste hierarchy from in the Environment Protection Act 1970. Through focusing on waste avoidance, resource recovery and environmental protection Council aims to support the community in living more sustainably.

**FIGURE 5**  
Waste hierarchy from most preferable to least preferable waste management strategies<sup>3</sup>.

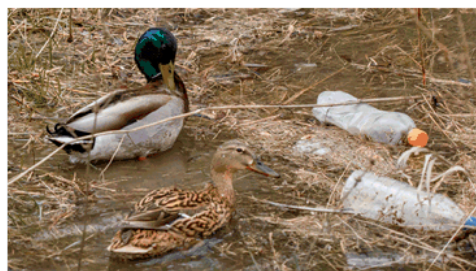


## Environmental impacts of waste

Increasing consumption and waste generation is having a significant impact on the plants, animals and the ecosystems that sustain us.

Carbon emissions from the waste industry are contributing to climate change. When waste breaks down in a landfill, methane is produced and causes heat to be trapped in the atmosphere.

Our reliance on single-use plastics has significantly increased litter in our environment and oceans. If we continue to rely on single-use plastics, this trend will continue.



## The war against waste

Recent changes in the recycling industry combined with ongoing media attention have pushed waste into the spotlight. The community is more interested in what happens to their waste than ever before.

With this interest comes higher expectations. The community wants more recycling services, alternatives to landfill and ways to protect the environment from waste. Council will do its part, working in partnership with the community to have the best possible outcome.

## A new approach for waste and recycling education

Council will design waste and recycling education programs to empower our community and create a better future, collaborating with everyone, especially our youth.



### School of life

Council will promote community-to-community education by giving access to Council facilities, event promotion and training courses to help our community learn together.



### Community collaboration

Through focusing on community collaboration the City of Whittlesea can go low waste. To promote this, Council will upgrade resource recovery facilities at community hubs and sport precincts to improve accessibility for residents.



### Community courses

Council hope to transition from a traditional educational approach with hollistic and connected community programs designed with residents.



### Youth led action

Empowering youth to help build a sustainable future by developing initiatives, leading projects and working with other young people to create change.





### Lalor Links Community Garden

Members of the community have turned a disused public space in Lalor into a thriving community garden where residents can compost their food scraps, swap home-grown vegetables and use the old tram as a free tool library.

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The pledges and artwork shown below were made as part of Council's Collectively Caring for Climate project which aims to raise awareness about climate change and how people can individually and collectively help to mitigate its effects. The project aims to empower participants to take climate change action through art. The artworks have been reproduced as prints on footpaths and collective murals and installed throughout the municipality. For more information on this project visit [art.whittlesea.vic.gov.au](http://art.whittlesea.vic.gov.au)



Susan Abraham



Billie W



Jane Spracklan &amp; Anna King



Caroline Lewallen



Michael von Roehl



Lillian Ormandy



# Community input

Council consulted the community using a range of engagement activities to help develop this Plan.

The engagement aimed to:

- Inform the community about the development of a new Waste Plan including why it's being developed and what it aims to achieve over the next ten years
- Seek community feedback so the Plan reflects the needs and aspirations of the community
- Allow the community the opportunity to share their vision of what a low waste city might look like.



## Discussion papers

Four discussion papers were prepared to provide a snapshot of the steps we can take towards becoming a low waste city by 2030. The discussion papers, themed Avoid, Recover and Protect, were accompanied by a background paper and an online survey. These were promoted to the community using a variety of communication channels.



## What we heard

To ensure the community's vision was reflected in the development of this Plan, Council collated feedback received through the consultation phase. Over 1200 people shared their ideas through online surveys, focus groups, face-to-face feedback, social media interactions and a primary school art competition.

Students were encouraged to enter in a *Think 2030* art competition, to provide an artistic interpretation of a waste free City of Whittlesea in 2030. Over 30 entrants provided dioramas, images, clay models and pictures highlighting the wants and needs of our future generations. Sustainability, originality and creatively underpinned the responses, with the following three winners identified:

Aaliya, *St Lukes Primary School* Grade 4  
 Scarlett, *St Joseph's Catholic Primary School* Grade 4.  
 Jayden, *St Mary's Primary School*, Grade 4

The feedback Council received through consultation has shaped the final draft of the Plan in order to reflect the communities needs and priorities in relation to waste and recycling.



Aaliyah, Grade 4

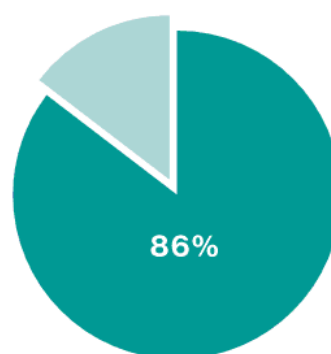


Scarlett, Grade 4



Jayden, Grade 4

In the initial online survey, 86 per cent of survey respondents supported the idea of a weekly food and garden waste bin service. This was reiterated at the pop-up community consultations, with more than half of the residents voting yes for a switch to weekly food and garden waste collection, and fortnightly garbage collection. For residents that already have a food and garden waste bin, there is a consensus to see this service switched to weekly relatively soon.



Weekly food and garden waste bin service



## Emerging themes

### Accessible and convenient services

A common theme that emerged from the responses of many residents was the need for waste and recycling services to become more accessible within the community. Suggestions included more community recycling drop off stations across the municipality, and more permanent drop off locations for e-waste and soft plastics.

### Incentives and education for waste avoidance

A popular topic was the suggestion to provide more incentives for waste minimisation. Suggestions included discounted composting tools, discounted compost from the green waste recycling facility, a rebate scheme for nappies and sanitary products and low waste shopping alternatives.

### Closed loop recycling systems

Residents wanted to know the end use of materials collected through the kerbside recycling and food and garden waste bin. They would like to be able to purchase back their compost and see it well utilised within the City's parks and community gardens.

The respondents would also like to see tangible and small-scale achievements early in the Plan timeline.

### Alternatives for the removal of services

Residents were interested to know how the removal of tip vouchers would contribute to improving resource recovery within the municipality. Most residents were willing to have the tip voucher removed if they received an alternative service. For example, residents supported the removal of the tip voucher on the rates notice if hard waste collections were enhanced. Similarly, some residents were willing to downsize their 120L garbage bin to 80L if this reduced their annual waste charge.







Home composting is a great way to reduce food waste to landfill, and also create great fertiliser for the garden at no cost.

# A low waste city

The City of Whittlesea's long term vision - Whittlesea 2040: A place for all, guides all of Council's work. This Plan will help Council work towards our overall vision and will focus on the key directions set out under the Whittlesea 2040 goals - Connected community, Liveable neighbourhoods, Strong local economy and Sustainable environment.

This Plan aims to guide the community towards a low waste city in the next ten years and provides strategic direction on the management of waste generated within the municipality with three goals in mind:

## AVOID

To avoid waste generation in the first place.

## RECOVER

To recover and recycle as much waste as possible, value waste as a resource and encourage repair, reuse and recycle principles.

## PROTECT

To protect the health and safety of our community and the environment from the impacts of waste by adopting best practice waste management principles.

Whilst we are aiming for a low waste city, this is an aspirational target and we recognise that we cannot achieve this alone. Council will work in partnership with the Australian and Victorian Government and the community to achieve real change in legislation and behaviour to achieve this goal.





Given that the Victorian waste management system is largely determined by global and national forces, Council will use our level of control and influence to support the community and advocate for a more cost effective and accessible waste and resource recovery system that protects the health and safety of the community and the environment.

Figure 6 (below) highlights our role in advocacy, influence and control of waste and resource recovery systems.

**FIGURE 6**

Level of Council influence and control <sup>4</sup>



# Avoid

Council recognises that reducing the amount of waste generated in our municipality and achieving a low waste city requires input from all sections of the community through significant advocacy, innovation and ongoing community education and behaviour change campaigns. Avoiding waste and achieving a low waste city is everyone's responsibility; we need all levels of government, manufacturers, the recycling industry, businesses and the community to recognise their responsibility and play their part.

## Through avoiding waste, we will:

- Protect the health and safety of our community and our environment
- Minimise the costs of waste disposal for our community
- Reduce the consumption of raw materials like iron and oil
- Reduce pressure on recycling infrastructure and reliance on landfill
- Minimise greenhouse gas emissions.

## To assist our community to avoid waste we will:

- Provide ongoing community education and behaviour change campaigns
- Guide our community to make the repair and reuse of products and materials the social norm
- Provide low waste events and initiatives
- Show leadership and innovation by becoming a waste free organisation
- Support local community leadership, community led initiatives and solutions
- Facilitate partnerships and collaboration with residents, not-for-profit organisations, social enterprises and businesses
- Advocate for reduced consumer packaging, more product stewardship programs and bans for unnecessary and problematic single-use plastics.

## OUR GOAL

To avoid waste generation in the first place.

## OUR TARGET

To reduce total waste generation by 20 per cent per person by 2030, which equates to saving 11,000 tonnes of waste being generated annually.



## Avoid action plan

To achieve the waste avoidance target we will undertake the following actions.

ACTIONS		TIMEFRAME
1.1	Advocate for reduced consumer packaging, more product stewardship programs and bans for unnecessary and problematic single-use plastics.	Ongoing
1.2	Deliver innovative, engaging and accessible waste minimisation and resource recovery education programs to the community.	2021-22
1.3	Introduce a rebate program for reusable nappies, reusable sanitary products and composting tools.	2021-22
1.4	Support households with high waste generation with accessible and cost effective measures to reduce waste.	2021-22
1.5	Expand Council's BYO container program.	2021-22
1.6	Support businesses to move towards a circular economy.	2021-22
1.7	Introduce an organisational <i>Low waste policy</i> , mandating waste avoidance and recycling at all Council facilities.	2022-23
1.9	Trial a <i>Low waste living community program</i> .	2023-24
1.10	Investigate options for a <i>Community waste rewards program</i> to encourage eco-friendly actions.	2023-24
1.11	Support the introduction of waste-free bulk food stores and community run food co-ops that offer affordable and ethical sustainable alternatives.	2024-25
1.12	Support the introduction of community repair cafes and share libraries.	2025-26



### Whittlesea Waste Busters

In 2019 Council piloted the Whittlesea Waste Busters program. The program was used to measure the success of undertaking a targeted community education and engagement program on behaviour change. It consisted of two workshops, waste minimisation tools and resources for participants to use, a four week waste challenge

and pre and post garbage and recycling bin audits. A comparison of the audit results indicates that participating families were able to decrease their garbage by 61 per cent and decrease their recycling by 22 per cent. Participant feedback also showed great support for the program - "It has made me feel more confident about reducing waste at home and has helped me improve my recycling habits."

# Recover

The City of Whittlesea and its residents are committed to recycling. However, Australia's traditional approach to recycling has not worked so our recycling system is undergoing a significant transformation. The Victorian Government is moving us towards a circular economy. Changes to kerbside recycling services across the state include introducing a new four bin system, standardising bin lid colours and items accepted in bins and a Container Deposit Scheme by 2030.

Council recognises that close analysis of each waste stream, including local processors and potential end products is pivotal to a robust circular economy model. Furthermore, changes in the commingled recycling bin service have led to some confusion in the community and we will need to improve our recycling education program in order to resolve this confusion.

## What is the difference between recovery and recycling?

Recovery and recycling are often used interchangeably however for the purpose of this plan we will use the following definitions:

- Recovery is the process of recovering resources from waste for reuse or reprocessing. This includes collection, sorting and aggregation of materials
- Recycling is the process of converting waste into reusable materials.

## Recycling and resource recovery matter because they:

- Protect the health and safety of our community and environment
- Keep materials circulating in the economy
- Reduce the consumption of raw materials like iron and oil
- Reduce waste to landfill
- Save electricity and greenhouse gas emissions
- Create local job opportunities.





**To improve our recycling industry Council is advocating for:**

- More investment in recycling infrastructure
- The development of new end markets for recycled materials and recovered products
- Improved community waste education
- Stronger industry oversight and regulation.

### OUR GOAL

To recover and recycle as much waste as possible, value waste as a resource and encourage repair, reuse and recycle principles.

### OUR TARGET

- Introduce a residential glass recycling service in 2022-23.
- Extend the food and garden waste service municipal wide in 2023-24.
- Divert 80 per cent of waste from landfill by 2030, which equates to diverting an average of 68,000 tonnes of waste from landfill annually.
- Halve the volume of food and garden waste going to landfill by 2030.





## Recover action plan

To achieve the recover targets, we will undertake the following actions.

ACTIONS		TIMEFRAME
2.1	Advocate for support and investment in the recycling industry.	Ongoing
2.2	Implement an annual contamination management plan to encourage the correct separation of waste.	Ongoing
2.3	Facilitate a kerbside whitegoods collection service.	Ongoing
2.4	Roll out community recycling stations to Council facilities.	2021-22
2.5	Undertake a feasibility study on providing alternative residential bin sizes.	2021-22
2.6	Develop a residential glass recycling service.	2021-22
2.7	Introduce a residential glass recycling service.	2022-23
2.8	Extend the food and garden waste bin service municipal wide.	2023-24
2.9	Switch to a weekly food and garden waste collection, and fortnightly garbage collection.	2023-24
2.10	Standardise kerbside bin lid colours in line with the <i>Recycling Victoria Policy</i> .	2024-25
2.11	Trial a home collection service for e-waste, clothing and small household items.	2024-25
2.12	Trial a soft plastics recycling program at Council facilities.	2024-25
2.13	Support the introduction new local resource recovery drop off sites.	2024-25
2.14	Provide greater transparency to the community on waste generation rates.	2025-26
2.15	Investigate options for extending recycling services to local businesses.	2025-26



### Pop-up recycling station

The pop up recycling station provided our growing communities with a mobile solution to recycling and disposal of items normally associated with moving into a new home. Illegal dumping and litter is an issue within our municipality and the pop up recycling station has helped to overcome some of the barriers identified by residents. The pop up recycling station was used to collect cardboard, large soft plastics and e-waste for recycling.



# Protect

Council has a responsibility under the *Environment Protection Act 2017* to protect our environment and the community's health from the impact of waste and where it ends up. Litter, illegal dumping and inappropriate waste management practices not only costs our community money, but also causes environmental, public health and safety risks.

## OUR GOAL

To protect the health and safety of our community and the environment from the impacts of waste and litter by adopting best practice waste management principles.

## GENERAL ENVIRONMENT DUTY

New legislation called the *General Environmental Duty* comes into effect from July 2021 and as a result everyone must make sure their waste goes to the right place. Everyone needs to:

- Take care when recycling or disposing of waste
- Keep waste, paint and solvents away from waterways
- Take care when engaging waste disposal or skip bin companies.

### When you cannot discard of your waste using your kerbside bins:

- Contact council or visit our website for local waste disposal options
- Take steps to dispose of the waste in the right way.

## OUR TARGET

- Introduce a litter enforcement team to protect the environment from litter and dumped rubbish in 2023-24.
- To increase sustainable procurement to 10% of all procurement spend by 2030.







### GPS litter picker project

This project is an ongoing litter pick up project with the students at the Mill Park Library Makers Club. Students attached a GPS tracker to a conventional litter picker and are using it to track and identify litter hotspots within the community. The litter hot spots are shared via a web page that the students created. The students hope to use this project to advocate for a ban on single-use plastics to help reduce plastic pollution on land and in the ocean.

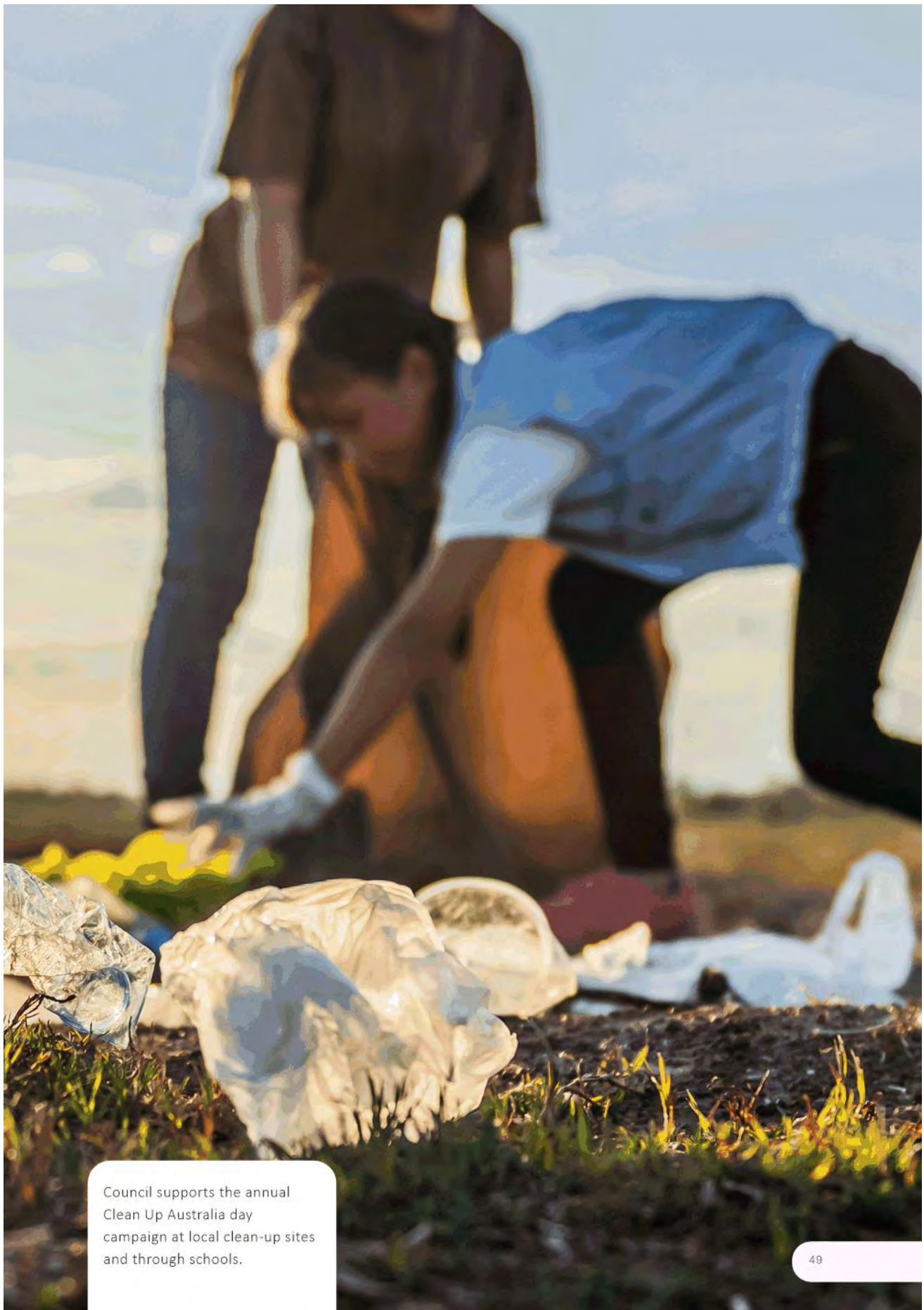
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## Protect action plan

To achieve the protect goal we will undertake the following actions.

ACTIONS		TIMEFRAME
3.1	Advocate for greater environmental protection of local land and waterways.	Ongoing
3.2	Encourage sustainable procurement across Council, selecting products that generate economic, social and environmental benefits whenever it is practicable and achieves value for money.	Ongoing
3.3	Enhance the hard waste collection service to support the phase out of tip vouchers.	2022-23
3.4	Provide community education to support the introduction of the Container Deposit Scheme.	2022-23
3.5	Develop and implement Council's response to the <i>Victorian single-use plastics ban</i> .	2022-23
3.6	Introduce a litter enforcement team to protect the environment from litter and dumped rubbish.	2023-24
3.7	Implement a community pride campaign to reduce litter through education, infrastructure and enforcement.	2024-25





Council supports the annual Clean Up Australia day campaign at local clean-up sites and through schools.



# Delivering the plan

## Implementation

A rolling implementation plan will be developed, identifying:

- The strategic actions we will be working on
- More specific timelines for each action
- Resources required

The rolling implementation plan will allow Council to make changes and implement services that are adaptive to the community's waste needs and changes in waste management practices. For some of the actions a business case will need to be prepared and considered.

## Funding

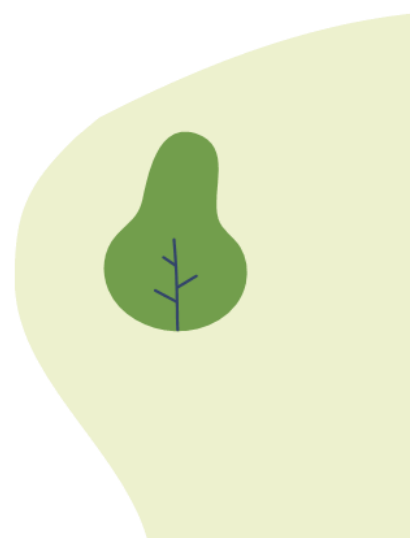
Funding will be sought through the annual Council budget process. Additional opportunities for funding via grants and/or other sources will be sought throughout the ten-year period to further progress our vision, goals and strategic actions.

## Reporting

Updates on the delivery of the *Rethinking Waste Plan 2021-2030* will be included in Council's Annual Report. To find Council's Annual Report visit [whittlesea.vic.gov.au](http://whittlesea.vic.gov.au)

An interim Council report to be provided in 2026 to ensure progress is on track.

At the end of the ten-year implementation cycle, we will report our progress to Council and community. This report will be made publicly accessible via our website. The report will be delivered to Council in 2031.



# References

1. City of Whittlesea 2016, Community Profile, viewed 16 November 2020, [www.profile.id.com.au/whittlesea](http://www.profile.id.com.au/whittlesea)
2. Victoria State Government 2020, Recycling Victoria: A New Economy, Victoria State Government 2020, Victoria.
3. Environment Protection Authority 2020, Environment Protection Act 1970 Version 213, Environment Protection Authority, Victoria.
4. The City of Greater Geelong 2020, Waste and Resource Recovery Strategy 2020-30, The City of Greater Geelong, Geelong.



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Visit: [whittlesea.vic.gov.au](http://whittlesea.vic.gov.au)

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**ITEM 6.4.2 FOR DECISION - CONTRACT 2019-119 - RECYCLING RECEIPT AND SORTING - CONTRACT VARIATION REPORT****Attachments: 1 Contract 2019-119 - Financial Analysis - Confidential**

This attachment has been designated as confidential by the Director Infrastructure & Environment, under delegation from the Chief Executive Officer, in accordance with Chapter 6(2) of the Governance Rules and sections 66(5) and 3(1) of the *Local Government Act 2020* on the grounds that it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. In particular the attachment contains information regarding Council's position in relation to a proposed variation to a Council contract that could reasonably be expected to confer a commercial advantage on a person with whom the Council is conducting business and would diminish the strength of Council's position in these negotiations.

**Responsible Officer: Acting Director Infrastructure & Environment**

**Author: Unit Leader Waste & Recycling**

**RECOMMENDATION SUMMARY**

That Council resolve, in relation to Contract No. 2019-119 for Recycling Sorting and Processing, to:

1. Approve extension of the contract end date by an additional twelve months, to 30 June 2022 (noting that a Ministerial exemption to Section 186 of the Local Government Act 1989 has been granted for this contract).
2. Note that a Section 186 exemption to the Local Government Act 1989 has been approved by the Minister for Local Government. The Exemption instrument was prepared by the Metropolitan Waste and Resource Recovery Group, on behalf of 40 Victorian councils, to allow an extension of the existing contractual arrangements to 30 June 2022.
3. Note that price variations will be in accordance with the provisions in the Terms and Conditions of the contract.
4. Approve the funding arrangements detailed in the confidential attachment.
5. Note that City of Whittlesea will participate in the State Government Metropolitan Waste and Resource Recovery Group's Collaborative Procurement of Recycling Contracts processes, under the short-term contract arrangements, where this does not preclude Council entering into a separate more beneficial agreement with any party in the future.

**BRIEF OVERVIEW**

- On Wednesday 25 September 2019, Council formally terminated Contract 2017-75B for Recyclables Acceptance and Sorting with SKM Recycling.
- Following investigation of several options to divert recyclable material from landfill, at its meeting dated 3 December 2019 Council formally approved Contract 2019-119 for Recycling Sorting and Processing with Cleanaway to 30 June 2021.
- A Ministerial exemption to Section 186 exemption of the Local Government Act 1989 was prepared by the Metropolitan Waste and Resource Recovery Group (MWRRG), on behalf of 40 Victorian councils. This exemption has been granted to allow councils to extend the existing recycling sorting and processing contractual arrangements to 30 June 2022.

- A further twelve-month extension will allow sufficient time for the finalisation of the state-wide collaborative procurement process for recycling processing.

### **RATIONALE FOR RECOMMENDATION**

A twelve-month extension of the existing contract will allow enough time for the finalisation of Metropolitan Waste and Resource Recovery Group's (MWRRG) collaborative procurement approach. MWRRG have advised that the timelines for the collaborative procurement process will likely commence in December 2021. Should the projected commencement date change, any existing Council agreements would not preclude Council from being a part of the State Government's Collaborative Procurement of Recycling Contracts process.

Additionally, Council proposes to implement the glass recycling collection service in the 2022/23 financial year as part of the *Rethinking Waste Plan 2021-2030*. A twelve-month extension will allow for proper review of the MWRRG Collaborative Procurement of Contracts in order to understand how a separate glass recycling service will impact the original draft and assessment criteria.

### **IMPACTS OF RECOMMENDATION**

A detailed analysis of Cleanaway's offer and the negotiated savings outcome is provided in the confidential attachment.

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

As part of the contract negotiated rate, Council has accepted to pay full costs for its contamination material to be disposed at Hanson's landfill in Wollert. To ensure Council maintains a substantial cost saving, regular waste audits conducted in conjunction with Cleanaway will be implemented to ensure that contamination rates remain low.

**REPORT****BACKGROUND**

On Wednesday 25 September 2019, Council formally terminated *Contract 2017-75B for Recyclables Acceptance and Sorting* with SKM Recycling (SKM). Two weeks later, Council were informed that Cleanaway was successful in acquiring the assets of SKM and had commenced upgrade works at the former SKM processing facilities located in Laverton North and Coolaroo.

At its meeting dated 3 December 2019, Council approved *Contract 2019-119 for Recycling Receipt and Sorting* which allowed kerbside recyclable material to be processed at Cleanaway's facility in Coolaroo. This arrangement was approved for a period of nineteen months to 30 June 2021.

The additional transport cartage costs resulting from the change in processing facility were attributable to the kerbside collection contract with JJ Richards and Sons.

The contract allows for three separate one-year extensions by mutual agreement between the parties, and subject to Ministerial exemption of Section 186 of the Local Government Act 1989.

***Ministerial Exemption to Section 186 Update***

A Section 186 exemption of the Local Government Act 1989 was submitted, by the Metropolitan Waste and Resource Recovery Group (MWRRG) on behalf of 40 Victorian councils, to the Minister for Local Government for approval on 10 February 2021. The exemption allows councils to extend recycling contracts that expire in 2021 to 30 June 2022 and enable the procurement to proceed within the project timeframes.

The Exemption instrument was approved by the Minister for Local Government on 19 May 2021 and submitted to Council.

***State-wide Collaborative Procurement of Recycling Processing***

In response to the prevalent gaps in the recycling industry, the MWRRG announced that a feasibility study into a collaborative approach to recycling contracts. Collaborative procurement has the potential to facilitate new private investment in the recycling industry and provides an opportunity for all levels of government to work with industry to strengthen the recycling system.

To date, all parties have reviewed and provided comment on a first draft specification and assessment criteria. It is estimated that the timelines for the collaborative procurement process will commence in December 2021.

This timeframe aligns with the Victorian Government's circular economy policy, *Recycling Victoria*, which aims to transform recycling in Victoria by 2030. The policy will introduce a Container Deposit Scheme and four-bin kerbside collection service. These changes are reflected in Council's *Rethinking Waste Plan 2021-2030* which proposes to deliver significant changes to the existing residential and commercial kerbside collection services. These matters will influence future recycling contracts and therefore due diligence dictates that the collaborative procurement process be delayed as necessary.

**CONTRACT PERFORMANCE**

The contract has been performing satisfactorily to date and this is reflected by processed tonnages represented in the table below.



Financial Year	2019/20	2020/21	Total
Tonnages	11,069 <sup>1</sup>	19,127 <sup>2</sup>	30,196

<sup>1</sup>Tonnages for the 2019/20 financial year are for the period December 2019 to June 2020.

<sup>2</sup>Tonnages for the 2020/21 financial year have been extrapolated to 30 June 2021.

## VARIATION AND EXTENSION

Noting that Council has received a Ministerial exemption of Section 186 of the Local Government Act 1989, it is proposed that the contract be extended for a period of twelve months to 30 June 2022 to allow the finalisation of the MWRRG collaborative procurement of recycling contracts. The contractor's prices have been checked and are considered competitive, and therefore a variation of \$1.97 million is required for the additional twelve-month period.

Council will utilise the twelve-month timeframe to:

- Collaborate with MWRRG and participate in any necessary briefings to finalise the collaborative procurement of recycling contracts;
- Deliver environmental education programs that deliver operational cost savings by reducing kerbside contamination rates; and
- Investigate how the introduction of a separate glass recycling service and Container Deposit Scheme will impact the current recycling processes.

Further details of the proposed variation are provided in the confidential attachment.

## FINANCIAL IMPLICATIONS

Funding for this contract is available in the 2021/22 annual (recurrent) budget for Sustainable Environment – Recycling Sorting and Processing.

## POLICY STRATEGY AND LEGISLATION

The objectives of this contract align with national, state and local government policy, strategy and legislation, including:

- Recycling and Waste Reduction Bill 2020
- Environmental Protection Act 2018
- Recycling Victoria (2020)
- Victorian Single-use Plastics Ban (2023)
- Whittlesea 2040: A Place for All.

## LINK TO STRATEGIC RISKS

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

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

Landfills pose a risk of increased greenhouse gas emissions via the build-up of methane during the waste decomposition phase.

Organic material, such as tree branches, contributes to the generation of methane gas within a landfill and therefore removal of this material reduces the risk of methane gas generation. Furthermore, providing an alternative use of tree branches via composting into a soil product also contributes to reducing greenhouse gas emissions.

## LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

<b>Goal</b>	<b>Sustainable environment</b>
<b>Key Direction</b>	<b>Leaders in clean, sustainable living</b>

## 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

Significant changes are set to occur to the kerbside collection services as part of the Victorian Government's circular economy policy, *Recycling Victoria*, which aims to transform recycling in Victoria by 2030. These changes will impact future recycling contracts and as a result, the finalisation of the state-wide collaborative procurement process may be delayed as necessary.

A Section 186 exemption to the Local Government Act 1989 was prepared by the Metropolitan Waste and Resource Recovery Group, on behalf of 40 Victorian councils, to allow an extension of the existing contractual arrangements to 30 June 2022. The Exemption instrument was approved and signed by the Minister for Local Government on 19 May 2021.

Noting that Council received a Ministerial exemption of Section 186 of the Local Government Act 1989, extension of the existing recycling sorting and processing contract for a period of twelve months to 30 June 2021 will ensure that Council maintains best value processing of kerbside recyclable material, whilst allowing provision for Council to be party to state-wide collaborative procurement for these services in the future.

<b>RECOMMENDATION</b>
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**THAT Council resolve to:**

- 1. Approve an extension of the contract end date by an additional twelve months, to 30 June 2022 (subject to Ministerial exemption to Section 186 of the Local Government Act 1989).**
- 2. Note that a Section 186 exemption to the Local Government Act 1989 has been approved by the Minister for Local Government. The Exemption instrument was prepared by the Metropolitan Waste and Resource Recovery Group on behalf of 40 Victorian councils, to allow an extension of the existing contractual arrangements to 30 June 2022.**

3. Note that price variations will be in accordance with the provisions in the Terms and Conditions of the contract.
4. Approve the funding arrangements detailed in the confidential attachment.
5. Note that the City of Whittlesea will participate in the State Government Metropolitan Waste and Resource Recovery Group's Collaborative Procurement of Recycling Contract processes, under the short-term contract arrangements, where this does not preclude Council entering into a separate more beneficial agreement with any party in the future.

<b>COUNCIL RESOLUTION</b>
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**MOVED:** *Administrator Eddy*  
**SECONDED:** *Chair of Council Wilson*

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

**CARRIED**

**ITEM 6.4.3 FOR NOTING - RESPONSE TO PETITION FOR REPLACEMENT OF TREES  
ALONG FIELDING DRIVE, MERNDA**

**Responsible Officer:** Acting Director Infrastructure & Environment

**Author:** Senior Arborist Planning & Risk

**RECOMMENDATION SUMMARY**

That Council resolve to note the report.

**BRIEF OVERVIEW**

- Council deferred the above item at its meeting dated 4 May 2021.
- Council Officers met with the head petitioner and other interested residents on site at a meeting dated 19 May 2021 to discuss their respective concerns and the items raised within the petition.
- It is proposed to present a subsequent report to the Scheduled Council Meeting dated 3 August 2021.

**RATIONALE FOR RECOMMENDATION**

This report provides an update to Council on the actions of Officers regarding the investigation and allows sufficient time to prepare a report for a future Scheduled Council Meeting.

**IMPACTS OF RECOMMENDATION**

Resolution of this report allows Officers sufficient time to prepare a report for a future Scheduled Council Meeting.

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

The head petitioner has been advised of the Council Meeting date for presentation of revised Council report.

**REPORT****BACKGROUND**

Council at its meeting dated 4 May 2021 resolved to:

*...defer consideration of Item 6.4.1 – Petition to Replace Trees Along Fielding Drive, Mernda to the 1 June 2021 Council Meeting and, in the interim the Director Infrastructure and Environment and other relevant Council Officers meet with the head petitioner and other interested residents on site to discuss their concerns.*

This report provides an update to Council on the actions of Officers regarding the investigation and outlines the next steps.

**CONSULTATION**

Council Officers met with the head petitioner and other interested residents on site at a meeting dated 19 May 2021 to discuss their respective concerns and the items raised within the petition.

**PROPOSAL**

It is proposed to present a subsequent report to the Scheduled Council Meeting dated 3 August 2021.

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

<b>Goal</b>	<b>Sustainable environment</b>
<b>Key Direction</b>	<b>Valued natural landscapes and biodiversity</b>

Council 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**

Council Officers have met with the head petitioner and other interested residents on site, with a subsequent report to be presented at the Scheduled Council Meeting dated 3 August 2021.

**RECOMMENDATION**

THAT Council resolve to note the report.

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<b>COUNCIL RESOLUTION</b>
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**MOVED:** *Administrator Duncan*  
**SECONDED:** *Chair of Council Wilson*

**THAT Council resolve to defer consideration of Item 6.4.3 Petition to replace trees along Fielding Drive, Mernda to the July 2021 meeting and, in the interim, the Director Infrastructure and Environment and other relevant Council Officers meet with the head petitioner and other interested residents on-site to discuss their concerns.**

**CARRIED**





**6.5 HIGH PERFORMING ORGANISATION****ITEM 6.5.1 FOR DECISION - DECLARATION OF RATES AND ADOPTION OF ANNUAL BUDGET 2021-22**

- Attachments:**
- 1 Council Budget 2021-22 Advisory Committee Recommendations and Copy of Submissions - Confidential**  
This attachment has been designated as confidential by the Director Corporate Services, under delegation from the Chief Executive Officer, in accordance with Chapter 6(2) of the Governance Rules and sections 66(5) and 3(1) of the *Local Government Act 2020* on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets or, if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. Part of the attachment contains tender amounts submitted by tenderers. The release of this information could reasonably be expected to prejudice the commercial position of the persons who supplied the information or to confer a commercial advantage on a third party. [↓](#)
  - 2 Annual Budget 2021-22** [↓](#)
  - 3 Revenue and Rating Plan 2021-2025** [↓](#)
- Responsible Officer:** Director Corporate Services
- Author:** Team Leader Financial Services

**RECOMMENDATION SUMMARY**

1. Accept the recommendations of the Council Budget 2021-22 Advisory Committee (the "Committee") outlined in Attachment 1, following its hearing and consideration of public submissions on the Proposed 2021-22 Annual Budget, noting that the Committee's recommendations add a net expenditure of \$305,650 to the budget.
2. Accept officer recommendations regarding non-material considerations in the Annual Budget 2021-22 that have the net effect of reducing the cash surplus position by \$50,000.
3. Adopt the Annual Budget 2021-22 (Attachment 2), noting that the Annual Budget 2021-22 has been updated in accordance with 2.
4. Adopt the 2021-2025 Council Revenue and Rating Plan (Attachment 3).
5. Declare that the general rate be declared in respect of the 2021-22 financial year.

**BRIEF OVERVIEW**

The purpose of this report is to consider the outcomes from the Council Budget Submissions Advisory Committee Meeting held on 17 May 2021 (Attachment 1) and adopt the Annual Budget 2021-22 (Attachment 2) and Revenue and Rating plan (Attachment 3).

- Council approved the Proposed Annual Budget 2021-22 for advertising at the Council Meeting held 6 April 2021. The advertised Proposed Annual Budget 2021-22 provided for a net cash surplus of \$355,650.
- Following the budget submission period (7 April 2021 to 5pm 5 May 2021), seven written submissions were received.
- The Committee considered all written and oral submissions that were received and has recommended financial support for four submissions totalling \$305,650.

- During the consultation period, further available information concerning some earlier budgetary assumptions have been enhanced. This has resulted in officers being able to consider and recommend further non-material financial considerations to the Proposed Annual Budget 2021-22 which decreased the cash surplus by \$50,000.

If the Committee and Officer recommendations are accepted, Council's budgeted 2021-22 cash result will be breakeven.

#### **RATIONALE FOR RECOMMENDATION**

The recommendation is in accordance with the requirement of Section 94 of the *Local Government Act 2020*.

#### **IMPACTS OF RECOMMENDATION**

Council has developed and engaged on the 2021-22 Annual Budget in accordance with the requirements of Section 96 (2) of the *Local Government Act 2020*.

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

Financial performance against budget is monitored closely and presented to the Executive Leadership Team and Council on a regular basis.

**REPORT****INTRODUCTION**

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 Annual 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 \$305.4 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 did not seek 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. The allocation of this fund for community-driven initiatives that will be rolled-out in 2021-22 will be resolved by Council at the time of the adoption of the Council Plan 2021-2024.

Council invited written submissions on the Proposed Annual Budget 2021-22. A total of seven submissions were received during the submission period, which closed on 5 May 2021.

**BACKGROUND**

The Annual Budget 2021-22 (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 Annual Budget 2021-22 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.

**CHANGES AS A RESULT OF SUBMISSIONS**

The Committee considered all submissions that were received and has recommended financial support for four submissions totalling \$305,650.

The recommended financial support for submissions is as follows:

- \$5,000 for the Epping Wollert Nepalese Community for equipment and to support the short-term sustainability of the group.
- \$62,000 to support the Findon Pony Club's re-establishment at a new site subject to a review and confirmation of the infrastructure costs.
- \$38,650 for the operation of Ziebell's Farmhouse noting that this sum will be in addition to the \$90,000 in funding already allocated in the 2021-22 Annual Budget. Further an additional allocation of \$50,000 for officers, in conjunction with the Friends of Westgarthtown, to undertake a review of site opportunities and governance arrangements for the Ziebell's Farmhouse and with officers to provide a report to Council in the next 12 months.
- \$150,000 subject to review and confirmation of costs by Council officers for the repairs of Creeds Farm Living and Learning Centre facilities including contingency and external project management.

## BUDGET HIGHLIGHTS

Some key features of the budget include:

- Operating revenue of \$238.11 million (excluding developer contributions, non-monetary assets and non-recurrent capital grants)
- Operating expenditure of \$229.02 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 budget includes a new capital works budget of \$68.39 million and \$8.03 million of works carried forward from 2020-21.

## 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**

The City of Whittlesea introduced a separate waste charge in 2018-19 and this charge will continue in 2021-22.

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 \$1,862.77 per household, being 1.51 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 consider the inclusion of recommendations of the Committee and Officers' in determining the Annual Budget 2021-22 for adoption.

**CONSULTATION**

Public notice was given inviting submissions on the Proposed Annual Budget 2021-2022. A total of seven submissions were received and considered by the Committee appointed by Council.

**CRITICAL DATES**

The process adopted by Council was:

Council approved Proposed Annual Budget 2021-22 for public notice	6 April 2021
Council gave public notice	7 April 2021
Period for lodging submissions closed	5 May 2021
Committee met to consider submissions	17 May 2021
Council meeting to adopt the Annual Budget 2021-22	1 June 2021

**SUBMISSIONS ADVISORY COMMITTEE RECOMMENDATIONS**

The Committee comprising the Chair Ms Lydia Wilson and Administrator Peita Duncan was appointed to hear and consider submissions. The Committee met on 17 May 2021 and gave each submitter the opportunity to be heard in support of their submission.

After hearing from the submitters, the Committee considered each submission and recommended support for four submissions totalling \$305,650.

A full summary of the budget submissions and the recommendations of the Committee are included in Attachment 1.

**BUDGET ADJUSTMENT RECOMMENDED BY OFFICERS**

During the consultation period, further information continued to emerge that has enhanced some budgetary assumptions. This has resulted in some further non-material financial changes totalling \$50,000 to the Annual Budget 2021-22.

**FINANCIAL IMPLICATIONS**

In 2021-22 Council will spend \$305.4 million to deliver more than 100 community services and invest in essential new infrastructure.

This includes a \$76.42 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.

The Committee's and Officers' recommendations will add a net cost of \$355,650. The cost of these items will be funded from the initial budgeted surplus of \$355,650. If the Committee's and Officers' recommendations are accepted, Council's budgeted 2021-22 cash result will be breakeven.

## 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

It is recommended that Council adopt the Annual Budget 2021-22 noting the changes recommended by the Committee and officers and notify each submitter of Council's decision.

<b>RECOMMENDATION</b>
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**THAT Council resolves to:**

1. **Accept the recommendations of the Council Annual Budget 2021-22 Advisory Committee ("Committee") outlined in Attachment 1, having heard and considered public submissions on the Proposed Annual Budget 2021-22, noting that the Committee's recommendations will add a net cost of \$305,650 to the budget.**
2. **Notify all submitters that Council has considered their submissions relating to the Proposed Annual Budget 2021-22 and that the submitters be advised of the outcome of the consideration as it relates to their specific submission, and they be thanked for their contributions.**
3. **Accept officer recommendations of non-material financial changes to decrease the cash surplus in the Annual Budget 2021-22 by \$50,000.**
4. **Adopt the Annual Budget 2021-22 (Attachment 2).**

5. Authorise officers to make the following amendments to the Annual Budget 2021-22 in line with the Advisory Committee Recommendations:
  - a) Additional operational expenditure of \$5,000 to fund a one-off grant to the Epping Wollert Nepalese Community equipment;
  - b) Additional operational expenditure of \$62,000 in 2021-22 to support the Findon Pony Club's re-establishment at a new site subject to a review and confirmation of the infrastructure costs;
  - c) Additional operational expenditure of \$38,650 in 2021-22 for the operation of Ziebell's Farmhouse noting that this sum will be in addition to the \$90,000 funding already allocated in the 2021-22 Annual Budget. Further an additional allocation of \$50,000 in 2021-22 for officers, in conjunction with the Friends of Westgarthtown, to undertake a review of site opportunities and governance arrangements for the Ziebell's Farmhouse, with officers to provide a report to Council in the next 12 months.
  - d) Additional operational expenditure of \$150,000 in 2021-22 subject to review and confirmation of costs by Council officers for the repairs of Creeds Farm Living and Learning Centre facilities including contingency and external project management.
6. Adopt the 2021-25 Council Revenue and Rating plan (Attachment 3).
7. Authorises Officers to make copies of the 2021-22 Adopted Budget and 2021-25 Council Revenue and Rating plan available on Council's website.
8. Authorises the Chief Executive Officer to give public notice of the decision to adopt the Annual Budget and submit a copy to the Minister for Local Government.
9. Authorises the Chief Executive Officer to effect administrative and wording changes to the final Annual Budget document that may be required.
10. Declare that the amount which Council intends to raise by general rates is \$164,062,080 and such further amount as lawfully levied as a consequence of this resolution.
11. Declare that the general rate be declared in respect of the 2021-22 financial year.
12. Declare that the general rate be raised by the application of differential rates.
13. Declare that a differential rate be set for rateable land having the respective characteristics specified below, which characteristics will form the criteria for each differential rate so declared:

**Farm Land**

Any land which is "farm land" within the meaning of section 2(1) of the Valuation of Land Act 1960.

**Other Land**

Any land which is not farm land, including land which is used or adapted to be used primarily for:

- a) residential; or
- b) commercial purposes.

14. Determine each differential rate by multiplying the Net Annual Value of each rateable land (categorised by the characteristics described in paragraph 13 of this Resolution) by the relevant percentages indicated in the following table:

Category	Percentage
Other Land (including Residential and Commercial Land)	0.05138479
Farm Land	0.03083088

15. Record that it considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions and that:

- a) The respective objectives of each differential rate be those specified in the Schedule to this Resolution.
- b) The respective types or classes of land which are subject to each differential rate be those defined in the Schedule to this Resolution.
- c) The respective uses and levels of each differential rate in relation to those respective types or classes of land be those described in the Schedule to this Resolution.
- d) The relevant -
  - i) uses;
  - ii) geographical locations;
  - iii) planning scheme zonings of;
  - iv) types of buildings on; and
  - v) the respective types or classes of land be those identified in the Schedule to this Resolution.

16. Confirm that no amount is fixed as the minimum amount payable by way of general rate in respect of each rateable land within the municipal district.

17. Declare that no incentives be given by Council for the payment of general rates before the dates fixed or specified for their payment under section 167 of the Local Government Act 1989.

18. Record that:

- a) Council grants to each owner of rateable land which –

- i) is located within or part within a Green Wedge, Green Wedge A or Rural Conservation Zone within the meaning of the Whittlesea Planning Scheme; and
- ii) is not less than 8 hectares in area or which, when combined with adjacent land in the same ownership, is continuous and not less than 8 hectares in area;

a rebate (the Sustainable Land Management Rebate).

- b) The Sustainable Land Management Rebate be an amount equal to -
  - i) 30% of the general rates which would otherwise be payable in respect of rateable land which is 50 hectares or more in area; and
  - ii) 20% of the general rates which would otherwise be payable in respect of rateable land which is not less than 8 hectares and not equal to or more than 50 hectares in area or which, when combined with adjacent land in the same ownership, is continuous and not less than 8 hectares and not equal to or more than 50 hectares in area.
- c) The Sustainable Land Management Rebate be conditional upon -
  - i) the owner of the rateable land (or his or her agent) bi-annually making application for the Sustainable Land Management Rebate to be granted;
  - ii) the ability of the owner of the rateable land (or his or her agent) to demonstrate a commitment to maintaining and improving the quality of their land, consistent with the assessment criteria stated in the Sustainable Land Management Rebate Scheme Application Guidelines;
  - iii) the owner of the rateable land (or his or her agent) establishing to the satisfaction of Council such plans for land management works, and the carrying out of such land management works over a specified time, as are consistent with the Sustainable Land Management Rebate Scheme Application Guidelines; and
  - iv) the application of, and compliance with, the Sustainable Land Management Rebate Scheme Application Guidelines.
- d) The Sustainable Land Management Rebate be granted to -
  - i) assist in the proper and sustainable development of the municipal district;
  - ii) support and encourage the application of sustainable land management practices;
  - iii) preserve places within the municipal district which are of environmental interest;
  - iv) preserve, restore and maintain places of environmental importance and value within the municipal district;

- v) improve the productive capacity of rural land; and
  - vi) promote the objectives described in the Sustainable Land Management Rebate Scheme Application Guidelines.
19. Require that the general rates must be paid -
- a) By lump sum payment, made on or before 15 February 2022; or
  - b) By four instalments made on or before the following dates:
    - i) Instalment 1: 30 September 2021
    - ii) Instalment 2: 30 November 2021
    - iii) Instalment 3: 28 February 2022
    - iv) Instalment 4: 31 May 2022
20. Confirm that it will, subject to sections 171 and 172 of the *Local Government Act 1989*, require a person to pay interest on any general rates which -
- a) that person is liable to pay; and
  - b) have not been paid by the date specified for payment.
21. Authorise Council's Team Leader Revenue Services to levy and recover the general rates in accordance with the schedule in the *Local Government Act 1989* as extracted below.

#### **SCHEDULE**

##### ***Farm Land Objective***

To encourage the use (and continued use) of land for agricultural purposes, and ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. implementation of good governance and sound financial stewardship;
2. construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. development and provision of health, environmental, conservation, leisure, recreation, youth and family and community services;
4. provision of strategic and, economic management, town planning and general support services; and
5. promotion of cultural, heritage and tourism aspects of Council's municipal district.

##### ***Types and Classes***

Any rateable land which is 'farm land' within the meaning of section 2(1) of the Valuation of Land Act 1960.

##### ***Use and Level of Differential Rate***

This particular differential rate will be used to support farming by providing a discount for Farm Rate properties.



The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

***Geographic Location***

Wherever located within the municipal district.

***Use of Land***

Any use permitted under the relevant Planning Scheme.

***Planning Scheme Zoning***

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

***Types of Buildings***

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2021-22 Financial Year.

***Other Land (Including Residential and Commercial Land) Objective***

To ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, having regard to the relative benefits derived from the cost of carrying out of such functions. These functions include the:

1. implementation of good governance and sound financial stewardship;
2. construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. development and provision of health, environmental, conservation, leisure, recreation, youth and family and community services;
4. provision of strategic and, economic management, town planning and general support services; and
5. promotion of cultural, heritage and tourism aspects of Council's municipal district.

***Types and Classes***

Any rateable land which is not Farm Land.

***Use and Level of Differential Rate***

This particular rate will be used as the default rate that is applicable to the majority of the properties within this municipal district.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

***Geographic Location***

Wherever located within the municipal district.

***Use of Land***

Any use permitted under the relevant Planning Scheme.

***Planning Scheme Zoning***

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

***Types of Buildings***

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2021-22 Financial Year.

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

**MOVED:** *Chair of Council Wilson*

**SECONDED:** *Administrator Duncan*

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

**CARRIED UNANIMOUSLY**



Advisory Committee Minutes  
Monday 17 May 2021



**City of  
Whittlesea**



**City of  
Whittlesea**

**Advisory Committee Minutes /  
Informal Meeting of Administrators**

Monday  
17 May 2021  
6:00pm

**Assembly Location:** Council Chamber, 25 Ferres Boulevard, South Morang

**Administrators:**

**Present**

**Apology**

Lydia Wilson, Chair of Council



Peita Duncan



Chris Eddy



**Officers:**

**Present**

**Apology**

Craig Lloyd, Chief Executive Officer



Kristi High, Executive Manager Public Affairs



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



Mark Montague, Chief Financial Officer



Benjamin Waterhouse, Manager Active & Creative  
Participation



Allan Cochrane, Team Leader Financial Services



Advisory Committee Minutes  
Monday 17 May 2021



## Matters in Discussion

### 1. REPORTS

#### ITEM 1.1 FOR RECOMMENDATION: COUNCIL BUDGET 2021-22 ADVISORY COMMITTEE MEETING

Responsible Officer: Amy Montalti, Director Corporate Services

Also in attendance: Craig Lloyd, Chief Executive Officer  
Kristi High, Executive Manager Public Affairs  
Frank Joyce, Executive Manager Governance  
Kate McCaughey, Director Community Wellbeing  
Justin O'Meara, Director Planning & Development  
Debbie Wood, Director Infrastructure & Environment  
Mark Montague, Chief Financial Officer  
Benjamin Waterhouse, Manager Active & Creative Participation  
Allan Cochrane, Team Leader Financial Services

Declaration of Interest: Yes ☐ No ☒

**Matters Discussed:**

#### COMMITTEE RECOMMENDATION

That the Committee's recommendations as per attachment 1, be considered by Council at the Scheduled Council Meeting to be held on Tuesday 1 June 2021.

## Budget Submission 2021-22

Submission	Submitter	Speaking	Summary of request	Operating	Capital
BS_22_001	Bain Simpson, Emilio Moreno and Adrian de Ross - Residents of the Mernda Retirement Village at 89 Galloway Drive Mernda	Yes	Council to consider the impact of the general rate process on retirement villages and in particular the submitters are seeking: <ul style="list-style-type: none"> <li>Discount on Council rates for retirement village residents</li> <li>Change the property valuation method used for rating from Net Annual Value (NAV) to Capital Improved Value (CIV)</li> </ul>	\$0.00	\$0.00
BS_22_002	Ms K B Governance member - Aboriginal Gathering Place Governance Group	No	Aboriginal community elders, leaders, and community residents have been calling for an Aboriginal Gathering Place for over 20 years. Many Elders who were significant contributors to this cause have now passed. Submission requesting that Council allocate funding to establish an Aboriginal Gathering Place in the City of Whittlesea.	\$0.00	\$0.00
BS_22_003	Ash Aryal Secretary - Epping Wollert Nepalese Community	Yes	The Epping Wollert Nepalese Community are seeking a grant or in-kind support from Council for their use of the community facilities at the Galada Community Centre. Requesting rental costs be waived for the following rooms at the Galada Community Centre: <ul style="list-style-type: none"> <li>Big Hall - every Saturday throughout the Victorian school term between 10:00am and 12:00pm</li> <li>Social Support Activity Room 1 - every Saturday throughout the Victorian school term between 9:00am and 12:00pm</li> </ul>	\$5,000.00	\$0.00
BS_22_004	Bernice Muldoon President - Findon Pony Club	Yes	The Findon Pony Club must vacate the current property that they are utilising for their operations at 70W Regent Street, Mernda (Council owned land). The Club is looking to relocate to private land at the Findon Harriers Hunt Club site at 1180 Merriang Road, Woodstock. In the 2021-22 FY, the Club is seeking financial assistance of \$271,700. This includes: \$178,200 to re-establish their operations at the new site. In addition, they are requesting a further \$93,500 in future financial years to continue this establishment process as they anticipate a growth in	\$62,000.00	\$0.00
BS_22_005	Barbara Vaughan	Yes	Request for the establishment of croquet courts in the City of Whittlesea. There are currently no established courts in the City of Whittlesea with the closest ones located in Ivanhoe. The group is not formally registered as a club. The applicant has advised they have a mail list of over 100 members.	\$0.00	\$0.00
BS_22_006	Leon Borrack Treasurer - Friends of Westgarthtown	Yes	Friends of Westgarthtown manage Ziebell's Farmhouse on behalf of the City of Whittlesea and this arrangement was due to expire on 30 June 2021. However, Council recently advised they will not be ready to operate the museum on this date and therefore requested the current arrangements be extended for a further twelve months. Council have budgeted funding for Ziebell's Farmhouse at the same level as 2020-21. However, for the same reasons the transition was being undertaken, a business-as-usual approach creates significant risk the current operational arrangements will fail. Without additional funding, Friends of Westgarthtown may need to decline Council's request, shutter the museum or be unable to support an effective transfer of knowledge to Council for future operations. The Friends of Westgarthtown's have proposed solutions in the form of two funding options for Council to consider. <ol style="list-style-type: none"> <li>The minimum additional funding needed identified by the Friends of Westgarthtown to manage Ziebell's Farmhouse in 2021-22 is \$38,650.</li> <li>However, their preferred option is to continue to grow Ziebell's Farmhouse in 2021-22, maximising the value of the operation to be handed to Council on 1 July 2022. This preferred option requires a funding increase of \$71,300 over 2020-21 levels.</li> </ol>	\$88,650.00	\$0.00
BS_22_007	Christina DiPierdomenico President, Committee of Management - Creeds Farm Living and Learning Centre Inc	Yes	Creeds Farm Living and Learning Centre is a neighbourhood house serving the culturally and linguistically diverse growing communities of Epping North and Wollert. Engineering advice is that our building is not safe for use and cannot open until major structural repairs are completed. These are beyond our financial means and we are requesting Council help fund the repairs. The total contract amount for the project is \$168,598 and they are seeking Council to provide \$100,000 towards the building works and a qualified project manager to provide expert oversight of the works.	\$150,000.00	\$0.00
<b>Total</b>				<b>\$305,650.00</b>	<b>\$0.00</b>



## 2021-22 Budget Submissions

No	Submitter Details
BS_22_001	Bain Simpson, Emilio Moreno and Adrian de Ross, Resident of the Mernda Retirement Village
<b>Summary of issues</b> Council to consider the impact of the general rate process on retirement villages and in particular the submitters are seeking: <ul style="list-style-type: none"><li>• Discount on Council rates for retirement village residents</li><li>• Change the property valuation method used for rating from Net Annual Value (NAV) to Capital Improved Value (CIV)</li></ul>	
Have you previously applied for support (successfully or unsuccessfully) from the City of Whittlesea regarding this submission? Please provide details including any Community Grant applications.	Yes
<b>Committee Recommendation:</b> That Council resolves to: <ol style="list-style-type: none"><li>1. Note the submission received from residents of the Mernda Retirement Village; and</li><li>2. Note the intention of Council to undertake a review of its rating methodology in the near future.</li></ol>	

## 2021-22 Budget Submissions

No	Submitter Details	
BS_22_002	Ms KB (AGPGG - Governance member) Aboriginal Gathering Place Governance Group	
<b>Summary of issues</b>		
Aboriginal community elders, leaders, and community residents have been calling for an Aboriginal Gathering Place for over 20 years. Many Elders who were significant contributors to this cause have now passed. Submission requesting that Council allocate funding to establish an Aboriginal Gathering Place in the City of Whittlesea.		
<b>Have you previously applied for support (successfully or unsuccessfully) from the City of Whittlesea regarding this submission? Please provide details including any Community Grant applications.</b>		Yes
<b>Committee Recommendation:</b>		
That Council resolves to:		
1. Note the submission received from the Aboriginal Gathering Place Governance Group;		
2. Note that the Proposed Annual Budget includes \$250,000 to complete a Cultural Heritage Management Plan and to install some public amenities at the Aboriginal Gathering Place site; and		
3. Note that an application for grant funding of \$300,000 has been successful to support the delivery of this project.		

## 2021-22 Budget Submissions

No	Submitter Details	
BS_22_003	Ash Aryal (Secretary) Epping Wollert Nepalese Community	
<b>Summary of issues</b>  The Epping Wollert Nepalese Community are seeking a grant or in-kind support from Council for their use of the community facilities at the Galada Community Centre.  Requesting rental costs be waived for the following:		
Room (Galada Community Centre)	When	Duration
Big Hall	Every Saturday throughout the Victorian school term.	10:00 am- 12:00 pm
Social Support Activity Room 1	Every Saturday throughout the Victorian school term	9:00 am – 12:00 pm
<b>Have you previously applied for support (successfully or unsuccessfully) from the City of Whittlesea regarding this submission? Please provide details including any Community Grant applications.</b>		No
<b>Committee Recommendation:</b>  That Council resolves to: <ol style="list-style-type: none"> <li>Note the submission received from the Epping Wollert Nepalese Community;</li> <li>Note that officers will contact the submitter to provide assistance in supporting the group to identify opportunities to apply for grants.</li> <li>Provide a one-off grant of \$5,000 in 2021-22 for equipment in recognition of the work being undertaken and to support the short-term sustainability of the group.</li> </ol>		

## 2021-22 Budget Submissions

No	Submitter Details	
BS_22_004	Bernice Muldoon (President) Findon Pony Club	
<b>Summary of issues</b>		
<p>The Findon Pony Club must vacate the current property that they are utilising for their operations at 70W Regent Street, Mernda (Council owned land).</p> <p>The Club is looking to relocate to private land at the Findon Harriers Hunt Club site at 1180 Merriang Road, Woodstock.</p> <p>In the 2021/22 FY, the Club is seeking financial assistance of \$271,700. This includes: \$178,200 to re-establish their operations at the new site. In addition, they are requesting a further \$93,500 in future financial years to continue this establishment process as they anticipate a growth in membership at their new site.</p>		
Have you previously applied for support (successfully or unsuccessfully) from the City of Whittlesea regarding this submission? Please provide details including any Community Grant applications.		No
<b>Committee Recommendation:</b>		
That Council resolves to		
<ol style="list-style-type: none"><li>1. Notes the submission received from the Findon Pony Club;</li><li>2. Allow the Findon Pony Club to continue their operations at 65W and 70W Regent Street, Mernda to the end of December 2022 under the terms of the existing lease which is in overholding;</li><li>3. Request officers to continue to work with the Findon Pony Club around transition arrangements and to identify opportunities to apply for grant funding;</li><li>4. Allocate \$62,000 in 2021-22 to support the Findon Pony Club's re-establishment at a new site subject to a review and confirmation of the infrastructure costs; and</li><li>5. Request officers to prepare a Council report to confirm new site tenure and transition arrangements for the Findon Pony Club and to provide a timeline on the sale of land.</li></ol>		

**2021-22 Budget Submissions**

No	Submitter Details
BS_22_005	Barbara Vaughan
<b>Summary of issues</b>  Request for the establishment of croquet courts in the City of Whittlesea.  There are currently no established courts in the City of Whittlesea with the closest ones located in Ivanhoe.  The group is not formally registered as a club. The applicant has advised they have a mail list of over 100 members.	
<b>Have you previously applied for support (successfully or unsuccessfully) from the City of Whittlesea regarding this submission? Please provide details including any Community Grant applications.</b>	No
<b>Committee Recommendation:</b>  That Council resolves to:  <ol style="list-style-type: none"><li>1. Note the submission;</li><li>2. Note that Council is in process of developing a new sport and leisure infrastructure plan which will consider the community's sporting and recreational needs including those identified by the croquet group;</li><li>3. Note that officers will work with the croquet group to explore options for a temporary site in the short-term.</li></ol>	

## 2021-22 Budget Submissions

No	Submitter Details
BS_22_006	Leon Borrack (Treasurer) Friends of Westgarthtown
<b>Summary of issues</b>  <p>Friends of Westgarthtown manage Ziebell's Farmhouse on behalf of the City of Whittlesea and this arrangement is due to expire on 30 June 2021. The Friends have indicated an interest in managing the facility throughout the 2021/22 period, however this would have budget implications.</p> <p>Council have budgeted funding for Ziebell's Farmhouse at the same level as 2020-21 for the 2021/22 financial year. However, throughout the 2021/22 period the museum would require a reaccreditation of the collection, review process and additional bookkeeping duties associated with supporting the ageing committee. Without additional funding, Friends of Westgarthtown have advised they may be unable to further operate the museum.</p> <p>The Friends of Westgarthtown's have proposed solutions in the form of two funding options for Council to consider:</p> <ul style="list-style-type: none"> <li>• The minimum additional funding needed to manage Ziebell's Farmhouse in 2021-22 is \$38,650.</li> <li>• However, their preferred option is to continue to grow Ziebell's Farmhouse in 2021-22, maximising the "...value of the operation to be handed to Council on 1 July 2022". This preferred option requires a funding increase of \$71,300 in addition to the existing \$90,000 already committed in the 2021/22 budget (this would make the total contribution \$161,300 for the 2021/22 financial year).</li> </ul>	
<b>Have you previously applied for support (successfully or unsuccessfully) from the City of Whittlesea regarding this submission? Please provide details including any Community Grant applications.</b>	No
<b>Committee Recommendation:</b>  <p>That Council resolves to:</p> <ol style="list-style-type: none"> <li>1. Note the submission received from the Friends of Westgarthtown;</li> <li>2. Allocate \$38,650 in 2021-22 for the operation of Ziebell's Farmhouse noting that this sum will be in addition to the \$90,000 funding already allocated in the 2021-22 Annual Budget;</li> <li>3. Allocate \$50,000 in 2021-22 for officers to undertake a review, in conjunction with the Friends of Westgarthtown, of site opportunities and governance arrangements for the Ziebell's Farmhouse including exploring the establishment of a Community Asset Management Committee for management of Ziebell's Farmhouse with officers to provide a report to Council in the next 12 months.</li> </ol>	

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## 2021-22 Budget Submissions

No	Submitter Details
BS_22_007	Christina DiPierdomenico (President, Committee of Management) Creeds Farm Living and Learning Centre Inc
<b>Summary of issues</b>  <p>Creeds Farm Living and Learning Centre is an independently owned operated neighbourhood house serving the growing communities of Epping North and Wollert. The Creeds farm Committee of Management (CoM) has received engineering advice that their building is not safe for use and cannot open until major structural repairs are completed. The CoM are of the opinion that such works are beyond the financial means of the CoM to undertake and we are requesting Council help fund the repairs.</p> <p>The CoM have estimated the total contract amount for the project at \$168,598 and they are seeking Council to provide \$100,000 towards the building works and a qualified project manager to provide expert oversight of the works.</p>	
<b>Have you previously applied for support (successfully or unsuccessfully) from the City of Whittlesea regarding this submission? Please provide details including any Community Grant applications.</b>	No
<b>Committee Recommendation:</b>  <p>That Council resolves to</p> <ol style="list-style-type: none"> <li>1. Note the submission from the Creeds Farm Living and Learning Centre;</li> <li>2. Allocate \$150,000 in 2021-22 subject to review and confirmation of costs by Council officers for the repairs of Creeds Farm Living and Learning Centre facilities including contingency and external project management;</li> <li>3. Note that officers will continue to provide assistance with sourcing alternative bookable venues throughout the 2021-22 period whilst the Creeds Farm Living and Learning Centre is closed; and</li> <li>4. Note that officers will support the Creeds Farm Living and Learning Centre to explore funding opportunities and grants from other sources.</li> </ol>	

**Budget Submission Proposed Annual Budget 2021 2022 City of Whittlesea**

**Prepared by Bain Simpson, Adrian de Ross, & Emilio Moreno Mernda Retirement Village.  
1st May 2021**

As a part of the Budget process for the City of Whittlesea we urge the Council to reconsider the position of Retirement villages as impacted by the general rate processes within the city of Whittlesea.

There are a few key points that we urge Council to consider.

1. Most people who move into a retirement village have used all, or most of their funds including the proceeds of the sale of their house to purchase their lease.
2. The rationale for the taking the retirement village option is a lifestyle choice which includes a sense of community, security and being looked after in our later years. This has resulted in the “lifestyle factor” being captured in the level of rates levied by Council.
3. Retirement village residents pay twice for many of the services they receive.
  - (a) Firstly, through the Council rating process and secondly through the fees they pay directly to the owner for services and facilities within the village. These include sporting/exercise facilities such as a small gymnasium, swimming pool, lawn bowls rink as well as an amenity for social group meeting. This leads to a reduced burden on Council provided facilities than would otherwise be the case.
  - (b) Access to facilities on site also contributes to the physical and mental health of residents in turn leading to a reduced call on Council supported aged care.
  - (c) Council also doesn’t need to concern itself with street maintenance, street cleaning, lighting, or garden area upkeep within the village. Residents totally fund these activities through the fees they pay to the operators. Outside of the village these costs are met by the Council.
4. There are also significant differences between freehold (ownership) and Retirement village leases which, simply described amount to not much more than a permission to occupy.
5. Retirement villages provide particular financial benefits to the City of Whittlesea. Our experience suggests that Residents are most likely to do their day-to-day shopping locally and accessible City of Whittlesea businesses.

**Council Rate Discount**

We urge the Council to introduce a discount on the rates for retirement village residents in the form of a concession or rebate on the full rate charge which is presently calculated using the Net Annual Value (NAV) method. Farm properties presently enjoy a 40% discount. We suggest that a 25% rebate would appropriately recognise the unfair valuation method, the contribution retirement villages make to the economics of the city and the savings they

provide for the Council is providing and funding the operation of services and facilities that are used by residents.

#### **CIV and Differential Rates**

For the afore mentioned reasons we would also urge Council to change to the CIV rating system.

Unlike the very restrictive NAV system, CIV allows Council to strike a Differential Rate in recognition of the specific needs, not just for retirement villages but also for a broader range of business and other groups within the City of Whittlesea.

Discounts for retirement villages through the CIV dependent differential rate system we have identified in other Councils include The City of Frankston 25%, Knox 20%, and Kingston at 10%. Both Kingston and Knox also provide Council funded Pensioner discounts in excess of \$100 p.a. There may be others. In the current (Covid) environment, this could be a welcome sign that Whittlesea (one of only 5 Councils currently using the NAV system) is supporting the whole community.

We would be pleased to meet with representatives of the Council to discuss our proposal in detail. We have attended a number of Council meetings in the past, presented petitions and had discussions with officers from the Council including the Mayor, a number of Councillors, the then CEO, Mr Overland and Mr Mitrione from the valuation department.

As a separate process we are writing to Ms Lydia Wilson, the Head Administrator of the City of Whittlesea, requesting a meeting. We wish to argue for changing the rating method from Net Annual Value (NAV) to Capital Improved Value (CIV). This change would enable the city to have greater flexibility in the approach to rating. It would enable the council to better share the rate burden in a more equitable manner.

Bain Simpson

Adrian de Ross

Emilio Moreno



*Dear Council,*

*We request that council allocate funding in the next budget to establish an Aboriginal gathering place in the city of Whittlesea. Aboriginal community elders, leaders, and community residents have been calling for an Aboriginal gathering place for over 20 years. Many Elders who were significant contributors to this cause have now passed.*

*The gathering place would provide a welcoming safe place to deliver cultural, recreational and social activities. Programs such as men's groups, women's groups, youth, playgroup, events, festivals, Traditional Owner walking groups and much more. The gathering place would also provide pathways to programs provided by Aboriginal organisations and other local services. Participation in these activities and access to services has the potential to improve the health of the council's Aboriginal community.*

*An Aboriginal gathering place would also provide opportunities for cultural immersion and knowledge sharing supporting good relationships and partnerships. As an open, inclusive and collaborative initiative the benefits of an Aboriginal gathering place would be shared with the broader community.*

*We acknowledge the council's previous investment supporting the progress of this project so far. We implore the council to consider us in the next budget to continue and compliment the work needed to complete the next phase of this journey.*

*The Aboriginal Gathering Place Governance Group have a strong passion to see this concept through for our Elders, our youth, and our community living in the City of Whittlesea.*

*The following are some of the highlights we have done so far:-*

- Feasibility Study
- Established an Aboriginal Gathering Place Governance Group through an elective process
- Investment Logic Map
- Live sketch – Gathering Place vision – see attachment
- Gathering Place Tour of Willum Warrain (Hastings)
- Governance Training
- Gathering Place design session with Aboriginal Architect - Jeffa Greenaway
- Presented 3 gathering place sites – Preston Hall, Mayfield Farm and Quarry Hills
- Quarry Hills elected as the preferred sit





## Grant Proposal

to

**Whittlesea Council**

2021/22 Budget submission by

**Epping Wollert Nepalese Community**



Dear Grant officer,  
City of Whittlesea,

Epping Wollert Nepalese Community is seeking grant/in-kind support from Whittlesea council for use of community facilities at Galada community centre.

Epping Wollert Nepalese Community has been operating a community language school at Galada Community Centre for the last 3 years. The EWNC Baal Vatika is a school that caters for the needs of migrant Nepali children of various age group. The school equips children within the community with elementary Nepali language skills delivered within an appropriate cultural setting. Besides, delivering language lessons, EWNC Baal Vatika also conducts dance & music (guitar) lessons, which ensures a holistic learning experience.

Thus far school has been run entirely by volunteers. Any fund collected from parents goes towards paying for venue hire, insurances and other sundry expenses. We desperately need additional funds to purchase more teaching equipment's like a laptop, new printer, books etc. We intend to raise additional funds from parents/sponsors to pay for these expenses, however, there is still going to be a shortfall. We would like to request the Whittlesea council to provide us with in-kind assistance and waive all the cost associated with hiring the venue so that classes can continue to be conducted. Listed below is our requirement for the venue hire.

Room (Galada Community Centre)	When	Duration
Big Hall	Every Saturday throughout the Victorian school term.	10:00 am- 12:00 pm
Social Support Activity Room 1	Every Saturday throughout the Victorian school term	9:00 am – 12:00 pm

Epping Wollert Nepalese community is incorporated association registered with Consumer Affairs Victoria and has been tirelessly working uplift the capabilities of the migrant Nepali community residing in the area and foster community connections between the broader Whittlesea community and residents of Epping and Wollert with Nepalese heritage through information exchange, education, dialogue, and celebration of cultural events.

Kind regards

Ash Aryal

Secretary  
Epping Wollert Nepalese Community



**Findon Pony Club Budget Submission 2021-2022**

Findon Pony Club (Mernda) Inc. ("the Club") was founded by the Findon Harriers Hunt Club in 1962 where, originally, rallies were held at Recreation Rd, Yan Yean. The club moved to its current grounds at 70W Regent Street, Mernda in 1965, where it has been an active member of the sporting community for over 55 years.

It is important to note that the Club, like so many sporting clubs in the City of Whittlesea ("Whittlesea") (and other cities in Victoria) has been operating on council owned land. In 2020, Whittlesea requested that Findon pony club vacate the current premises, by December 2021 to make way for future residential development. It is our understanding that the City intends to sell the land which will no doubt free up significant capital.

Whittlesea and the Club have had long and frequent discussions in the past in an attempt to secure new club grounds for the Club to continue to operate. During these discussions, a number of items were requested, one of those being able to grow our members. We have successfully done this and still continue to do this. The Club now has approximately eighty (80) regular participants including Adults and Children; Riders with Horses and Riders Without Horses (we lend them one for the session) and longtime club supporters. Naturally, the continued growth of the Club is hampered by the ever-present threat of eviction over the last few years. Obviously, this is not a great position to be in in the long term.

Despite the efforts on both sides, Whittlesea has not been able to identify a suitable alternative to the current grounds and the Club was advised that its options were to:

- Merge with another Club;
- Find a private solution; or
- Wind-up

This is a particularly difficult position for any community sporting group to find itself in and we question whether a football club of similar size to our organisation would be put in the same position. Merging is not an attractive option due to the loss of a local club and the loss of the program that we are unique for, the Riders Without Horses program which allows community members that don't have their own horse to participate.

The Club has been able to identify an opportunity on private land at the Findon Harriers Hunt Club site at 1180 Merriang road, Woodstock ("the Hunt Club"). The Club is now advanced in negotiations with the Hunt Club to relocate and is in the process of finalizing a Heads of Agreement. However, there is significant cost in re-establishing the required infrastructure including Sheds, Classroom, Toilet and shower facility; water supply and connection to services; erecting fences and preparing surfaces. Just like football, cricket, netball and others, there are member facilities and playing surfaces that need to be provided for.

Naturally, we were concerned to learn that we would be evicted from a site that we had operated from for over 50 years and we were disappointed to learn that council is not able to assist with a viable alternate site. However, it is the assumption that because we are now moving to a non-council owned site; there is no infrastructure support available that is the most disturbing.

We are currently working with Anthony Nicholls of Club Builder 2035 to finalise our

relocation plans; develop a club Strategic Plan and develop a Tactical Action Plan to raise the required funds to survive and thrive into the Club's next chapter. We understand that the Club has a leadership role to play in this transition. However, it would be unconscionable for the City of Whittlesea to not provide some level of real and tangible capital development assistance.

We have attached the Club's Facility Master Plan for the Hunt Club site as well as our Facility Development Plan. These documents provide a high-level summary of the issues and the Club's plans. We have also included below a summary of the financial requirements that the Club faces in order to re-establish operations at the new site.

Our current estimates indicate that it will cost approximately \$270,000 to re-establish the Club's operations at the new site. Of this, nearly \$180,000 is high priority needing to be spent prior to commencing operations.

Description	Used for	Value (\$) (excl. GST)	Short Term (1-3 Yrs)	Medium Term (4-6 Yrs)
Club rooms (Moved and reinstated) (est.)	Canteen	20,000	20,000	-
Horse tie-up area	Secure Horses Safely	12,000	12,000	-
Construction of a new shed	Storage; Toilet and Shower Facilities; and School Room	50,000	50,000	-
Driveway to service arenas	Safe Access to arenas	15,000	15,000	-
20-40K litre water tank	Water storage, drinking water, hygiene, toilets, shower	15,000	15,000	-
Granulated Sand riding area (X2) (50m X 30m incl Leveling and Fencing)	Sporting Events, Clinics, Instruction, OH&S	50,000	50,000	-
Trail ride area	Training & Instruction as well as Clinic and Events	15,000	-	15,000
Cross-country course	Training & Instruction as well as Clinic and Events	50,000	-	50,000
Round yard	Training & Instruction	20,000	-	20,000
<b>Sub-total</b>		<b>247,000</b>	<b>162,000</b>	<b>85,000</b>
<b>Contingency</b>		<b>24,700</b>	<b>16,200</b>	<b>8,500</b>
<b>Total</b>		<b>271,700</b>	<b>178,200</b>	<b>93,500</b>

We understand from discussions with council officers that there is potential to assist with the relocation of the existing club rooms to the new site. However, any commitment to date has been "subject to feasibility" with no clear line of site as to how or when this might occur, if at all. Moreover, there has been no provision for the connection of services like

water and power with this expected to be the responsibility of the Club.

The relocation of Club rooms is really just the beginning and in addition to this, there are a number of other items required, like OH&S compliant arenas; fencing; and driveways as well as a new shed with toilet facilities and a water tank to be installed for the Club to still operate.

The Club is actively trying to raise funds with events like a Bunnings Fundraiser Barbeque and our community Easter Egg Hunt, which took place on the 1st of April 2021. We opened our gates to over 1,000 community members to come along for dinner with a pony ride and an easter egg hunt. It was a huge success and very well received by the community. We also have a number of other events planned for the remainder of 2021, to further assist with fundraising. Further, we are hoping to attract some assistance from local developers with a view to establishing a marketing alliance.

The Club is currently researching new ways to increase membership, with implementing new programs never offered by Findon Pony Club in the past. We are looking at the possibility of offering "equine therapy" sessions as well as getting into contact with local schools to run additional school programs, which will then see other community groups being able to utilise our facilities.

### Request

We have outlined above a number of positive actions being taken by the Club to deal with the forced relocation of the Club to a new site. However, we need your support in order to realistically make this move and survive and thrive. Accordingly, we are seeking financial support from the City of Whittlesea to assist with the re-location and re-commissioning of the Club's Canteen building; installation of necessary fences and riding arenas to meet OH&S requirements; and installation of a storage shed and toilet services in order for the Club to continue its rich history and operation within the City of Whittlesea.

The Value requested is an allocation of \$180,000 in the 2021/22 budget with consideration given to a further amount of up to \$93,000 in subsequent years.

We respectfully request that the City of Whittlesea consider this submission and support this Whittlesea Community Asset to survive and thrive this next step in its support of active community in the City.

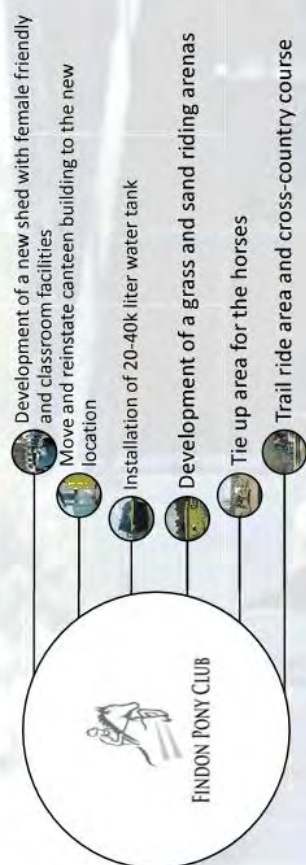
Yours faithfully

Findon Pony Club Inc.  
Bernice Muldoon  
President



### Key Issues

- Re-locate from the existing facilities at Regent street, Mernda to 1180 Merriang Road, Woodstock VIC 3751.
- The relocation of the facilities is essential as the area around the Regent street is under continuous development and the space for the pony club to function is being restricted
- Due to the continuous development, the club has lost its cross-country course, storage facilities etc.
- The land at the new facility has a slope and will need to build up the arenas for drainage



### Key Directions

1. Shed to include classroom; male and female toilet; storeroom
2. Club Rooms (Canteen building ex Old Site) to be moved and reinstated at the new facility
3. 20-40K liter Water Tank to be installed
4. Grass riding arena (50 x 30m)
5. Sand riding arena (50 x 30m)
6. Horse tie-up area
7. Driveway to service arenas and access rear Trail-ride area and future Cross-country area
8. Trail-ride area
9. Future Cross-country Course
10. Round Yard

***"Save Findon Pony  
Club"***



# Findon Pony Club

*Merriang Road, Woodstock*

## Facility Development Plan

March 2021



Merriang Road,  
Woodstock, VIC 3751





## About Us

- Operated in Mernda for more than 50 years since the 1960's but now challenged by housing development.
- Findon Pony club was initially formed by the Findon Hunt Club and has been a part of the community for generations of riders.
- Conducts pony rides to bring the community together.
- Membership options to encourage participation by riders without their own horse.
- Engaging over 1,000 people on regular open days including pony rides, easter egg hunts and market stalls.



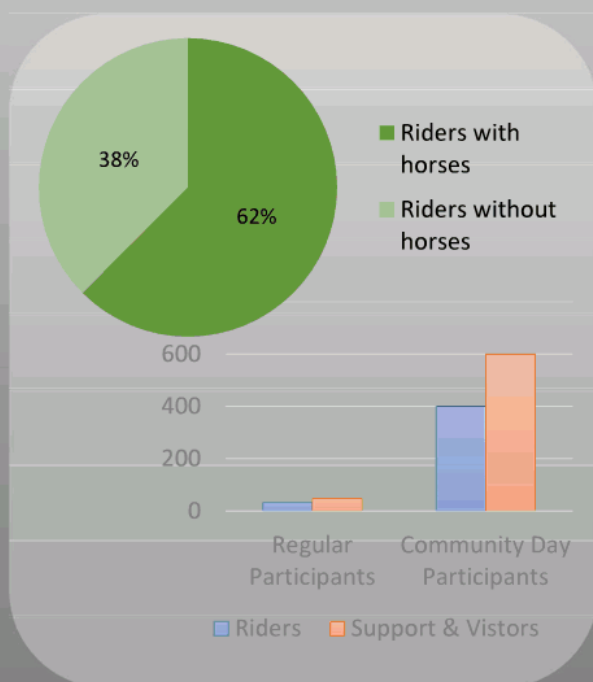
Engaging 1000 people through regular open days

80 Regular Participants and growing



69% Female Participation

## Club by numbers

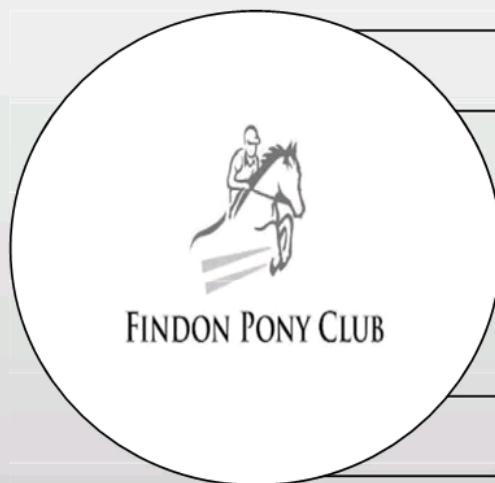


Over 50 years of history





## Club Priorities



Development of a new shed with female friendly and classroom facilities



Move and reinstate canteen building to the new location



Installation of 20-40k litre water tank



Development of a grass and sand riding arenas



Tie up area for the horses



Trail ride area and cross-country course

## Budget Projections

Description	Used for	Short Value (\$) (excl. GST)	Short Term (1-3 Yrs)	Medium Term (4-6 Yrs)	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025
Club rooms (Moved and reinstated) (est.)	Canteen	20,000	20,000	-	20,000	-	-	-	-
Horse tie up area	Secure Horses Safely	12,000	12,000	-	12,000	-	-	-	-
Construction of a new shed	Storage; Toilet and Shower Facilities; and School Room	50,000	50,000	-	-	50,000	-	-	-
Driveway to service arenas	Safe Access to arenas	15,000	15,000	-	-	15,000	-	-	-
20-40K litre water tank	Water storage, drinking water, hygiene, toilets, shower	15,000	15,000	-	-	15,000	-	-	-
Granulated Sand riding area (X2) (50m X 30m incl Leveling and Fencing)	Sporting Events, Clinics, Instruction, OH&S	50,000	50,000	-	-	50,000	-	-	-
Trail ride area	Training & Instruction as well as Clinic and Events	15,000	-	15,000	-	-	-	15,000	-
Cross-country course	Training & Instruction as well as Clinic and Events	50,000	-	50,000	-	-	-	50,000	-
Round yard	Training & Instruction	20,000	-	20,000	-	-	-	20,000	19,980
Sub-total		247,000	162,000	85,000	32,000	130,000	-	65,020	19,980
Contingency		24,700	16,200	8,500	3,200	13,000	-	6,502	1,998
Total		271,700	178,200	93,500	35,200	143,000	-	71,522	21,978



## Current Site (Regent St, Mernda)





## Facilities Development

### Need

- Re-locate from the existing facilities at Regent street, Mernda to 1180 Merriang Road, Woodstock VIC 3751
- Due to continuous development in the current site, the pony club has lost its cross-country course and storage facilities

### Opportunities

1. Development of a shed at Merriang road with classrooms and female friendly toilets
2. Club Rooms (Canteen building from current site) to be moved and instated at Merriang road
3. To Install 20-40k liter water tank
4. Driveway and access areas to rear trail ride area and future cross-country arena

Description	Value (excl. GST) (\$'000's)	Short Term (1-3 Yrs)	FYE 2021	FYE 2022
Club rooms (Moved and reinstated)	\$20	\$20	\$20	\$-
Construction of a new shed	\$50	\$50	\$-	\$50
Driveway to service arenas	\$15	\$15	\$-	\$15
20-40K litre water tank	\$15	\$15	\$-	\$15
Sub-total	\$100	\$100	\$20	\$80
Contingency	\$10	\$10	\$2	\$8
Total	\$110	\$110	\$22	\$88

***"The Proposed developments will ensure the quality of the facilities opening up new opportunities for extended use and further inclusion of a broader and more diverse riding base."***



## Facilities Development

### Need

- Re-locate from the existing facilities at Regent street, Mernda to 1180 Merriang Road, Woodstock VIC 3751
- Due to continuous development in the current site, the pony club has lost its cross-country course and storage facilities

### Opportunities

1. Development of grass and sand riding arena (50m x 30m each)
2. Development of a horse tie up area
3. Trail ride area
4. Development of a cross country course
5. Development of a round yard

Description	Value (\$'000's)	Medi Short Term (1-3 Yrs)	Term (4-6 Yrs)	FYE 2021	FYE 2022	FYE 2023	FYE 2024
Horse tie up area	\$12	\$12	\$-	\$12	\$-	\$-	\$-
Grass riding area (50m x 30m)	\$50	\$50	\$-	\$-	\$50	\$-	\$-
Sand riding area (50m x 30m)	\$50	\$50	\$-	\$-	\$50	\$-	\$-
Trail ride area	\$15	\$-	\$15				\$15
Cross country course	\$50	\$-	\$50				\$50
Sub-total	\$177	\$112	\$65	\$12	\$100	\$-	\$65
Contingency	\$18	\$11	\$7	\$1	\$10	\$-	\$7
Total	\$195	\$123	\$72	\$13	\$110	\$-	\$72

*"The Proposed Upgrades will ensure the continued quality of the riding facilities opening up new opportunities for extended use and further inclusion of a broader and more diverse participant base."*



Trail-ride Area

Proposed development





## Value to Community

The proposed works will provide significant benefits to the broader community including:



All year, all weather access



Improved Community safety



Female Participation



Improved disability access



Supporting Cultural and community events



Fundraising for Charitable organisation



Multi-functional Pavilion



**MERENDA PRIMARY SCHOOL**  
Pathway to learning

## How to support this project

1. Write a letter of support for this project and forward it to [Findonponyclub@outlook.com](mailto:Findonponyclub@outlook.com)
2. Contact the City of Whittlesea Administrators or your local State or Federal members of parliament in support of this project.





**FINDON PONY CLUB**



**Club Builder**  
*"Building sporting clubs today for the children of our children"*

## Club Contacts

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<b>Bernice Muldoon</b> President Findon Pony Club E: <a href="mailto:Findonponyclub@outlook.com">Findonponyclub@outlook.com</a> P: 0401 307 827	<b>Anthony Nicholls</b> Advisor Club Builder 2035 E: <a href="mailto:anthony@arwk.com.au">anthony@arwk.com.au</a> P: 0407 585 775
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To: [REDACTED]  
Subject: Croquet in The City of Whittlesea

Dear Lydia and Peita,

On Tuesday 30th March 2021, Geoff Wormley (President of the Mernda Combined Probus Club) and myself had a meeting with Ben Waterhouse (Manager Leisure and Community Facilities) to talk about the establishment of croquet courts in the city of Whittlesea. Ben explained to us that over the past twelve months Council Officers have undertaken a range of sport specific strategic planning initiatives, including croquet. Ben suggested that we write to you both as the next step in making the Council aware of us.

I along with Geoff have been actively over the past (5) years trying to get Croquet recognised as a sporting activity which the Senior residents in the local area can come out & enjoy in their later years of life.

Although Croquet is enjoyed by all ages the majority of players are in the 50 to 90 year age group. This is a sport that is extremely well suited to this age group physically. It is easier on the body than sports which involve asymmetrical action or twisting the body, such as golf, bowls and tennis. It keeps us fit, socially happy and not home alone. It keeps us mentally fit, as not only are there skills involved but also various tactics to deploy. Croquet is an activity that gives seniors a sense of belonging and something to look forward to in their remaining years.

The closest Croquet courts to our City are in Ivanhoe. Also, there are makeshift courts in some of the local Retirement Villages but these are not suitable for playing the correct game of croquet.

The City of Whittlesea is one of Melbourne's fastest growing Local Government Areas and the retirement age population is expected to rise 42.7 per cent during the next decade. All of the above benefits come under the Active Whittlesea Strategy and Action Plan focusing on the overall goal of 75 percent of residents participating in one or more hours of physical activity per week by September 2028. They also support the goals of the Active Aging program.

We organised a "Let's Play Croquet Day" at Mernda Villages Retirement Reserve and 100 people turned up just from our area. We also organised a "Let's Play Croquet Day" at The Mernda Recreation Reserve and 35 people turned up to have a go. Con Constantino from the positive Aging Team Whittlesea helped us set up these events.

We presume that as we have so many people interested in just the Mernda/Doreen area it is expected that there will be many more interested people throughout The City of Whittlesea.

We were told by Ben, at this stage this sporting activity is not on the Council's agenda, & that it could take the process anywhere from (4) to (5) years to get this activity recognised & budgeted for courts to be setup in the Council's area. This does not help those wishing to play this sport in the interim. We are open to an area that has flat ground with grass that can be cut to a minute level, and we are happy to maintain the cutting of the grass. An area the size of

two tennis courts would be okay for interim play. It would be helpful if we had use of a room somewhere where we can have a cup of tea following the activity.

We are not looking to join any Croquet Association just yet, as we are only promoting the game to the local area (you have to crawl before you can walk) & as such we do not require competition courts just somewhere that is half decent to train the Senior Residents & give them an outdoor activity to enjoy themselves. Once we have the group up and running, we can then look to joining a Croquet Association & competition. One full size court measures 33.8 x 27.4 metres and for a club to be inaugurated we would need a minimum area of one and a half courts.

We hope you will give this matter due consideration, whilst looking to the future of the Senior residents within the Local Whittlesea Council areas.

Regards,  
Barbara Vaughan



# Ziebell's Farmhouse Museum and Heritage Garden

2021-22 Management Proposal

**Friends of Westgarthtown Inc.**

PO Box 1 Mernda Vic 3754  
t: 0410 816 515  
treasurer@westgarthtown.org.au  
westgarthtown.org.au

**May 2021**



## Executive summary

Friends of Westgarthtown have successfully partnered with the City of Whittlesea for 25 years to operate and grow Ziebell's Farmhouse Museum and Heritage Garden as a significant cultural and heritage destination. Built in 1850 by German pioneer settlers at Westgarthtown (now Thomastown and Lalor), Ziebell's Farmhouse is today owned by Council and operated and managed by us as the municipality's only accredited museum.

In 2020, with pressure on the committee becoming increasingly unsustainable, Friends of Westgarthtown commenced discussions with Council to transition the management of Ziebell's Farmhouse to Council. This new arrangement was expected to take place on 1 July 2021. However, Council recently advised they will not be ready to operate the museum on this date and therefore requested the current arrangements be extended for a further twelve months.

Council have budgeted funding for Ziebell's Farmhouse at the same level as 2020-21. However, for the same reasons the transition was being undertaken, a business-as-usual approach creates significant risk the current operational arrangements will fail. Without additional funding, Friends of Westgarthtown may need to decline Council's request, shutter the museum or be unable to support an effective transfer of knowledge to Council for future operations.

This proposal outlines Friends of Westgarthtown's proposed solutions to these issues. It contains two funding options for Council to consider.

The minimum additional funding needed to manage Ziebell's Farmhouse in 2021-22 is \$38,650. However, our preferred option is to continue to grow Ziebell's Farmhouse in 2021-22, maximising the value of the operation to be handed to Council on 1 July 2022. This preferred option requires a funding increase of \$71,300 over 2020-21 levels.



## Background

### Strengths

Ziebell's Farmhouse is one of the City of Whittlesea's most significant heritage assets and the only accredited museum within the municipality. It is an established cultural destination with growing visitor numbers and passionate support in the local, descendant, history and heritage communities. Its multi-faceted appeal includes historic buildings, gardens, a museum and cultural education; as well as the adjacent reserve, church & cemetery.

Over the years, the Friends of Westgarthtown committee (who manage Ziebell's Farmhouse on behalf of the City of Whittlesea) have developed wide-ranging high-quality interpretation in the form of tours, museum installations, printed guides and a website.

Gordon Johnston was appointed our part-time museum manager in early 2019. Gordon is an experienced and effective museum professional who has greatly enhanced the success of Ziebell's Farmhouse. He has expanded the museum's contributions to community through new public programs, exhibitions and a new schools education program. A volunteer program introduced by Gordon has allowed the museum to greatly increase its opening hours, making it more accessible to the public while also contributing to volunteer opportunities in the local area. Despite the challenges faced by COVID-19 closures in 2020, Gordon oversaw measurable increases to visitations and community participation.

The combination of strong support from Council (including funding); our knowledgeable, capable and experienced committee; and our museum manager have seen Ziebell's Farmhouse flourish. Highlights include:

- Restoration of the Farmhouse and outbuildings
- Restoration of the garden
- Large attendances at events such as German festivals and open gardens
- Production of our film 'Westgarthtown & World War I'
- Accreditation as a museum with Australian Museums and Galleries Association
- Development of new public programs such as 'Story Time in the Garden'
- Since 2018, delivery of two new exhibitions each year
- Publication of our Victorian Curriculum aligned schools program

The value of Ziebell's Farmhouse Museum and Heritage Garden is economic, social and cultural. It provides one of the few opportunities within the municipality for people to engage with culture in the sense of everyday life meanings, culture in the sense of heritage (the best of human achievement), and culture as creativity.



### Challenges

In 2018 the City of Whittlesea recognised the Friends of Westgarthtown's current management responsibilities were not sustainable in the long-term. Accordingly, additional funding was provided by Council for us to employ a part-time manager for the museum.

While Gordon has helped ease the burden on the committee in many areas, increasing success has brought new challenges to administering a more active and professional operation. Other challenges first highlighted in 2018 remain.

Friends of Westgarthtown's capacity to administer Ziebell's Farmhouse is concentrated within an ageing committee. Age, fatigue and increasing demand threatens the viability of these arrangements. Administrative responsibilities (e.g. staff management, bookkeeping/payroll, IT, compliance issues, gardening, funding requirements, etc.) demand significant time.

Since late 2020 we have worked closely with Council to transition the management of Ziebell's Farmhouse to Council. To support the increased workload and additional responsibilities staff would assume under City of Whittlesea's management, Council planned to appoint a full-time director for Ziebell's Farmhouse.

Commencing July 1, we believed Council would employ our existing manager Gordon Johnston in a twelve-month transition role that would include increased responsibility, hours and salary. Our committee has therefore not prepared plans for managing Ziebell's Farmhouse beyond June 30.

On 21 April Council advised a preference to extend the existing operational agreement with Friends of Westgarthtown for a further 12 months. Although we advised additional funding would be needed, this has not been incorporated into Council's proposed annual budget for 2021-22.

### Risks

Extending the current management arrangement for twelve months without additional budget for salary and administration creates significant risk Gordon or key committee members will leave the organisation.

Without Gordon, Friends of Westgarthtown may be forced to decline an extension of the operational agreement. Alternatively we would need to close the museum and put planned public programs & exhibition plans on hold until a replacement is found. Given the time to recruit and bring someone up to speed, a replacement would provide questionable value before 30 June 2022.

No matter which path is chosen (a short term appointment or hibernate the museum without staff), additional burden will be placed on the committee. Committee members may leave because other commitments are not compatible with the required effort. A domino effect could occur if one member steps down, placing even further burden on remaining members.



**Options**

Friends of Westgarthtown's preferred solution to meeting these challenges and mitigating the risks is to secure the employment of Gordon Johnston in 2021-22 with increased responsibility, salary and hours; and to apply additional budget to support him and our volunteer committee with administrative assistance. Given the short timeframes involved, this solution can only be achieved through additional funding from Council.

The alternative for us is to not renew Council's operational agreement to manage the property. In view of the passion and effort delivered by Friends of Westgarthtown over 25 years, much of it by the same small team of dedicated people, this is not at all the outcome we want. However, without addressing the challenges, Friends of Westgarthtown will be forced to discontinue the present management arrangements.



## Proposed solution

To support Council's unexpected request to manage Ziebell's Farmhouse after July 1, Friends of Westgarthtown seek additional financial assistance from Council's 2021-22 budget. Additional funding would allow us to keep the museum operating over the next twelve months and support an effective transition to Council led operations on 1 July 2022.

### Funding considerations

#### Employment costs

Additional salary and wage oncost budget is needed to operate for the next twelve months. This funding will be used to increase both full-time equivalent salary and working hours per week. This is necessary for several reasons. First, the manager needs to be assigned increased responsibility over the next twelve months to support the transition to Council led operations and to reduce the responsibility of the committee. Particular focus will be the future vision, strategy and planning for Ziebell's Farmhouse and the collaborative agreement of this with Council. These additional responsibilities demand both additional hours and increased remuneration. Second, the museum's success has created additional workload which in turn must be met by additional working hours. Third, the short-term nature of the appointment creates uncertainty and lower employee satisfaction is anticipated. Under these circumstances, higher remuneration will help mitigate the risk of the manager seeking alternative employment.

#### Administration

Additional funding is needed to provide administrative support to key members of the committee who oversee the organisation. Administrative work such as bookkeeping, payroll, IT management, staff management are performed by these volunteers. Elimination of these responsibilities was a significant driver for the proposed move to Council management. After expecting to be able to step back after 30 June this year, the committee needs support to continue for another twelve months. Although staff management and organisational leadership can't be outsourced, additional funding can be used to appoint small business style administrative support for tasks such as bookkeeping, payroll and IT support.

#### Community engagement

Over the past three years, Ziebell's Farmhouse has demonstrated ways of increasing community engagement through public programs, exhibitions and the new schools program. Additional support is requested for the manager to continue to grow and maximise the benefits of these activities. Additional funding will be used to appoint museum and/or education contractors to expand these programs. Specific initiatives will include:

- growing schools participation within the municipality
- additional collaboration with local partners to offer new public programs
- greater outside assistance with professional exhibition curation



## Funding request

The table below provides two funding options for Council to consider in support of a twelve month extension to the current operational agreement.

The minimum viable option presents the additional funding needed to allow Friends of Westgarthtown to accept the Council's request to operate Ziebell's Farmhouse in 2021-22.

Our preferred option would deliver maximum benefit to Council and the local community over the next twelve months. This option ensures Council can receive Ziebell's Farmhouse as an enhanced cultural asset for the community when it takes over operations on 1 July 2022.

	Minimum Viable Option	Preferred Option
<b>Existing funding</b>	<b>89,436</b>	<b>89,436</b>
<b>Additional funding</b>		
Wages	29,700	39,300
Wage Oncosts	3,750	5,000
Administration	5,200	7,800
Schools program	–	8,100
Public programs	–	5,350
Exhibition curation	–	5,750
<b>Total additional funding</b>	<b>38,650</b>	<b>71,300</b>
<b>Total annual funding</b>	<b>128,086</b>	<b>160,736</b>



2 Snugburgh Way Epping 3076

[www.creedsfarm.org.au](http://www.creedsfarm.org.au)

### **Submission to the 2021-22 budget for financial assistance for major structural repairs to Creeds Farm**

Creeds Farm Living and Learning Centre is a neighbourhood house serving the culturally and linguistically diverse growing communities of Epping North and Wollert.

Engineering advice is that our building is not safe for use and cannot open until major structural repairs are completed. These are beyond our financial means and we are requesting Council help fund the repairs.

By doing so, Creeds Farm will be able to continue to support the Epping North and Wollert communities and help deliver Council's priorities of 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 and supporting community recovery.

#### **Who is Creeds Farm?**

Creeds Farm is a purpose-built neighbourhood house established in 2011.

We provide a gathering place with a community focus for the residents of Epping North and Wollert. We provide opportunities for life-long learning, skills development, information sharing, social and recreational activities and community development. We support local community groups with low-cost meeting and function space.

In the last five years our centre users consisted of diverse linguistic and cultural groups, religious gatherings, early childhood activities, art and craft activities and wellbeing activities such as yoga and dance. Creeds Farm is also used by education and employment services.

In that time, we have strengthened our community development focus. We support our women's group, craft group, mental health self-help group who all meet regularly to connect, learn and create. We run a homework club and community garden group. We provide safe spaces locally where young people can have fun and interact with their peers such as through gaming and coding workshops.

#### **Community support for Creeds Farm reopening**

Being able to open is necessary for us to support vulnerable and isolated community members, particularly in the time of Covid-19 recovery. Further, pre-covid, we had over 450 participants in programmed activities per week. Council has kindly provided space for some activities while we are closed. Many are keen to return to Creeds Farm as soon as possible. Attachment 2 contains letters of support from Whittlesea Community Connections and Creeds Farm users on the benefits of an open Creeds Farm. Also, without Creeds Farm being open, other facilities in the area are unlikely to have the capacity to provide adequate community spaces for our rapidly growing local population.

**Our request for assistance**

Since October 2020 Creeds Farm has worked closely with Council's Major Projects staff on this matter and we are grateful to have had them to work with. An independent engineer has designed the structural repairs and we put the designs to market. We received four quotes from builders (Attachment 1). After considering the advice of Major Projects staff, we have selected McCormack Property Services to undertake the repairs using the steel only option as both the most cost effective and sustainable in the long-term. The total contract amount for the project is \$153,271.

<b>Project Costs</b>	
<b>Item</b>	<b>Cost</b>
Quoted amount	\$143,271
Provisional sum for additional items as directed by the Project Manager	\$10,000
<b>Total Contract Amount</b>	quoted amount + provisional = <b>\$153,271</b>
Construction contingency 10%	10% of total contract = \$15,327
<b>Total Project Cost*</b>	total contract amount + contingency = <b>\$168,598</b>

\*Excludes an additional 2-3% for a Project Manager given our request for council to provide a qualified project manager for the repairs.

Creeds Farm has secured two grants for the repairs totalling \$30,905. We will be able to contribute some funding from our reserves to the repairs but our reserves are not sufficient to fund the total cost. We request Council:

- contribute \$100,000 towards these critical building works
- provide a qualified Project Manager for the repairs to ensure expert oversight of the project including liaising with the builder and ensuring repairs are on track.

<b>Funding Source</b>	<b>Amount (ex gst)</b>
Creeds Farm	\$37,693
CoW	\$100,000
Multicultural Community Infrastructure Fund Grant	\$18,350
Stronger Communities Program Grant	\$12,555
<b>Total Project Funding</b>	<b>\$168,598</b>

The Stronger Communities Program grant funds are for repairs to the verandah section of the Creeds Farm building. The federal government require this section be completed by 30 June 2021, otherwise the grant will have to be returned. We would appreciate Council taking this timeline into consideration in responding to our request.

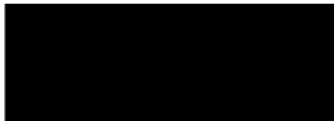
**Background on the issues associated with the structural defects**

- Although the building is only 10 years old, the external sections of laminated timber columns and beams which support the roof have deteriorated to the extent they need replacing. The building is not safe for use until this is done.
- Council was a key participant of the consortium which planned and created Creeds Farm in the mid to late 2000s. Council and the other members of the consortium had the vision of providing a neighbourhood house to enable community capacity building from the outset of a newly developing estate. Following construction, Creeds Farm was transferred in ownership to the nascent community association of Creeds Farm Living and Learning Centre Inc.

- Creeds Farm is in the unusual situation of being a neighbourhood house that owns the building that it operates from. To date, our community association has paid for all building maintenance from within our own budget. Maintenance has been timely and professionally undertaken. The failures of exposed parts of the building have resulted from the original design and the inherent lack of durability of the building materials originally installed. There are other significant maintenance needs of the building that we will need to finance in the future, but none of those are likely to prevent us from being open to our community.
- Our building insurer says that our repairs are not covered by insurance as the repairs are not due to an 'event'.
- We have legal advice that legal action for compensation against the builder would be unlikely to be successful and that it would take considerable time, money and resources to pursue. Our Committee of Management considers that this would divert us from serving our community at a time of great need.
- The builder's warranty period has expired. The builder of Creeds Farm is no longer registered.
- Extended closure of the building due to structural failures is reducing our income by about \$10,000 per quarter. This reduction will impact on our ability to fund future programs for our community if it continues over an extended period.

Council and Creeds Farm have always worked in partnership to provide our community with services, a safe place to build connections and find on-going educational opportunities. Council has invested in Creeds Farm's operation since its inception by providing operational, community development and program grants. We want to continue this important work and continue to deliver value to our community. In 2019 we delivered over \$800,000 of community value, almost \$300 for every hour Creeds Farm was in use. We need Council to invest in our building to enable Creeds Farm to continue these community benefits.

Yours sincerely



Christina DiPierdomenico  
President, Committee of Management  
Creeds Farm Living and Learning Centre Inc



## Attachment 2: Letters of Support



3 May 2021

Dear Max,

**Support for Creeds Farm Living and Learning Centre application for funding to complete critical building repairs to reopen**

Whittlesea Community Connections (WCC) is pleased to support Creeds Farm in your efforts to secure the necessary funding to undertake critical repair works to enable the centre to reopen to the community.

WCC appreciate the difficulties and limited options you have to fund building works as a small community led organisation and also the critical role community centres like Creeds Farm play in connecting and strengthening our local communities. As this aligns directly with Councils Plan we hope Council can prioritise support for these repairs.

For us the opportunity to use the space at Creeds Farm to run programs, groups and deliver community information and support to people living in and around the centre is a key means of ensuring our services are accessible to those living in Epping North and Wollert.

WCC believes the space and programs at Creeds Farm make a tangible positive difference to residents in Aurora, their sense of connection and wellbeing and we look forward to strengthening our partnership with Creeds Farm Living and Learning Centre in achieving better outcomes for the local community.

Please get in touch if we can be of any practical assistance to your campaign to secure funding.

Yours sincerely



Alex Haynes

**CEO**  
**Whittlesea Community Connections**



## Harvest Home Primary School

harvest.home.ps@edumail.vic.gov.au  
365 Harvest Home Road  
EPPING VIC 3076  
03 8468 9000

To whom it may concern,

Creeds farm has been an integral part of the Epping North/ Wollert community for sometime. Our school has grown in student enrolments from 249 students to 1130 students in four years. The community value Creeds farm as a community venue to cater for a variety of their needs. We, as a Harvest Home community, would strongly welcome the restorations and repairs of the building to cater for the growth that we are experiencing.

If you require any further discussion, please do not hesitate to contact me.

Regards,

**Anthony Simone**  
Principal  
Harvest Home PS

### *HHPS School Values*

*Achievement --- Cooperation --- Acceptance --- Responsibility --- Integrity*

**Khalsa Education Society Inc & Sikh Community Connections**

Creeds Community Learning & Living Centre

Epping VIC

On behalf of Khalsa Education Society Inc & Sikh Community Connections, I write this email to support your submission to City of Whittlesea to support the funding of repairs for the centre.

We have been using this facility for more than 3 years to hold our language and cultural class and would like to come back as soon as the repairs are over.

Should there be any more information required from my side, I am happy to be the contact person.

Thanks & regards

**Gurinder Kaur** President  
**Sikh Community Connections**

Website:- [www.sikhcc.org.au](http://www.sikhcc.org.au)

Facebook/SikhCommunityConnections



29th April 2021

**RE: LETTER OF SUPPORT**

Dear City of Whittlesea Decision Makers,

I'm writing to you regarding the repair work needed for Creeds Farm to be able to reopen. I'm writing on behalf of Al Siraat College to support Creeds Farm's proposal in having City of Whittlesea offer financial support in finalizing the repairs.

Al Siraat College have a history of collaboration with Creeds Farm in supporting our local community. One of our recent contacts was to be able to use Creeds Farm for a community Ramadhan dinner which, as you know, was impossible given the current state of the venue.

In the past we've used Creeds Farm facilities to run Ladies Pilates sessions open to all mums within the local community. The hall at Creeds Farm is particularly suitable as a venue as it offers features for the added privacy that some Muslim women require to participate in these programs, without having to wear hijab.

Based on our ongoing friendship with Creeds Farm, and also considering many of the families from our school community live withing walking distance to Creeds Farm, we often include their programs and events in our newsletter and work together in serving our community.

As you may be aware, we are within a growth zone and community spaces are in need. We sincerely hope that Council can support Creeds Farm in finalizing repairs and making this space available to the local community again soon.

Sincerely,

  
Gulhan Eryegit Yoldas  
Al Siraat College - Head of Community Engagement



Hi Max,

VICSEG New futures has been using the Creeds Farm Facility for a number of years to run an Indian Playgroup in Epping North.

However, we are currently unable to access the venue and as a result our program delivery has been impacted significantly. Due to lack of any other suitable venue in the area, I've had to move the Indian Playgroup to Wollert. All the families who were attending the playgroup at Creeds Farm are unable to attend the playgroup at the new venue as most of the women do not drive and are dependent on someone else for transportation.

I would request Whittlesea council to kindly help Creeds Farm Living and Learning Centre with funding to ensure that the building is repaired and this much needed community venue is once again available to the people residing in the area. I strongly support your application to the Council and I hope we are once again able to start our program back at Creeds Farm.

Warm regards,

**Sayanti Bhatta** | Northern Programs and Services Manager



1E/560 High Street, Epping, VIC 3076



#### **Coderdojo Epping**

Hi Max,

Thank you for your wonderful support and also the support from Creedsfarm to run Coderdojo, Epping.

Yes, I would like to continue Coderdojo, Epping in Creedsfarm in the future as well.

Kindly ask the council to arrange some funds to support Creedsfarm building repairs to run activities like Coderdojo.

Thank you,

Ashoka Bantumilli

**Evelina Pastilati Evelina Creations Children's Art Classes**

To whom it may concern,

I have been made aware that Creeds Farm Living and Learning Centre in Epping is making a submission to Whittlesea Council for financial support for the repairs to their building that will allow them to open and provide a space for community program.

As I user of this venue, it would be very beneficial for such works to take place, to provide better access for all persons participating in programs at the venue. Creeds Farm is a well utilised venue, not only as a meeting point but also as a structure that offers important classes and courses for our community and the finding of building repairs is important. As a user we provide art classes to the community and are very fortunate to have access to such a great facility. I wish the Creeds Farm Living and Learning Centre all the best with their application. I sincerely hope that their request will be accepted given the importance of this structure for our community.

Kind regards, Evelina Pastilati 29/04/2021





03/05/21

To whom it may concern,

I write this letter to express my concerns over the current closure of Creeds Farm Living and Learning Centre.

As we strive to provide high quality care for the children attending our centre, one very important learning aspect that we strive to achieve is making children aware of the community they live in and the connections we make with people in our community.

We have always maintained our community connections, where children would engage on weekly excursions, visiting Creeds Farm to maintain our community garden. This is an important aspect of our learning program as it teaches children various topics ranging from road safety, sustainability to caring for the environment and harvesting food that we can use at our centre. When these excursions are planned it also encourages parent involvement within our programs. After experiencing several lockdown periods over the last 12 months, we feel it is vital to encourage our children, parents and grandparents back out in the community again.

We understand the extensive costs related to the building repairs needed at Creeds Farm. We kindly ask that you consider funding some costs to these works to help the process progress at a faster rate so that we can continue to get our children back out in the community, broadening their learning by exploring nature.

We ask that you take our request into consideration as we would love to see Creeds Farm back open and operating very soon.

If you require any additional information, please do not hesitate to give me a call.

Kind Regards,

Louisa Willis

Centre Manager

2 Shimmer St, Epping, 3076  
03 8457 9966  
epping@wallabychildcare.com.au

**Jo Lee Speech Pathologist Blossom Therapy Services**

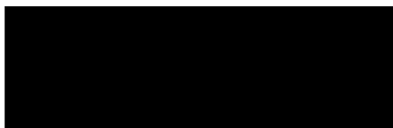
I had been using the rooms at Creeds Farm since I first started my business of paediatric speech therapy in 2018. It is a great space. From a business perspective, the rate is very reasonable. Booking is easy, and flexible, which is important for the nature of my work that families at times have to change their appointments. Spaces like this in our community is very limited. I was fortunate enough to be relocated to Galada Community Centre in the interim. However without my connection with Creeds, I would not be able to get a space at Galada Community Centre whilst Creeds is closed. I imagine other business in need of a low rate space to start their work would have a challenging time to find a space now.

From the perspective of the environment, Creeds suits the nature of my work. It is in close proximity to childcare, school and a park. The outside space of Creeds makes a good comfortable area whilst clients are waiting. When some children find it hard to be confined in the room, we can easily walk to the park and do our work at the park. The café next door and also being on a quiet road are other features I like about Creeds.

If we think about the building, it gives people a cosy feeling. All rooms have windows, which helps create a relaxed vibe. This is important because a lot of my clients finds a confined space challenging. The easy access to outside space is a bonus.

Although I am able to operate from Galada Community Centre in the interim, it is different. Creeds is still considered a better suited venue. I am still hoping and planning to return to Creeds Farm as soon as possible.

Jo Lee  
Speech Pathologist  
Blossom Therapy Services

**Sew Happy Craft Group**

I am writing this Email to ask for additional funding to assist CreedsFarm to finish their repairs to the building

We are a small non-profit run group of Craft ladies that have been meeting at CreedsFarm since 2011.

CreedsFarm is a part of our Tuesday activity and a day of friendship, laughter, and special bond we have formed over the years

Thankyou for taking this letter into consideration

Wendy From Sew Happy Craft Group

**Creeds Farm Community Garden Group**

Craig Lloyd

CEO City of Whittlesea

25 Ferres Boulevard

SOUTH MORANG Vic 3752

RE: SUPPORT FOR REPAIRS TO CREEDS FARM LIVING AND LEARNING CENTRE

Dear Mr Lloyd,

We write to encourage Council to contribute funds to the much needed repairs to the Creeds Farm Living and Learning Centre. The Centre provides for the location of the Creeds Farm Community Garden, which is an open community garden for the public to enjoy.

The Community Garden has been in operation for over 10 years, being a place for the local community to meet and connect. The garden has also supported Councils Sustainability Programs in their delivery. We have also benefited from Councils Community Development Grants, which have created the beautiful garden seen today.

The Living and Learning Centre has been integral to supporting the garden's activities. Toilets and kitchen facilities have complemented our working bees by allowing us to cook and eat garden produce in a communal setting. The current closure of the site due to building safety issues is impacting on garden activities. Fewer garden participants have arrived at activities due to the nature of security fencing encroaching into open space, including the community garden.

The Community Garden Group fully supports the Living and Learning Centres application to Council to assist in the re-opening of the facility.

Regards

Brad Costin On behalf of Creeds Farm Living and Learning Centre.

**Creeds Farm Community Garden [Facebook page](#)**

To be a shared community garden where participants share the gardening and the harvest

To provide space for the community to share knowledge and enhance social connection

To act as a learning and demonstration centre for communal organic gardening.

[See our garden here](#)

[Find our garden here](#)



**Epping Views Primary School**  
20 Mansfield Street  
Epping, VIC. 3076  
T (03) 8401 3791  
F (03) 8401 3793  
E [epping.views.ps@edumail.vic.gov.au](mailto:epping.views.ps@edumail.vic.gov.au)

6<sup>th</sup> May 2021

City of Whittlesea

To Whom It May Concern

I am writing to support the Creeds Farm request to the CoW Council for financial support to assist with funding of the required repairs and maintenance for their building.

Creeds Farm is an essential component of the Epping North infrastructure and fabric of the community. As I am dealing with members of the Epping North community on a daily basis I am aware of the importance that Creeds Farm plays in the life of many people in our area and I believe it is really important for these repairs to be carried out as quickly as possible.

I urge the City of Whittlesea to support their request for financial support so that the repairs can be carried out as soon as possible and this valuable community resource can be fully operational again.

Yours truly

A solid black rectangular box used to redact the signature of Pauline Kubat.

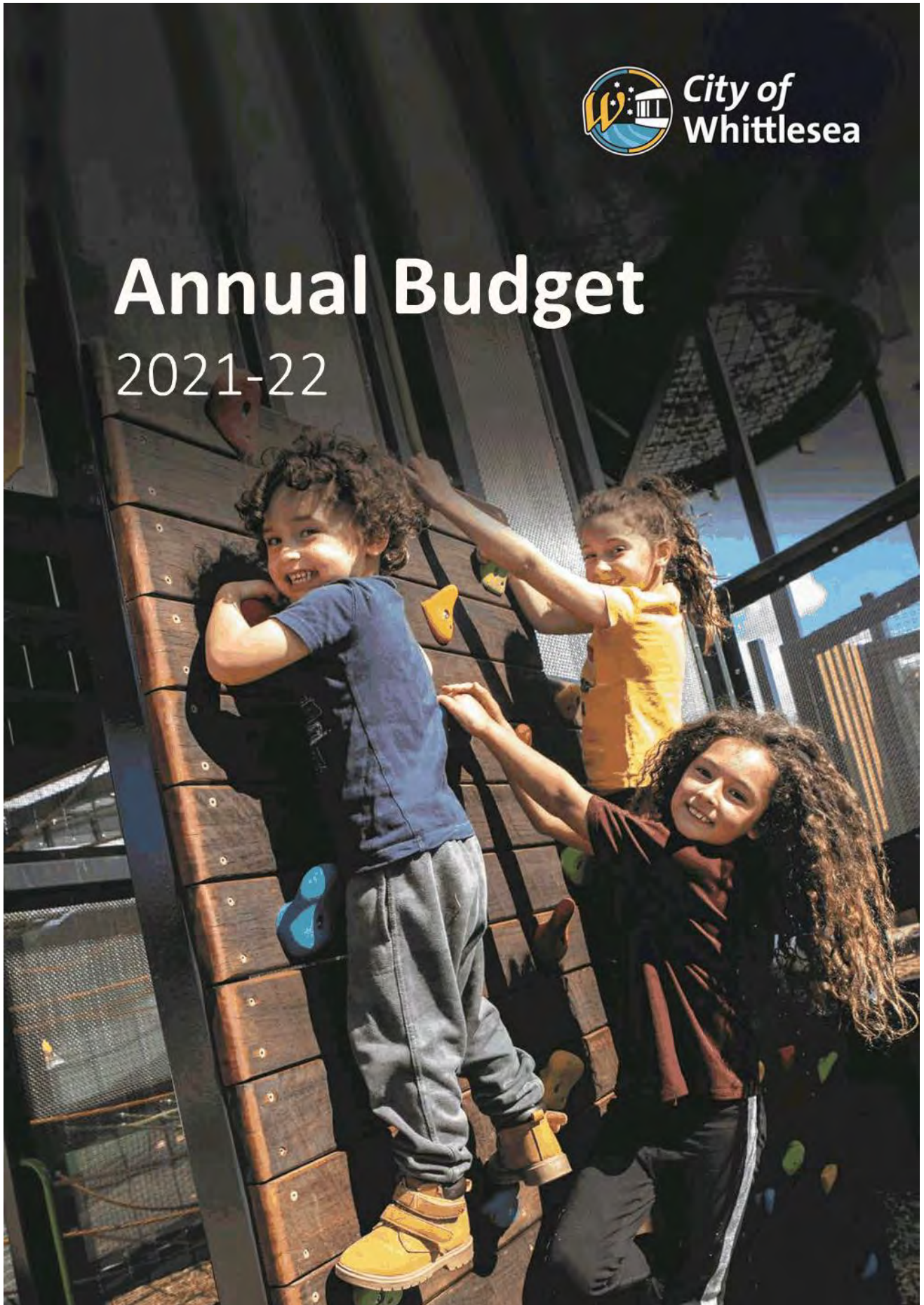
Pauline Kubat  
Principal







# 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. The allocation of this fund for community-driven initiatives that will be rolled-out in 2021-22 will be resolved by Council at the time of the adoption of the Community Plan 2021-2025 (Council Plan).

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, the average rate increase for 2021-22 is 1.5% which complies with the Victorian Government imposed rate cap under the Fair Go Rating System.

Lydia Wilson, Chair Administrator

Craig Lloyd, CEO

### Chief Financial Officer Report

The Annual Budget 2021-22 has been developed in what continues to be challenging times for the City of Whittlesea. The 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 \$0.31 million, which means that Council has invested available cash generated during the year into service delivery and infrastructure for our community.

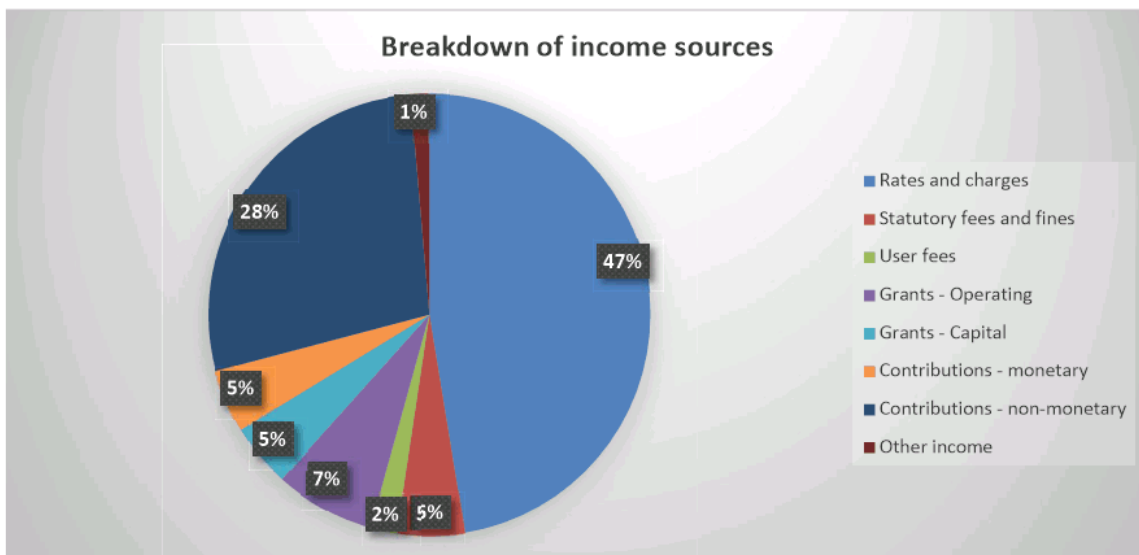
#### Budget Financial Snapshot

	Forecast Actual 2020-21 \$ million	Budget 2021-22 \$ million
Total Revenue	355.38	375.79
Total Expenditure	216.08	229.02
<b>Operating Result</b>	<b>139.30</b>	<b>146.76</b>
<b>Adjusted underlying surplus</b>	<b>16.78</b>	<b>9.08</b>
<b>Operating cash result</b>	<b>1.37</b>	<b>0.31</b>
<b>Capital Works Program</b>	<b>73.66</b>	<b>76.42</b>
<b>Represented by</b>		
New	32.00	25.15
Renewal	24.13	34.22
Upgrade	17.39	16.51
Expansion	0.15	0.55

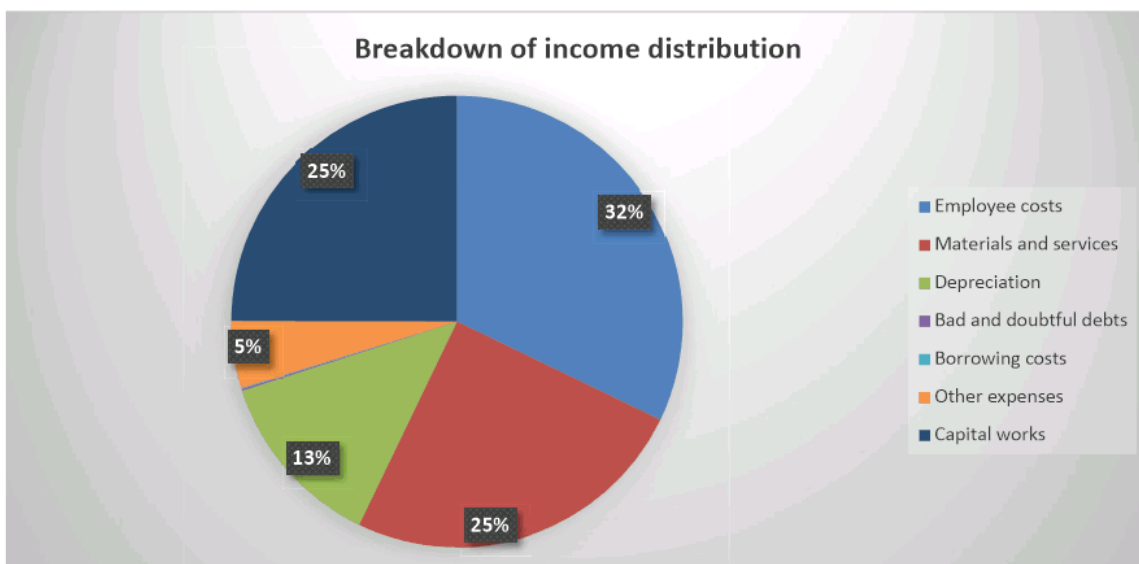
**Where our money comes from**

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 Annual Budget 2021-22 include:

Operating revenue of \$238.11 million (excluding developer contributions, non-monetary assets and non-recurrent capital grants)

Operating expenditure of \$229.02 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.



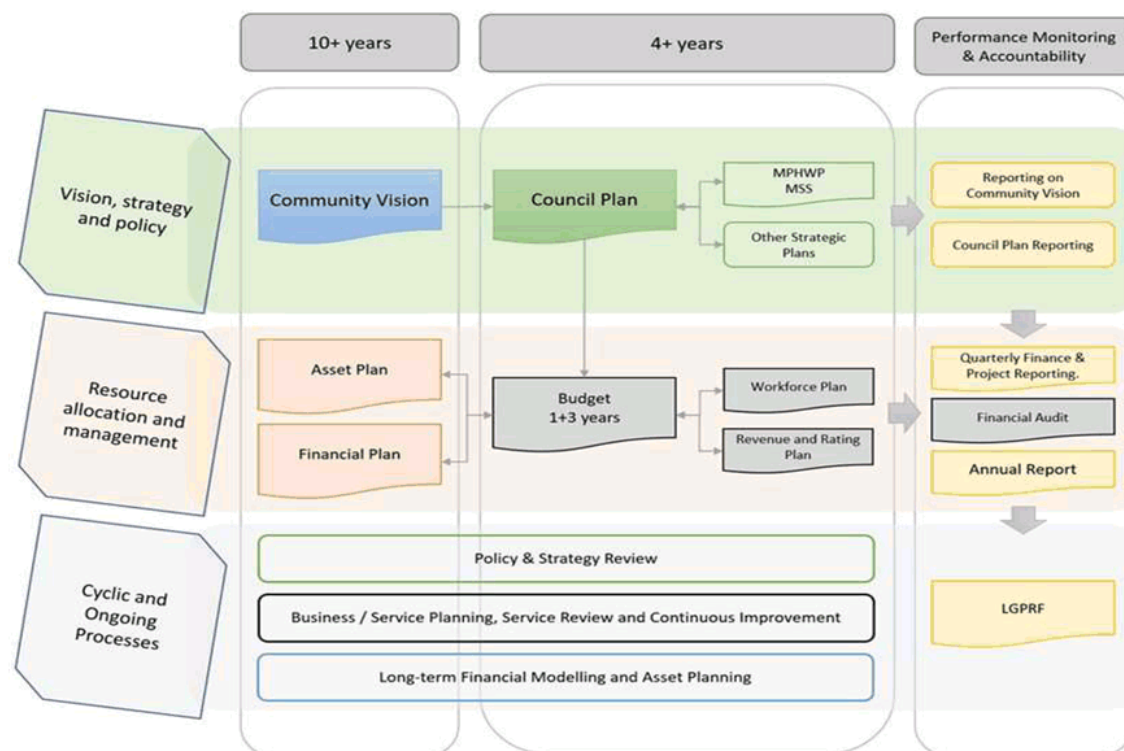
The Annual Budget 2021-22 represents a financially responsible and sustainable investment in the delivery of core services and infrastructure investment that is critical in supporting our growing local community over the next 12 months and beyond.

## 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

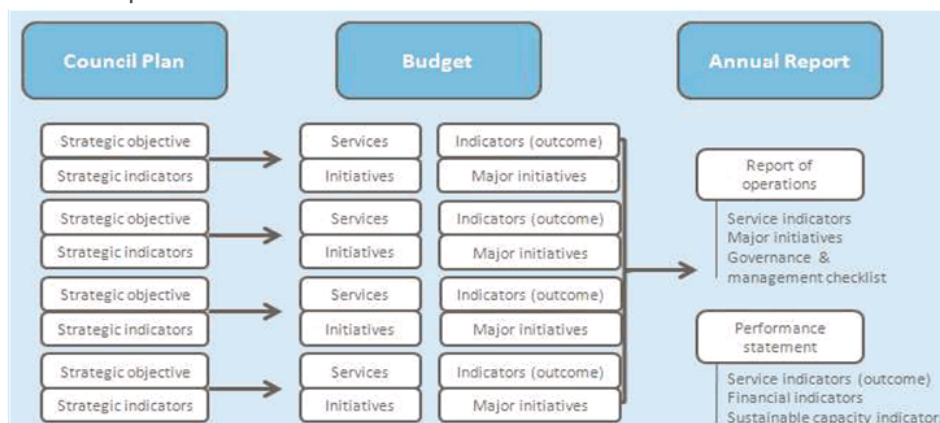
### 1.3 Strategic objectives

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 Community Plan 2021-25 which is the City of Whittlesea's Council Plan under Section 90 of the *Local Government Act 2020*. 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 Community Plan (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
<b>Aboriginal reconciliation</b>	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
<b>Arts, heritage and festivals</b>	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.

<b>Community Facilities</b>	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.

<b>Leisure and recreation</b>	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.

<b>Ageing well</b>	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.

<b>Animal management</b>	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
<b>Family and children's services</b>	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.				
<b>Public health and safety</b>	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.				
<b>Youth services</b>	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.				
<b>Community strengthening</b>	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.				
<b>Customer service, communications and civic participation</b>	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 community engagement and adoption of the Community Plan 2021-25 (Council Plan). 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 community engagement and adoption of the Community Plan 2021-25 (Council Plan). 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
<b>Roads, public transport and footpaths</b>	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.				
<b>Traffic management</b>	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.				
<b>Parks and open space</b>	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.				
<b>Planning and building</b>	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 community engagement and adoption of the Community Plan 2021-25 (Council Plan). 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 community engagement and adoption of the Community Plan 2021-25 (Council Plan). 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
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 Actual \$'000	2020-21 Forecast \$'000	2021-22 Budget \$'000
<b>Investment attraction</b>	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.				
<b>Libraries</b>	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 \$'000	Forecast \$'000	Budget \$'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 community engagement and adoption of the Community Plan 2021-25 (Council Plan). 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 community engagement and adoption of the Community Plan 2021-25 (Council Plan). 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 \$'000	Forecast \$'000	Budget \$'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	Forecast	Budget
		\$'000	\$'000	\$'000
<b>Climate change action</b>	Income	1	-	-
	Expense	537	334	321
	Surplus / (deficit)	(536)	(334)	(321)

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.

<b>Waste and recycling</b>	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.

<b>Water management</b>	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 community engagement and adoption of the Community Plan 2021-25 (Council Plan). 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 community engagement and adoption of the Community Plan 2021-25 (Council Plan). 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
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
<b>Our systems and knowledge</b>			
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.

<b>Our finance and assets</b>			
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.

<b>Our people</b>			
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.

<b>Our governance</b>			
Income	7,464	3,823	794
Expense	9,325	12,589	9,377
Surplus / (deficit)	(1,861)	(8,766)	(8,583)

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 community engagement and adoption of the Community Plan 2021-25 (Council Plan). 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 community engagement and adoption of the Community Plan 2021-25 (Council Plan). 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	(30,793)	33,813	3,020
<b>Total</b>	<b>(143,565)</b>	<b>186,371</b>	<b>42,806</b>
<b>Expenses added in:</b>			
Rates funded capital	(49,500)		
Loan principal and interest	(947)		
Other	(776)		
<b>Deficit before funding sources</b>	<b>(194,788)</b>		
<b>Funding sources added in:</b>			
Rates and charges revenue	178,037		
Grants commission	15,455		
Interest Revenue	1,602		
Other	-		
<b>Total funding sources</b>	<b>195,094</b>		
<b>Cash result surplus/(deficit) for the year</b>	<b>306</b>		
<b>Operating adjustments</b>			
Depreciation	(39,081)		
Amortisation - intangible assets	(102)		
Amortisation - right of use assets	(120)		
Capital expenditure	76,418		
Loan principal repayment	788		
Transfers to and from reserves	4,392		
Capital contributions - non-monetary	104,080		
Other	81		
<b>Surplus/(deficit) for the year</b>	<b>146,762</b>		
<b>Less</b>			
Capital grants - non recurrent	16,260		
Capital contributions	121,418		
<b>Underlying surplus/(deficit) for the year</b>	<b>9,084</b>		

### 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	Budget	Projections		
	NOTES	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000	2024-25 \$'000
<b>Income</b>						
Rates and charges	4.1.1	169,679	<b>178,288</b>	186,327	195,865	204,850
Statutory fees and fines	4.1.2	17,120	<b>18,473</b>	19,042	19,555	20,621
User fees	4.1.3	5,172	<b>7,261</b>	7,413	7,608	7,804
Grants - Operating	4.1.4	34,809	<b>27,820</b>	28,229	29,005	29,911
Grants - Capital	4.1.4	4,907	<b>17,410</b>	2,720	1,270	-
Contributions - monetary	4.1.5	16,892	<b>17,338</b>	12,898	12,767	13,055
Contributions - non-monetary	4.1.5	102,039	<b>104,080</b>	106,162	108,285	110,451
Other income	4.1.6	4,762	<b>5,116</b>	5,541	5,623	5,706
<b>Total income</b>		<b>355,380</b>	<b>375,786</b>	<b>368,332</b>	<b>379,978</b>	<b>392,398</b>
<b>Expenses</b>						
Employee costs	4.1.7	95,055	<b>98,108</b>	96,754	99,024	101,539
Materials and services	4.1.8	71,541	<b>76,388</b>	73,533	75,025	78,301
Depreciation	4.1.9	33,087	<b>39,081</b>	40,509	41,656	42,824
Amortisation - intangible assets	4.1.10	113	<b>102</b>	120	120	120
Amortisation - right of use assets	4.1.11	121	<b>120</b>	132	132	132
Bad and doubtful debts		389	<b>418</b>	388	388	388
Borrowing costs		220	<b>158</b>	553	451	366
Finance Costs - leases		37	<b>30</b>	30	30	30
Other expenses	4.1.12	15,521	<b>14,619</b>	15,489	15,971	16,481
<b>Total expenses</b>		<b>216,084</b>	<b>229,024</b>	<b>227,508</b>	<b>232,797</b>	<b>240,181</b>
<b>Surplus/(deficit) for the year</b>		<b>139,296</b>	<b>146,762</b>	<b>140,824</b>	<b>147,181</b>	<b>152,217</b>
<b>Total comprehensive result</b>		<b>139,296</b>	<b>146,762</b>	<b>140,824</b>	<b>147,181</b>	<b>152,217</b>



**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					
<b>Assets</b>						
<b>Current assets</b>						
Cash and cash equivalents		50,106	56,512	53,470	51,674	56,314
Trade and other receivables		31,472	32,345	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
<b>Total current assets</b>	4.2.1	213,105	241,384	256,411	267,726	282,625
<b>Non-current assets</b>						
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	4,065,308	4,192,047	4,328,485	4,482,237
Right-of-use assets	4.2.4	962	842	710	578	446
Intangible assets		777	675	555	435	315
<b>Total non-current assets</b>	4.2.1	3,928,263	4,069,458	4,195,945	4,332,131	4,485,631
<b>Total assets</b>		4,141,368	4,310,842	4,452,356	4,599,857	4,768,256
<b>Liabilities</b>						
<b>Current liabilities</b>						
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	-
<b>Total current liabilities</b>	4.2.2	50,037	52,967	54,177	54,379	56,858
<b>Non-current liabilities</b>						
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	-	-
<b>Total non-current liabilities</b>	4.2.2	7,098	26,880	26,360	26,478	40,181
<b>Total liabilities</b>		57,135	79,847	80,537	80,857	97,039
<b>Net assets</b>		4,084,233	4,230,995	4,371,819	4,519,000	4,671,217
<b>Equity</b>						
Accumulated surplus		2,754,184	2,896,554	3,038,833	3,187,473	3,335,871
Reserves		1,330,049	1,334,441	1,332,986	1,331,527	1,335,346
<b>Total equity</b>		4,084,233	4,230,995	4,371,819	4,519,000	4,671,217

**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
<b>2021 Forecast Actual</b>					
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		-	18,780	-	(18,780)
<b>Balance at end of the financial year</b>		<b>4,084,233</b>	<b>2,754,184</b>	<b>1,174,758</b>	<b>155,291</b>
<b>2022 Budget</b>					
Balance at beginning of the financial year		4,084,233	2,754,184	1,174,758	155,291
Surplus/(deficit) for the year		146,762	146,762	-	-
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)
<b>Balance at end of the financial year</b>	4.3.2	<b>4,230,995</b>	<b>2,896,554</b>	<b>1,174,758</b>	<b>159,683</b>
<b>2023</b>					
Balance at beginning of the financial year		4,230,995	2,896,554	1,174,758	159,683
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)
<b>Balance at end of the financial year</b>		<b>4,371,819</b>	<b>3,038,833</b>	<b>1,174,758</b>	<b>158,228</b>
<b>2024</b>					
Balance at beginning of the financial year		4,371,819	3,038,833	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)
<b>Balance at end of the financial year</b>		<b>4,519,000</b>	<b>3,187,473</b>	<b>1,174,758</b>	<b>156,769</b>
<b>2025</b>					
Balance at beginning of the financial year		4,519,000	3,187,473	1,174,758	156,769
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)
<b>Balance at end of the financial year</b>		<b>4,671,217</b>	<b>3,335,871</b>	<b>1,174,758</b>	<b>160,588</b>

**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)
<b>Cash flows from operating activities</b>					
Rates and charges	169,459	<b>178,029</b>	186,086	195,579	204,580
Statutory fees and fines	17,666	<b>18,971</b>	19,815	20,371	21,316
User fees	5,705	<b>6,966</b>	7,736	7,927	8,133
Grants - operating	25,326	<b>28,376</b>	28,794	29,585	30,509
Grants - capital	5,397	<b>19,151</b>	2,992	1,397	-
Contributions - monetary	16,892	<b>17,338</b>	12,898	12,767	13,055
Interest received	1,502	<b>1,602</b>	1,918	1,933	1,948
Trust funds and deposits taken	6,438	<b>6,438</b>	6,438	6,438	6,438
Other receipts	3,260	<b>3,514</b>	3,623	3,690	3,757
Net GST refund / payment	7,309	<b>13,722</b>	13,321	14,491	16,556
Employee costs	(92,345)	<b>(94,784)</b>	(93,420)	(95,969)	(98,774)
Materials and services	(78,695)	<b>(83,811)</b>	(80,619)	(82,256)	(85,851)
Short-term, low value and variable lease payments	(490)	<b>(490)</b>	(490)	(490)	(490)
Trust funds and deposits repaid	(6,438)	<b>(6,438)</b>	(6,438)	(6,438)	(6,438)
Other payments	(17,073)	<b>(16,081)</b>	(17,038)	(17,568)	(18,129)
<b>Net cash provided by/(used in) operating activities</b> 4.4.1	63,913	<b>92,504</b>	85,616	91,457	96,610
<b>Cash flows from investing activities</b>					
Payments for property, infrastructure, plant and equipment	(81,026)	<b>(84,059)</b>	(67,186)	(76,790)	(94,739)
Payments for investments	-	<b>(21,000)</b>	(18,000)	(13,000)	(10,000)
<b>Net cash provided by/ (used in) investing activities</b> 4.4.2	(81,026)	<b>(105,059)</b>	(85,186)	(89,790)	(104,739)
<b>Cash flows from financing activities</b>					
Finance costs	(220)	<b>(158)</b>	(553)	(451)	(366)
Proceeds from borrowings	-	<b>20,185</b>	-	-	15,194
Repayment of borrowings	(6,545)	<b>(788)</b>	(2,661)	(2,764)	(1,901)
Interest paid - lease liability	(37)	<b>(30)</b>	(30)	(30)	(30)
Repayment of lease liabilities	(268)	<b>(248)</b>	(228)	(218)	(128)
<b>Net cash provided by/(used in) financing activities</b> 4.4.3	(7,070)	<b>18,961</b>	(3,472)	(3,463)	12,769
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>	(24,183)	<b>6,406</b>	(3,042)	(1,796)	4,640
Cash and cash equivalents at the beginning of the financial year	74,289	<b>50,106</b>	56,512	53,470	51,674
<b>Cash and cash equivalents at the end of the financial year</b>	50,106	<b>56,512</b>	53,470	51,674	56,314

**Statement of Capital Works**

For the four years ending 30 June 2025

	NOTES	Forecast Actual	Budget*	Projections		
		2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000	2024-25 \$'000
<b>Property</b>						
Land		1,200	1,200	-	-	-
Land improvements		-	-	-	-	-
<b>Total land</b>		<b>1,200</b>	<b>1,200</b>	<b>-</b>	<b>-</b>	<b>-</b>
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		-	-	-	-	-
<b>Total buildings</b>		<b>18,227</b>	<b>22,081</b>	<b>8,980</b>	<b>21,359</b>	<b>42,295</b>
<b>Total property</b>		<b>19,427</b>	<b>23,281</b>	<b>8,980</b>	<b>21,359</b>	<b>42,295</b>
<b>Plant and equipment</b>						
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		-	-	-	-	-
<b>Total plant and equipment</b>		<b>1,839</b>	<b>2,515</b>	<b>3,717</b>	<b>2,673</b>	<b>1,637</b>
<b>Infrastructure</b>						
Roads		20,740	23,777	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
<b>Total infrastructure</b>		<b>52,394</b>	<b>50,622</b>	<b>48,382</b>	<b>45,780</b>	<b>42,195</b>
<b>Total capital works expenditure</b>	4.5.1	<b>73,660</b>	<b>76,418</b>	<b>61,079</b>	<b>69,812</b>	<b>86,127</b>
<b>Represented by:</b>						
New asset expenditure		31,997	25,146	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
<b>Total capital works expenditure</b>	4.5.1	<b>73,660</b>	<b>76,418</b>	<b>61,079</b>	<b>69,812</b>	<b>86,127</b>
<b>Funding sources represented by:</b>						
Grants		4,907	17,410	2,720	1,270	-
Contributions		4,636	671	1,200	7,448	5,829
Council cash		64,117	58,337	57,159	61,094	65,104
Borrowings		-	-	-	-	15,194
<b>Total capital works expenditure</b>	4.5.1	<b>73,660</b>	<b>76,418</b>	<b>61,079</b>	<b>69,812</b>	<b>86,127</b>

\* 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
<b>Staff expenditure</b>					
Employee costs - operating	95,055	<b>98,108</b>	96,754	99,024	101,539
Employee costs - capital	809	<b>742</b>	752	761	770
<b>Total staff expenditure</b>	<b>95,864</b>	<b>98,850</b>	<b>97,506</b>	<b>99,785</b>	<b>102,309</b>
	FTE	FTE	FTE	FTE	FTE
<b>Staff numbers</b>					
Employees	882.6	<b>890.6</b>	889.6	893.6	897.6
<b>Total staff numbers</b>	<b>882.6</b>	<b>890.6</b>	<b>889.6</b>	<b>893.6</b>	<b>897.6</b>

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	<b>638</b>	638	-	-	-
Executive	<b>5,640</b>	4,654	986	810	640
Community Wellbeing	<b>29,002</b>	19,193	9,809	640	2,941
Planning and Development	<b>15,882</b>	11,752	4,130	-	2,453
Infrastructure and Environment	<b>23,231</b>	22,621	610	-	2,453
Corporate Services and Performance	<b>12,354</b>	10,930	1,424	-	1,424
Total permanent staff expenditure	<b>86,747</b>	69,788	16,959	1,450	9,910
Other employee related expenditure	<b>11,361</b>				
Capitalised labour costs	<b>742</b>				
<b>Total expenditure</b>	<b>98,850</b>				

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	<b>3</b>	3	-	-	-
Executive	<b>61</b>	52	9	10	10
Community Wellbeing	<b>278</b>	182	96	8	27
Planning and Development	<b>147</b>	102	45	-	22
Infrastructure and Environment	<b>203</b>	198	5	-	19
Corporate Services and Performance	<b>84</b>	73	11	-	13
Total permanent staff expenditure	<b>776</b>	610	166	19	92
Other employee related expenditure	<b>110</b>				
Capitalised labour costs	<b>5</b>				
<b>Total staff</b>	<b>891</b>				

**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
<b>Office of CEO</b>				
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	-	-	-	-
<b>Total Office of the CEO</b>	<b>638</b>	<b>651</b>	<b>664</b>	<b>677</b>
<b>Executive</b>				
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	-	-	-	-
<b>Total Executive</b>	<b>5,640</b>	<b>6,077</b>	<b>6,192</b>	<b>6,311</b>
<b>Community Wellbeing</b>				
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	-	-	-	-
<b>Total Community Wellbeing</b>	<b>29,002</b>	<b>29,505</b>	<b>30,292</b>	<b>31,278</b>
<b>Planning and Development</b>				
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	-	-	-	-
<b>Total Planning and Development</b>	<b>15,882</b>	<b>15,980</b>	<b>16,373</b>	<b>16,775</b>
<b>Infrastructure and Environment</b>				
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	-	-	-	-
<b>Total Infrastructure and Environment</b>	<b>23,231</b>	<b>23,116</b>	<b>23,587</b>	<b>24,067</b>
<b>Corporate Services and Performance</b>				
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	-	-	-	-
<b>Total Corporate Services and Performance</b>	<b>12,354</b>	<b>11,646</b>	<b>11,904</b>	<b>12,168</b>
<b>Casuals, temporary and other expenditure</b>	<b>11,361</b>	<b>9,779</b>	<b>10,012</b>	<b>10,263</b>
<b>Capitalised labour costs</b>	<b>742</b>	<b>752</b>	<b>761</b>	<b>770</b>
<b>Total staff expenditure</b>	<b>98,850</b>	<b>97,506</b>	<b>99,785</b>	<b>102,309</b>



	2021-22 FTE	2022-23 FTE	2023-24 FTE	2024-25 FTE
<b>Office of CEO</b>				
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	-	-	-	-
<b>Total Office of the CEO</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
<b>Executive</b>				
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	-	-	-	-
<b>Total Executive</b>	<b>61.3</b>	<b>61.3</b>	<b>61.3</b>	<b>61.3</b>
<b>Community Wellbeing</b>				
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	-	-	-	-
<b>Total Community Wellbeing</b>	<b>277.8</b>	<b>279.8</b>	<b>281.8</b>	<b>283.8</b>
<b>Planning and Development</b>				
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	-	-	-	-
<b>Total Planning and Development</b>	<b>146.7</b>	<b>148.7</b>	<b>150.7</b>	<b>152.7</b>
<b>Infrastructure and Environment</b>				
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	-	-	-	-
<b>Total Infrastructure and Environment</b>	<b>203.1</b>	<b>203.1</b>	<b>203.1</b>	<b>203.1</b>
<b>Corporate Services and Performance</b>				
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	-	-	-	-
<b>Total Corporate Services and Performance</b>	<b>83.7</b>	<b>83.7</b>	<b>83.7</b>	<b>83.7</b>
<b>Casuals and temporary staff</b>	<b>110.0</b>	<b>105.0</b>	<b>105.0</b>	<b>105.0</b>
<b>Capitalised labour</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>
<b>Total staff numbers</b>	<b>890.6</b>	<b>889.6</b>	<b>893.6</b>	<b>897.6</b>

#### 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 Community Plan (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 \$178 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	164,062,080	6,480,679	4.11%
Waste management charge	9,384,597	10,027,126	642,529	6.85%
Special rates and charges	244,885	250,315	5,430	2.22%
Supplementary rates and rate adjustments	2,363,887	3,167,994	804,107	34.02%
Interest on rates and charges	450,000	900,000	450,000	100.00%
Rebates <sup>1</sup>	(346,227)	(120,000)	226,227	(65.34)%
<b>Total rates and charges</b>	<b>169,678,543</b>	<b>178,287,515</b>	<b>8,608,972</b>	<b>5.07%</b>

\*These items are subject to the rate cap established under the FGRS

<sup>1</sup>Sustainable 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 <sup>2</sup>	0.051442960	0.05138479	-0.11%
General rate for commercial properties <sup>2</sup>	0.051442960	0.05138479	-0.11%
General rate for industrial properties <sup>2</sup>	0.051442960	0.05138479	-0.11%
General rate for farm properties <sup>2</sup>	0.030865780	0.03083088	-0.11%

<sup>2</sup>Subject to certified valuation data 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	127,365,119	134,758,918	7,393,799	5.81%
Commercial	16,429,580	16,319,363	(110,217)	(0.67)%
Industrial	12,068,912	11,865,956	(202,956)	(1.68)%
Farm	1,639,535	1,117,843	(521,692)	(31.82)%
<b>Total amount to be raised by general rates</b>	<b>157,503,146</b>	<b>164,062,080</b>	<b>6,558,934</b>	<b>4.16%</b>
Annualised 2020-21 supplementary rate revenue	4,134,371	-		
	<b>161,637,517</b>	<b>164,062,080</b>	<b>2,424,563</b>	<b>1.50%</b>

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	2021-22	Change	
	Number	Number	Number	%
Residential	84,671	87,235	2,564	3.03%
Commercial	3,167	3,256	89	2.81%
Industrial	2,950	3,191	241	8.17%
Farm	183	155	(28)	(15.30)%
<b>Total number of assessments</b>	<b>90,971</b>	<b>93,837</b>	<b>2,866</b>	<b>3.15%</b>

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	2,476,590,195	2,622,544,850	145,954,655	5.89%
Commercial	319,374,710	317,591,310	(1,783,400)	(0.56)%
Industrial	234,607,650	230,923,500	(3,684,150)	(1.57)%
Farm	53,597,700	36,257,250	(17,340,450)	(32.35)%
<b>Total value of land</b>	<b>3,084,170,255</b>	<b>3,207,316,910</b>	<b>123,146,655</b>	<b>3.99%</b>

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%
<b>Total</b>	<b>9,384,597</b>	<b>10,027,126</b>	<b>642,529</b>	<b>6.85%</b>

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	134,758,918	7,393,799	5.81%
Commercial	16,429,580	16,319,363	(110,217)	(0.67)%
Industrial	12,068,912	11,865,956	(202,956)	(1.68)%
Farm rate	1,639,535	1,117,843	(521,692)	(31.82)%
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	3,167,994	804,107	34.02%
<b>Total Rates and charges</b>	<b>169,251,630</b>	<b>177,257,200</b>	<b>8,005,570</b>	<b>4.73%</b>

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	\$ 164,062,080
Number of rateable properties	90,971	93,837
Base Average Rate	\$ 1,731.36	\$ 1,722.54
Maximum Rate Increase (set by the State Government)	2.00%	1.50%
Capped Average Rate	\$ 1,731.94	\$ 1,748.37
Maximum General Rates and Municipal Charges Revenue	\$ 157,556,314	\$ 164,062,080
Budgeted General Rates and Municipal Charges Revenue	\$ 157,555,952	\$ 164,062,080
Budgeted Supplementary Rates	\$ 2,363,887	\$ 3,167,994
Budgeted Total Rates and Municipal Charges Revenue	\$ 159,919,839	\$ 167,230,074

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 \$3,167,994 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 0.05138479 in the NAV dollar in respect of residential, commercial and industrial use land (of a non-farm nature)
- rate of 0.03083088 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 2020-21	Budget 2021-22	Change	
	\$'000	\$'000	\$'000	%
Certificates and regulatory service fees	6,234	<b>6,902</b>	668	10.72%
Fines	4,998	<b>5,100</b>	102	2.04%
Permit fees	5,888	<b>6,471</b>	583	9.90%
<b>Total statutory fees and fines</b>	<b>17,120</b>	<b>18,473</b>	<b>1,353</b>	<b>7.90%</b>

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 2020-21	Budget 2021-22	Change	
	\$'000	\$'000	\$'000	%
Tip fees	1,208	<b>1,008</b>	(200)	<b>(16.56)%</b>
Leisure centre fees	509	<b>591</b>	82	<b>16.11%</b>
Property leases and rentals	1,341	<b>2,408</b>	1,067	<b>79.57%</b>
Registrations	1,368	<b>2,024</b>	656	<b>47.95%</b>
Other fees & charges	746	<b>1,230</b>	484	<b>64.88%</b>
<b>Total user fees</b>	<b>5,172</b>	<b>7,261</b>	<b>2,089</b>	<b>40.39%</b>

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	%
<b>Grants were received in respect of the following:</b>				
Summary of grants				
Commonwealth funded grants	21,537	28,892	7,355	34.15%
State funded grants	18,154	16,311	(1,843)	(10.15)%
Other grants	25	27	2	8.00%
<b>Total grants received</b>	<b>39,716</b>	<b>45,230</b>	<b>5,514</b>	<b>13.88%</b>
<b>(a) Operating Grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Financial Assistance Grants	15,190	15,455	265	1.74%
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)%
<b>Recurrent - State Government</b>				
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)%
<b>Recurrent - Other</b>				
Safety and Innovations project	17	17	-	0.00%
<b>Total recurrent grants</b>	<b>28,517</b>	<b>27,767</b>	<b>(750)</b>	<b>(2.63)%</b>
<b>Non-recurrent - Commonwealth Government</b>				
<b>Non-recurrent - State Government</b>				
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      %	
<b>Non-recurrent- Other</b>				
Youth Services	5	-	(5)	(100.00)%
Health Promotion	3	10	7	233.33%
<b>Total non-recurrent grants</b>	<b>6,292</b>	<b>53</b>	<b>(6,239)</b>	<b>(99.16)%</b>
<b>Total operating grants</b>	<b>34,809</b>	<b>27,820</b>	<b>(6,989)</b>	<b>(20.08)%</b>
<b>(b) Capital Grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Roads and Infrastructure	1,050	1,150	100	9.52%
<b>Recurrent - State Government</b>				
Roads and Infrastructure	168	-	(168)	(100.00)%
Parks	100	-	(100)	(100.00)%
<b>Total recurrent grants</b>	<b>1,318</b>	<b>1,150</b>	<b>(168)</b>	<b>(12.75)%</b>
<b>Non-recurrent - Commonwealth Government</b>				
Buildings	-	1,425	1,425	100.00%
Roads and Infrastructure	-	5,572	5,572	100.00%
Parks	500	-	(500)	(100.00)%
<b>Non-recurrent - State Government</b>				
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%
<b>Total non-recurrent grants</b>	<b>3,589</b>	<b>16,260</b>	<b>12,671</b>	<b>353.05%</b>
<b>Total capital grants</b>	<b>4,907</b>	<b>17,410</b>	<b>12,503</b>	<b>254.80%</b>
<b>Total Grants</b>	<b>39,716</b>	<b>45,230</b>	<b>5,514</b>	<b>13.88%</b>

**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%
<b>Total contributions</b>	<b>118,931</b>	<b>121,418</b>	<b>2,487</b>	<b>2.09%</b>

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)%
<b>Total other income</b>	<b>4,762</b>	<b>5,116</b>	<b>354</b>	<b>7.43%</b>

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%
<b>Total employee costs</b>	<b>95,055</b>	<b>98,108</b>	<b>3,053</b>	<b>3.21%</b>

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	8,042	586	7.86%
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%
<b>Total materials and services</b>	<b>71,541</b>	<b>76,388</b>	<b>4,847</b>	<b>6.78%</b>

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%
<b>Total depreciation</b>	<b>33,087</b>	<b>39,081</b>	<b>5,994</b>	<b>18.12%</b>

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)%
<b>Total amortisation - intangible assets</b>	<b>113</b>	<b>102</b>	<b>(11)</b>	<b>(9.73)%</b>

**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)%
<b>Total amortisation - right of use assets</b>	<b>121</b>	<b>120</b>	<b>(1)</b>	<b>(0.83)%</b>

**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)%
<b>Total other expenses</b>	<b>15,521</b>	<b>14,619</b>	<b>(902)</b>	<b>(5.81)%</b>

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)
<b>Amount of borrowings as at 30 June</b>	<b>2,541</b>	<b>21,938</b>	<b>19,277</b>	<b>16,513</b>	<b>29,806</b>

\*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 \$
<b>Right-of-use assets</b>		
Property		
Vehicles		
Plant and equipment	962	842
<b>Total right-of-use assets</b>	<b>962</b>	<b>842</b>
<b>Lease liabilities</b>		
<b>Current lease liabilities</b>		
Land and buildings		
Plant and equipment	248	228
Other, etc.		
<b>Total current lease liabilities</b>	<b>248</b>	<b>228</b>
<b>Non-current lease liabilities</b>		
Land and buildings		
Plant and equipment	574	346
Other, etc.		
<b>Total non-current lease liabilities</b>	<b>574</b>	<b>346</b>
<b>Total lease liabilities</b>	<b>822</b>	<b>574</b>

#### 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	<b>1,174,758</b>	-	-	<b>1,174,758</b>
<b>Asset replacement reserve</b>				
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
	<b>37,915</b>	<b>8,124</b>	<b>(10,153)</b>	<b>35,886</b>
<b>Asset development reserve</b>				
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
	<b>117,375</b>	<b>9,210</b>	<b>(2,789)</b>	<b>123,796</b>
	<b>1,330,048</b>	<b>17,334</b>	<b>(12,942)</b>	<b>1,334,440</b>

##### 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	<b>19.84%</b>
Plant and equipment	1,839	2,515	676	<b>36.76%</b>
Infrastructure	52,394	50,622	- 1,772	<b>(3.38)%</b>
<b>Total</b>	<b>73,660</b>	<b>76,418</b>	<b>2,758</b>	<b>3.74%</b>

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	<b>23,281</b>	10,413	8,165	4,603	100	6,613	651	16,017	-
Plant and equipment	<b>2,515</b>	2,287	-	228	-	-	-	2,515	-
Infrastructure	<b>50,622</b>	12,446	26,050	11,676	450	10,797	20	39,805	-
<b>Total</b>	<b>76,418</b>	<b>25,146</b>	<b>34,215</b>	<b>16,507</b>	<b>550</b>	<b>17,410</b>	<b>671</b>	<b>58,337</b>	<b>-</b>

## 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
<b>PROPERTY</b>									
<b>Buildings</b>	<b>11,820</b>	<b>6,688</b>	<b>2,145</b>	<b>2,987</b>	<b>-</b>	<b>4,771</b>	<b>651</b>	<b>6,398</b>	<b>-</b>
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	-
<b>Building Improvements</b>	<b>7,094</b>	<b>200</b>	<b>5,394</b>	<b>1,400</b>	<b>100</b>	<b>1,700</b>	<b>-</b>	<b>5,394</b>	<b>-</b>
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	-
<b>TOTAL PROPERTY</b>	<b>18,914</b>	<b>6,888</b>	<b>7,539</b>	<b>4,387</b>	<b>100</b>	<b>6,471</b>	<b>651</b>	<b>11,792</b>	<b>-</b>
<b>PLANT AND EQUIPMENT</b>									
<b>Plant, machinery and equipment</b>	<b>1,950</b>	<b>1,950</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,950</b>	<b>-</b>
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	-
<b>Fixtures, fittings and furniture</b>	<b>251</b>	<b>251</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>251</b>	<b>-</b>
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	-
<b>Computers and telecommunications</b>	<b>314</b>	<b>86</b>	-	<b>228</b>	-	-	-	<b>314</b>	-
IT - A0 Plotters / Scanners and IM Scanner	100	-	-	100	-	-	-	100	-
IT - Hardware	214	86	-	128	-	-	-	214	-
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>2,515</b>	<b>2,287</b>	-	<b>228</b>	-	-	-	<b>2,515</b>	-
<b>INFRASTRUCTURE</b>									
<b>Roads</b>	<b>23,227</b>	<b>5,347</b>	<b>17,003</b>	<b>877</b>	-	<b>6,357</b>	-	<b>16,870</b>	-
Baltrum Drive Extension	300	300	-	-	-	-	-	300	-
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	-
<b>Bridges</b>	<b>100</b>	-	<b>100</b>	-	-	-	-	<b>100</b>	-
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
<b>Footpaths and Cycleways</b>	<b>2,400</b>	<b>1,212</b>	<b>500</b>	<b>488</b>	<b>200</b>	<b>365</b>	<b>-</b>	<b>2,035</b>	<b>-</b>
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	-
<b>Drainage</b>	<b>675</b>	<b>250</b>	<b>263</b>	<b>162</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>675</b>	<b>-</b>
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	-
<b>Recreational, Leisure &amp; Community Facilities</b>	<b>3,110</b>	<b>1,355</b>	<b>1,145</b>	<b>610</b>	<b>-</b>	<b>300</b>	<b>20</b>	<b>2,790</b>	<b>-</b>
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	-
<b>Parks, Open Space and Streetscapes</b>	<b>11,969</b>	<b>1,677</b>	<b>4,930</b>	<b>5,362</b>	<b>-</b>	<b>2,300</b>	<b>-</b>	<b>9,669</b>	<b>-</b>
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	-
<b>Off Street Car Parks</b>	<b>1,325</b>	<b>450</b>	<b>150</b>	<b>725</b>	<b>-</b>	<b>725</b>	<b>-</b>	<b>600</b>	<b>-</b>
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	-	-	-
<b>Other Infrastructure</b>	<b>4,155</b>	<b>1,555</b>	<b>1,500</b>	<b>850</b>	<b>250</b>	-	-	<b>4,155</b>	-
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	-
<b>TOTAL INFRASTRUCTURE</b>	<b>46,961</b>	<b>11,846</b>	<b>25,591</b>	<b>9,074</b>	<b>450</b>	<b>10,047</b>	<b>20</b>	<b>36,894</b>	-
<b>TOTAL NEW CAPITAL WORKS</b>	<b>68,390</b>	<b>21,021</b>	<b>33,130</b>	<b>13,689</b>	<b>550</b>	<b>16,518</b>	<b>671</b>	<b>51,201</b>	-



## 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
<b>PROPERTY</b>									
<b>Land</b>	<b>1,200</b>	<b>1,200</b>	-	-	-	-	-	<b>1,200</b>	-
Mernda Sports Hub- Acquire land Plenty Road/Everton Drive intersection	1,200	1,200	-	-	-	-	-	1,200	-
<b>Buildings</b>	<b>2,427</b>	<b>2,325</b>	<b>61</b>	<b>41</b>	-	<b>102</b>	-	<b>2,325</b>	-
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	-	-	-
<b>Building Improvements</b>	<b>740</b>	-	<b>565</b>	<b>175</b>	-	<b>40</b>	-	<b>700</b>	-
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	-
<b>TOTAL PROPERTY</b>	<b>4,367</b>	<b>3,525</b>	<b>626</b>	<b>216</b>	-	<b>142</b>	-	<b>4,225</b>	-
<b>INFRASTRUCTURE</b>									
<b>Roads</b>	<b>550</b>	<b>550</b>	-	-	-	-	-	<b>550</b>	-
Construct Findon Road extension - Williamsons Road to Danaher Drive	550	550	-	-	-	-	-	550	-
<b>Recreational, Leisure &amp; Community Facilities</b>	<b>1,000</b>	-	<b>200</b>	<b>800</b>	-	-	-	<b>1,000</b>	-
Implement Sportsfield Strategy - Sportsfield Upgrades	1,000	-	200	800	-	-	-	1,000	-
<b>Parks, Open Space and Streetscapes</b>	<b>2,111</b>	<b>50</b>	<b>259</b>	<b>1,802</b>	-	<b>750</b>	-	<b>1,361</b>	-
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	-
<b>TOTAL INFRASTRUCTURE</b>	<b>3,661</b>	<b>600</b>	<b>459</b>	<b>2,602</b>	-	<b>750</b>	-	<b>2,911</b>	-
<b>TOTAL CARRIED FORWARD CAPITAL WORKS 2020-21</b>	<b>8,028</b>	<b>4,125</b>	<b>1,085</b>	<b>2,818</b>	-	<b>892</b>	-	<b>7,136</b>	-

**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
<b>Property</b>										
Land	-	-	-	-	-	-	-	-	-	-
Land improvements	-	-	-	-	-	-	-	-	-	-
<b>Total Land</b>	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-
<b>Total Buildings</b>	8,980	2,600	4,435	-	1,945	8,980	-	1,200	7,780	-
<b>Total Property</b>	8,980	2,600	4,435	-	1,945	8,980	-	1,200	7,780	-
<b>Plant and Equipment</b>										
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	-	-	-	-	-	-	-	-	-	-
<b>Total Plant and Equipment</b>	3,717	3,173	-	-	544	3,717	-	-	3,717	-
<b>Infrastructure</b>										
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	-
<b>Total Infrastructure</b>	48,382	12,751	25,587	-	10,044	48,382	2,720	-	45,662	-
<b>Total Capital Works Expenditure</b>	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
<b>Property</b>										
Land	-	-	-	-	-	-	-	-	-	-
Land improvements	-	-	-	-	-	-	-	-	-	-
<b>Total Land</b>	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-
<b>Total Buildings</b>	21,359	15,347	4,372	500	1,140	21,359	-	6,648	14,711	-
<b>Total Property</b>	21,359	15,347	4,372	500	1,140	21,359	-	6,648	14,711	-
<b>Plant and Equipment</b>										
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	-	-	-	-	-	-	-	-	-	-
<b>Total Plant and Equipment</b>	2,673	2,466	-	-	207	2,673	-	-	2,673	-
<b>Infrastructure</b>										
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	-
<b>Total Infrastructure</b>	45,780	22,574	19,216	-	3,990	45,780	1,270	800	43,710	-
<b>Total Capital Works Expenditure</b>	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
<b>Property</b>										
Land	-	-	-	-	-	-	-	-	-	-
Land improvements	-	-	-	-	-	-	-	-	-	-
<b>Total Land</b>	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-
<b>Total Buildings</b>	42,295	34,061	3,159	1,500	3,575	42,295	-	5,419	21,682	15,194
<b>Total Property</b>	42,295	34,061	3,159	1,500	3,575	42,295	-	5,419	21,682	15,194
<b>Plant and Equipment</b>										
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	-	-	-	-	-	-	-	-	-	-
<b>Total Plant and Equipment</b>	1,637	1,430	-	-	207	1,637	-	-	1,637	-
<b>Infrastructure</b>										
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	-
<b>Total Infrastructure</b>	42,195	16,080	21,362	-	4,753	42,195	-	410	41,785	-
<b>Total Capital Works Expenditure</b>	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	
<b>Operating position</b>									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	5.47%	7.20%	3.82%	8.18%	10.09%	10.68%	+
<b>Liquidity</b>									
Working Capital	Current assets / current liabilities	2	351.29%	425.89%	455.73%	473.28%	492.33%	497.07%	+
Unrestricted cash	Unrestricted cash / current liabilities	3	103.36%	93.23%	127.69%	155.34%	181.89%	196.62%	+
<b>Obligations</b>									
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	4	5.61%	1.50%	12.30%	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%	12.85%	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%	-
<b>Stability</b>									
Rates concentration	Rate revenue / adjusted underlying revenue	6	70.42%	72.87%	74.88%	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	Forecast	Budget	Projections			Trend
				2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	+/-
Efficiency										
Expenditure level	Total expenses/ no. of property assessments			\$2,391	\$2,313	\$2,390	\$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	\$919	\$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	\$840	\$852	\$867	\$882	o
Recurrent grants	Recurrent grants / Municipal population			\$125	\$123	\$116	\$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.



# Fees and Charges Schedule 2021-2022

[whittlesea.vic.gov.au](http://whittlesea.vic.gov.au)



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 (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	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

continued on next page ...

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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/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Planning Permits Amendments** [continued]

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

**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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Planning Scheme – Amendments** [continued]

Stage 4	Per Amendment Stage	N	\$453.10	\$481.30	6.22%	\$28.20	Statutory
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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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Planning Fees** [continued]

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
Pre application concept plans – major development	Per Meeting and Written Advice	Y	\$260.00	\$260.00	0.00%	\$0.00	Non-Statutory

**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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Residential Permits** [continued]

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
Protection Work Notices (When determined by relevant building surveyor)	per permit	Y	\$360.00	\$365.00	1.39%	\$5.00	Non-Statutory

**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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Building Fees** [continued]

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
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



Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**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
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

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**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

**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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Asset Protection-Commerical** [continued]

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 \$50,000,0001 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
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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Waste Fees** [continued]

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

**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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Bond Fees for accessing Council reserves for private works** [continued]

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
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

**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
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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Property and Valuations** [continued]

Valuation search in basement	Per Property	N	\$125.85	\$127.75	1.51%	\$1.90	Non-Statutory
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**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
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

**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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Street Activities** [continued]

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
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
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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Livestock** [continued]

Release Fee – per animal	Per Animal	N				Fee At contractors cost	Non-Statutory
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
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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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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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

### 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
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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**4 Hour Hire** [continued]

Community 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
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

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**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
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**

Coummunity Rate– Total Rate	Per booking	Y	\$642.60	\$652.25	1.50%	\$9.65	Non-Statutory
Coummunity Rate: Hourly Rate	Per booking	Y	\$160.66	\$163.05	1.49%	\$2.39	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/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**4 Hour Hire** [continued]

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
Total Rate	Per booking	Y	\$807.50	\$819.60	1.50%	\$12.10	Non-Statutory

**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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**8 Hour Hire** [continued]

Total Rate	Per booking	Y	\$450.00	\$456.75	1.50%	\$6.75	Non-Statutory
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**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
Community 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

**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

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**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

**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

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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## 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

#### 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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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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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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**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

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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## 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-registrati on	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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#### 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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Registration** [continued]

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
Class 3 premises	Per registration	N	\$173.00	\$176.00	1.73%	\$3.00	Non-Statutory

**Public Health & Wellbeing Act**

Additional Pool Fee (each pool greater than 1 pool)		N	\$0.00	\$65.00	∞	∞	Statutory
Base Aquatic Facility Fee (includes one pool)		N	\$0.00	\$220.00	∞	∞	Statutory

**Registration**

Initial Registration Fee	Per registration	N	\$325.00	\$330.00	1.54%	\$5.00	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/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Registration** [continued]

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**

Onsite Wastewater Management System (OWMS) Amend a Permit Fee	10.38	N	\$0.00	\$156.00	∞	∞	Statutory
Onsite Wastewater Management System (OWMS) Exemption Assessment Fee	14.67	N	\$0.00	\$220.50	∞	∞	Statutory
Onsite Wastewater Management System (OWMS) Installation Additional hourly fee (greater than 8.2 hrs)	6.12	N	\$0.00	\$92.00	∞	∞	Statutory
Onsite Wastewater Management System (OWMS) Installation Permit Fee	48.88	N	\$0.00	\$734.70	∞	∞	Statutory
Onsite Wastewater Management System (OWMS) Minor Alteration Permit Fee	37.25	N	\$0.00	\$559.90	∞	∞	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/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Septic Tank** [continued]

Onsite Wastewater Management System (OWMS) Renew a Permit Fee	8.31	N	\$0.00	\$124.90	∞	∞	Statutory
Onsite Wastewater Management System (OWMS) Transfer a Permit Fee	9.93	N	\$0.00	\$149.20	∞	∞	Statutory
Septic tank approval	Per tank	N	\$480.00	\$0.00	-100.00 %	-\$480.00	Non-Statutory
Sand filter test	Per tank	N	\$208.00	\$0.00	-100.00 %	-\$208.00	Non-Statutory
Treatment plant	Per tank	N	\$131.00	\$0.00	-100.00 %	-\$131.00	Non-Statutory
Surface irrigation	Per tank	N	\$131.00	\$0.00	-100.00 %	-\$131.00	Non-Statutory

**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

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**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
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

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**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
Meeting Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory

**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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Senior Citizens** [continued]

Senior Citizens – Meeting Room	Per hour	Y	\$5.55	\$5.65	1.80%	\$0.10	Non-Statutory
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**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

**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

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**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

**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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**French Street Hall** [continued]

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

**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

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**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
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**

Actitivy 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

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Year 21/22 Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**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
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

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**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
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
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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Casual/ Business** [continued]

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

**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

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**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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**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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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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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

**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

Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**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

**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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Regular Group** [continued]

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
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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Sporting Fields** [continued]

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
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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Sporting Fields** [continued]

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
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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Sports Pavilions** [continued]

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)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	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)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	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)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	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 hous )	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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Meadowglen Stadium Function Room** [continued]

Community user – up to 4 hours	Half day hire	Y	\$360.50	\$365.90	1.50%	\$5.40	Non-Statutory
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)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	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)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	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)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Aquatics** [continued]

Concession Swim, Spa and Sauna	Per concession	Y	\$9.50	\$9.65	1.58%	\$0.15	Non-Statutory
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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Group Exercise** [continued]

10 pass Group Fitness Concession	Per concession	Y	\$110.70	\$112.35	1.49%	\$1.65	Non-Statutory
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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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Creche** [continued]

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
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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Club Memberships (New fee structure)** [continued]

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
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

**Growth 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

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Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Golf Fees – 9 Holes** [continued]

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

**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



Name	Unit	GST (Y)es (N)o	Year 20/21 Fee (incl.GST)	Fee (incl.GST)	Year 21/22 Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**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

**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



# Revenue and Rating Plan

June 2021

*A place for all*



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2



## Overview

Pursuant to the recent *Local Government Act 2020's Integrated Strategic Planning and Reporting Framework*, it is a requirement for all Victorian councils to develop a four-year Revenue and Rating Plan, by 30 June after a general election.

The Revenue and Rating Plan is a new requirement for council's and provides a medium-term plan for how Council will generate income to deliver on the Council Plan, program and services and capital works commitments over a four-year period. Revenue and Rating Plan means a Revenue and Rating Plan prepared by a Council under section 93 of the Act. Schedule 1 of the regulations requires the governance and management checklist included in the report of operations in a council's Annual Report to include the Revenue and Rating Plan as an item. The checklist confirms the Revenue and Rating Plan has been adopted by council.

The Revenue and Rating Plan will incorporate consideration of:

- how revenue will be generated through rates on properties and different property classes
- fixed service charges that might be applied on services such as waste or recycling
- fees and charges for services and programs – including pricing policies
- developer contributions and other revenue
- revenue generated from use or allocation of Council assets (including the application of discounts and waivers)
- recurrent and non-recurrent operational and capital grants from other levels of government
- entrepreneurial, business, or collaborative activities established to deliver programs or services and generate income or reduce costs

Assumptions underpinning the Budget must be transparent and linked to preparation of individual service and program budgets, service standards and major initiatives (both operational and capital).

In reading this Revenue and Rating Plan it should be noted that whilst the plan is developed in line with the requirements of the *Local Government Act 2020*, the relevant piece of legislation governing the local government rating system continues to be the *Local Government Act 1989* which is referenced throughout this plan.





## 1. Purpose

The *Local Government Act 2020* requires each council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work.

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for City of Whittlesea which in conjunction with other income sources will adequately finance the objectives in the Council Plan.

This plan is an important part of Council's integrated planning framework, all of which is created to help Council achieve its 2040 vision of "A place for all" and which guides our efforts to keep pace with the rapid changes to and growth of our municipality over the next few years. Our values are:

- Excellence
- Wellbeing
- Valuing diversity
- Respect
- Open Communication

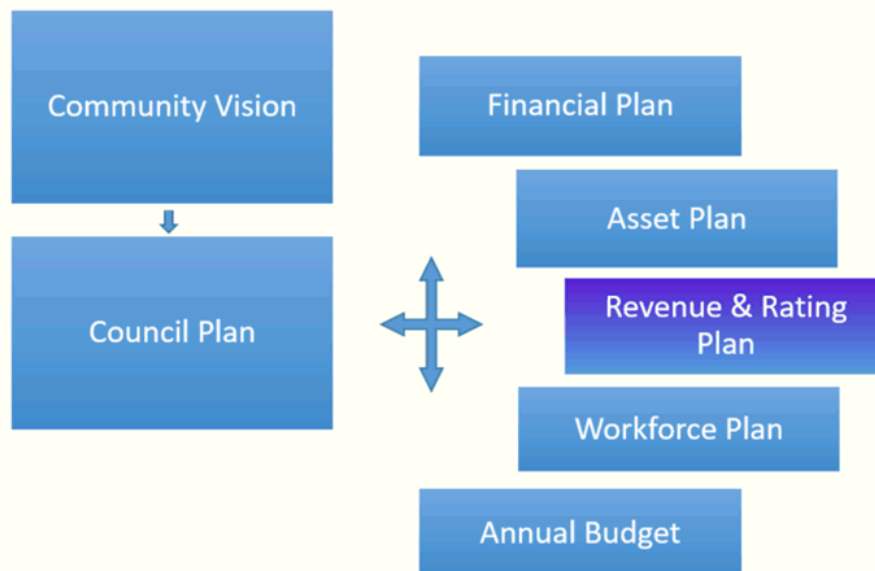
Whittlesea 2040: A place for all is the long-term vision for the City of Whittlesea. It guides all of Council's work and future partnerships with the community and others. Council delivers services and initiatives under 26 major service areas. Each service area contributes to achieving Council's strategic objectives, which are grouped under four goals:

- ***Connected community***
- ***Sustainable environment***
- ***Liveable neighbourhoods***
- ***Strong local economy***

Strategies and policies outlined in this plan align with the objectives contained in the Council Plan and will feed into our budgeting and long-term financial planning documents, as well as other strategic planning documents under our Council's strategic planning framework.

This process and interrelationships are outlined in the below diagram.

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The plan will explain how Council calculates the revenue needed to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

This plan will set out decisions that Council has made in relation to rating options available to it under the *Local Government Act 1989* to ensure the fair and equitable distribution of rates across property owners. It will also set out principles that are used in decision making for other revenue sources such as fees and charges.

It is also important to note that this plan does not set revenue targets for Council, it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

## 2. Introduction

Council provides a number of services and facilities to our local community, and in doing so, must collect revenue to cover the cost of providing these services and facilities.

Council's revenue sources include:

- Rates and Charges
- Waste and garbage charges
- Grants from other levels of Government
- Statutory Fees and Fines
- User Fees
- Cash and non-cash contributions from other parties (i.e. developers, community groups)

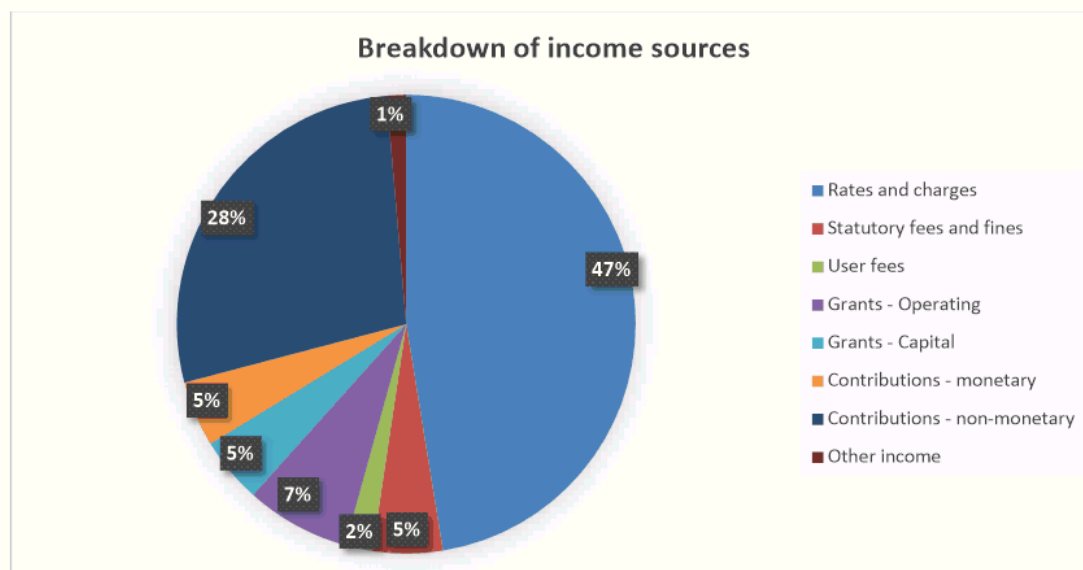
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- Interest from investments
- Sale of assets.

The graph below shows the sources of revenue for Council in the 2021-22 financial year.



Rates are the most significant revenue source for Council and make up roughly 47% of its annual income.

This strategy outlines Council's reliance on rate income and provide options to actively manage that reliance.

Council provides a wide range of services to the community, often for a fee that does not recover the full cost to Council. The nature of these fees and charges generally depends on whether they relate to statutory or discretionary services. Some of these, such as statutory planning fees are set by State Government statute and are commonly known as regulatory fees. In these cases, Council usually has no control over service pricing. However, in relation to other services, Council can set a fee or charge and will set that fee based on the principles outlined in this Revenue and Rating Plan.

Council revenue can also be adversely affected by changes to funding from other levels of government. Some grants are tied to the delivery of council services, whilst many are tied directly to the delivery of new community assets, such as roads or sports pavilions. It is important for Council to be clear about what grants it intends to apply for, and the impact and obligations that grants create in the delivery of services or infrastructure.

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### 3. Community Engagement

This Revenue and Rating Plan outlines Council's decision-making process on how revenues are calculated and collected.

Community engagement on the setting of Council Revenue and Rates was undertaken as part of the consultation process on Council's 2021/22 proposed budget. Submissions and feedback were invited and received which has assisted in informing this plan.

The diagram below outlines the process for "How your council rates are calculated".

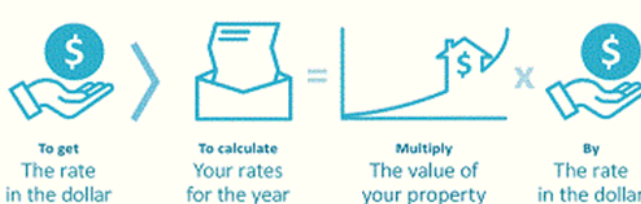
#### How your council rates are calculated

Rates are a tax which fund council services and infrastructure. Rates are calculated based on the value of your property relative to others in the municipality.

##### Total rates for the municipality



##### What you pay



Other factors can influence your rates, for example  
Property values in the municipality may have changed relative to others.

### 4. Rates and charges

Rates are property taxes that allow Council to raise revenue to fund essential public services to cater to their municipal population. Importantly, it is a taxation system that includes flexibility for councils to utilise different tools in its rating structure to accommodate issues of equity and to ensure fairness in rating for all ratepayers.

Council has established a rating structure comprised of the following elements. These are:

- **General Rates (including Farm Rates)** – Based on property values (using the Net Annual Valuation methodology), which are indicative of capacity to pay and form the central basis of rating under the *Local Government Act 1989*;
- **Service Charges** - A 'user pays' component for council services to reflect benefits provided by Council to ratepayers who benefit from a service.

Striking the appropriate balance between these elements will help to improve equity in the distribution of the rate burden across the community.

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Council makes a further distinction when applying general rates by applying rating differentials based on the purpose for which the property is used. That is, whether the property is used for residential, commercial/industrial, or farming purposes. This distinction is based on the concept that different property categories should pay a fair and equitable contribution, taking into account the benefits those properties derive from the local community.

Council's differential rates are currently set as follows:

- General rates (covering Residential / Commercial / Industrial) 100%
- Farm rates 60%

The formula for calculating General Rates, excluding any additional charges, arrears or additional supplementary rates is:

- Valuation (Net Annual Value) x Rate in the Dollar (Differential Rate Type)

The rate in the dollar for each rating differential category is included in Council's Annual Budget.

Rates and charges are an important source of revenue, accounting for over 47% of operating revenue received by Council. The collection of rates is an important factor in funding Council services.

Planning for future rate increases is therefore an essential component of the long-term financial planning process and plays a significant role in funding planned service delivery and infrastructure investment to meet the needs of our growing community.

Council is aware of the balance between rate revenue (as an important income source) and community sensitivity to rate increases. With the introduction of the State Government's Fair Go Rates System, all rate increases are capped to a rate declared by the Minister for Local Government, which is announced in December for the following financial year.

Council currently utilises a waste service charge (introduced in 2018-19) to partially recover the cost of Council's waste services. Waste service charges are not capped under the Fair Go Rates System, and Council will examine the benefits and ramifications of continuing and expanding such a charge as part of the review of Council's Waste Strategy and Long-Term Financial Plan.

The movement in average property values and municipal rates across the municipality over the past years can be seen in the tables below:

**Average Property Values from 2014 - 2021**

Property Type	2014	2016	2018	2019	2020	2021
<b>Residential</b>	\$417,800	\$450,900	\$608,000	\$584,900	\$586,200	\$598,800
<b>Farm</b>	\$1,903,100	\$1,931,800	\$4,919,100	\$6,036,300	\$6,382,300	\$5,107,400
<b>Non-residential</b>	\$1,004,900	\$1,063,100	\$1,233,200	\$1,277,700	\$1,347,300	\$1,313,162
<b>Overall</b>	<b>\$466,800</b>	<b>\$498,800</b>	<b>\$659,500</b>	<b>\$640,600</b>	<b>\$645,900</b>	<b>\$656,400</b>

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#### Average Municipal Rates from 2017-18 – 2021-22

Property Type	2017-18	2018-19	2019-20	2020-21	2021-22
Residential	\$1,483	\$1,499*	\$1,504*	\$1,508*	\$1,538*
Farm	\$5,174	\$12,128*	\$9,312*	\$9,850*	\$7,871*
Non-residential	\$4,889	\$4,096*	\$4,450*	\$4,651*	\$4,370*
Overall	\$1,789	\$1,773*	\$1,714*	\$1,732*	\$1,748*

\* excluding service charges

### 4.1 Rating legislation

The legislative framework set out in the *Local Government Act 1989* determines Council's ability to develop a rating system. The framework provides significant flexibility for Council to tailor a system that suits its needs.

Section 155 of the *Local Government Act 1989* provides that a Council may declare the following rates and charges on rateable land:

- General rates under Section 158
- Municipal charges under Section 159
- Service rates and charges under Section 162
- Special rates and charges under Section 163

The recommended strategy in relation to municipal charges, service rates and charges and special rates and charges are discussed later in the plan.

In raising Council rates, Council is required to primarily use the valuation of the rateable property to levy rates. Section 157 (1) of the *Local Government Act 1989* provides Council with three choices in terms of which valuation base to utilise. They are: Site Valuation, Capital Improved Valuation (CIV) and Net Annual Value (NAV).

The advantages and disadvantages of the respective valuation basis are discussed further in the plan. Whilst this document outlines Council's strategy regarding rates revenue, rates data will be contained in the Council's Annual Budget as required by the *Local Government Act 2020*.

The City of Whittlesea has historically used the Net Annual Value as a method of distributing municipal rates across property owners/tenants, and there are no immediate proposals to alter this system to either of the other rating methodologies. As Council uses the Net Annual Value rating system, Section 161A of the *Local Government Act 1989* does limit Council's ability to only introduce differentials for "general", "farm", "urban farm" and "residential use" rates.

Section 94(2) of the *Local Government Act 2020* states that Council must adopt a budget by 30 June each year (or at another time fixed by the Minister) to include:

- a) the total amount that the Council intends to raise by rates and charges;

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- b) a statement as to whether the rates will be raised by the application of a uniform rate or a differential rate;
- c) a description of any fixed component of the rates, if applicable;
- d) if the Council proposes to declare a uniform rate, the matters specified in section 160 of the *Local Government Act 1989*;
- e) if the Council proposes to declare a differential rate for any land, the matters specified in section 161(2) of the *Local Government Act 1989*;

Section 94(3) of the *Local Government Act 2020* also states that Council must ensure that, if applicable, the budget also contains a statement –

- a) that the Council intends to apply for a special order to increase the Council's average rate cap for the financial year or any other financial year; or
- b) that the Council has made an application to the ESC for a special order and is waiting for the outcome of the application; or
- c) that a special Order has been made in respect of the Council and specifying the average rate cap that applies for the financial year or any other financial year.

This plan outlines the principles and strategic framework that Council will utilise in calculating and distributing the rating burden to property owners, however, the quantum of rate revenue and rating differential amounts will be determined in the City of Whittlesea's Annual Budget.

In 2019, the Victorian State Government conducted a Local Government Rating System Review. The Local Government Rating System Review Panel presented their final report and list of recommendations to the Victorian Government in March 2020. The Victorian Government subsequently published a response to the recommendations of the Panel's report. However, at the time of publication the recommended changes have not yet been implemented, and timelines to make these changes have not been announced.

#### 4.2 Rating principles

When developing a rating strategy, in particular with reference to differential rates, a Council should give consideration to the following good practice taxation principles:

- Wealth Tax
- Equity
- Efficiency
- Simplicity
- Benefit
- Capacity to Pay
- Diversity.



**Wealth Tax**

The “wealth tax” principle implies that the rates paid are dependent upon the value of a ratepayer’s real property and have no correlation to the individual ratepayer’s consumption of services or the perceived benefits derived by individual ratepayers from the expenditures funded from rates.

**Equity**

*Horizontal equity* – ratepayers in similar situations should pay similar amounts of rates (ensured mainly by accurate property valuations, undertaken in a consistent manner, their classification into homogenous property classes and the right of appeal against valuation).

*Vertical equity* – those who are better off should pay more rates than those worse off (the rationale applies for the use of progressive and proportional income taxation. It implies a “relativity” dimension to the fairness of the tax burden).

**Efficiency**

Economic efficiency is measured by the extent to which production and consumption decisions by people are affected by rates.

**Simplicity**

How easily a rates system can be understood by ratepayers and the practicality and ease of administration.

**Benefit**

The extent to which there is a nexus between consumption/benefit and the rate burden.

**Capacity to Pay**

The capacity of ratepayers or groups of ratepayers to pay rates.

**Diversity**

The capacity of ratepayers within a group to pay rates.

The rating challenge for Council therefore is to determine the appropriate balancing of competing considerations.

Municipal rates are distributed according to the value of a ratepayer’s real property, and whilst this may not always be a reflection of a capacity to pay, Council does have mechanisms in place to financial assist those ratepayers, through our hardship provisions and pensioner rates rebate policy.

Subject to the legislative framework, Council generally supports the principle that ratepayers in similar situations in relation to the value of their property, should pay similar amounts of municipal rates (ensured mainly by accurate property valuations, undertaken in a consistent manner, their classification into homogenous property classes and the right of appeal against valuation). Council has only used two (2) differential rates, “General” and “Farm” mainly due to legislative restrictions that exist with the Net Annual Value rating system.

As part of the process of reviewing Council’s Revenue and Rating Plan and subject to legislative constraints, property rates will be:

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- reviewed annually
- not change dramatically from one year to next
- be sufficient to fund current expenditure commitments, reflect Council's Vision, and deliverables outlined in the Council Plan in line with Council's Vision, Long Term Plan, and Asset Plan.

Differential rating will be applied as equitably as is practical and will comply with the [Ministerial Guidelines for Differential Rating 2013](#).

#### 4.3 Valuation base

Under the Local Government Act 1989, Council has three options as to the valuation base it elects to use. They are:

- **Capital Improved Value (CIV)** – Value of land and improvements upon the land.
- **Site Value (SV)** – Value of land only.
- **Net Annual Value (NAV)** – Rental valuation based on CIV.

##### **Capital Improved Value (CIV)**

Capital Improved Value is the most commonly used valuation base by local government with over 90% of Victorian councils applying this methodology. Based on the value of both land and all improvements on the land, it is generally easily understood by ratepayers as it equates to the market value of the property.

Section 161 of the Local Government Act 1989 provides that a Council may raise any general rates by the application of a differential rate if –

- a) It uses the capital improved value system of valuing land; and
- b) It considers that a differential rate will contribute to the equitable and efficient carrying out of its functions.

Where a council does not utilise CIV, it may only apply limited differential rates in relation to farm land, urban farm land or residential use land.

##### **Advantages of using Capital Improved Value (CIV)**

- CIV includes all property improvements, and hence is often supported on the basis that it more closely reflects "capacity to pay". The CIV rating method takes into account the full development value of the property, and hence better meets the equity criteria than Site Value and NAV.
- With the increased frequency of valuations (previously two-year intervals, now annual intervals) the market values are more predictable and has reduced the level of objections resulting from valuations.
- The concept of the market value of property is more easily understood with CIV rather than NAV or SV.



- Most councils in Victoria have now adopted CIV which makes it easier to compare relative movements in rates and valuations across councils.
- The use of CIV allows council to apply differential rates which greatly adds to council's ability to equitably distribute the rating burden based on ability to afford council rates. CIV allows council to apply higher rating differentials to the commercial and industrial sector that offset residential rates.

**Disadvantages of using CIV**

- The main disadvantage with CIV is the fact that rates are based on the total property value which may not necessarily reflect the income level of the property owner as with pensioners and low-income earners.

**Site value (SV)**

There are currently no Victorian councils that use this valuation base. With valuations based simply on the valuation of land and with only very limited ability to apply differential rates, the implementation of Site Value in a City of Whittlesea context would cause a shift in rate burden from the industrial/ commercial sectors onto the residential sector and would hinder council's objective of a fair and equitable rating system.

There would be further rating movements away from modern townhouse style developments on relatively small land parcels to older established homes on quarter acre residential blocks. In many ways, it is difficult to see an equity argument being served by the implementation of site valuation in the City of Whittlesea.

**Advantages of Site Value**

- There is a perception that under site value, a uniform rate would promote development of land, particularly commercial and industrial developments. There is, however, little evidence to prove that this is the case.
- Scope for possible concessions for urban farm land and residential use land.

**Disadvantages of using Site Value**

- Under SV, there will be a significant shift from the industrial/commercial sector onto the residential sector of council. The percentage increases in many cases would be in the extreme range.
- SV is a major burden on property owners that have large areas of land. Some of these owners may have much smaller/older dwellings compared to those who have smaller land areas but well-developed dwellings - but will pay more in rates. A typical example is flats, units, or townhouses which will all pay low rates compared to traditional housing styles.
- The use of SV can place pressure on council to give concessions to categories of landowners on whom the rating burden is seen to fall disproportionately (e.g. farm land and residential use properties). Large landowners, such as farmers for example, are disadvantaged by the use of site value.
- SV will reduce Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates.



- The community may have greater difficulty in understanding the SV valuation on their rate notices, as indicated by many inquiries from ratepayers on this issue handled by council's customer service and property revenue staff each year.

#### **Net annual value (NAV)**

NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is loosely linked to capital improved value for residential and farm properties. Valuers derive the NAV directly as 5 per cent of CIV.

In contrast to the treatment of residential and farm properties, NAV for commercial and industrial properties are assessed with regard to actual market rental. This differing treatment of commercial versus residential and farm properties has led to some suggestions that all properties should be valued on a rental basis.

Overall, the use of NAV is not largely supported. For residential and farm ratepayers, actual rental values pose some problems. The artificial rental estimate used may not represent actual market value, and means the base is the same as CIV but is harder to understand.

#### **Recommended valuation base**

The City of Whittlesea utilises the Net Annual Value rating system which is:

- for residential and farm properties, NAV is calculated at 5 per cent of the Capital Improved Value
- for commercial and industrial properties, NAV is calculated as the greater of the estimated annual rental value or 5 per cent of the CIV.

The general objective of Council's differential rates is to ensure that all rateable land makes an equitable financial contribution to cost of carrying out the functions of Council. The continuation of the two differential rates for "General" and "Farm" and the difference between the rates in the dollar, Council is of the opinion that this fair and equitable to all ratepayers. The application of the differential rates will be reviewed as part of the review of this plan.

#### **Property Valuations**

The *Valuation of Land Act 1960* is the principle legislation in determining property valuations. Under the *Valuation of Land Act 1960*, the Victorian Valuer-General conducts property valuations on an annual basis the most recent being the values as at 1 January 2021.

The movement in Net Annual Values by rateable property classification from 2020 to 2021 can be seen in the table below:

Class of Land	Assessments	2020-21 Net Annual Value	2021-22 Net Annual Value	% Movement
Residential	87,235	\$2,476,590,195	\$2,622,544,850	5.9%
Farm	155	\$53,597,700	\$36,257,250	(32.3%)
Non-Residential	6,447	\$553,982,360	\$548,514,810	(0.0%)
<b>Total</b>	<b>93,838</b>	<b>\$3,084,170,255</b>	<b>\$3,207,316,910</b>	<b>4.0%</b>

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The value of land is always derived by the principal of valuing land for its highest and best use at the relevant time of valuation (1 January 2021).

Council is mindful of the impacts of revaluations on the various property types in implementing the differential rating strategy outlined in the previous section to ensure that rises and falls in Council rates remain affordable and that rating 'shocks' are mitigated as much as possible. However, Council also acknowledges that movement in individual rates from one year to the next is driven by the movement in individual property values as a comparison to the movement in median property values across the municipality. It is this principle that Council believes an education program to both the community and industry groups should be undertaken in the next twelve months.

#### **Supplementary Valuations**

Whilst the general valuation is undertaken annually, supplementary valuations are carried out approximately monthly, for a variety of reasons including rezoning, subdivisions, amalgamations, renovations, new constructions, extensions, occupancy changes and corrections. The Victorian Valuer-General is tasked with undertaking supplementary revaluations and advises Council on a monthly basis of valuation and Australian Valuation Property Classification Code (AVPCC) changes. Supplementary valuations bring the value of the affected property into line with the general valuation of other properties within the municipality. Currently, Council receives approximately \$2,750,000 in supplementary rate revenue annually.

#### **Objections to property valuations**

Part 3 of the *Valuation of Land Act 1960* provides that a property owner (or tenant) may lodge an objection against the valuation of a property or the Australian Valuation Property Classification Code (AVPCC) within two months of the issue of the original or amended (supplementary) Rates and Valuation Charges Notice (Rates Notice), or within four months if the notice was not originally issued to the occupier of the land.

A property owner (or tenant) must lodge their objection to the valuation or the AVPCC in writing to the City of Whittlesea. Property owners also have the ability to object to the site valuations on receipt of their Land Tax Assessment. Property owners can appeal their land valuation within two months of receipt of their Council Rate Notice (via Council) or within two months of receipt of their Land Tax Assessment (via the State Revenue Office).

#### **4.4 Rating differentials**

As previously outlined, Council uses the Net Annual Value (NAV) rating system.

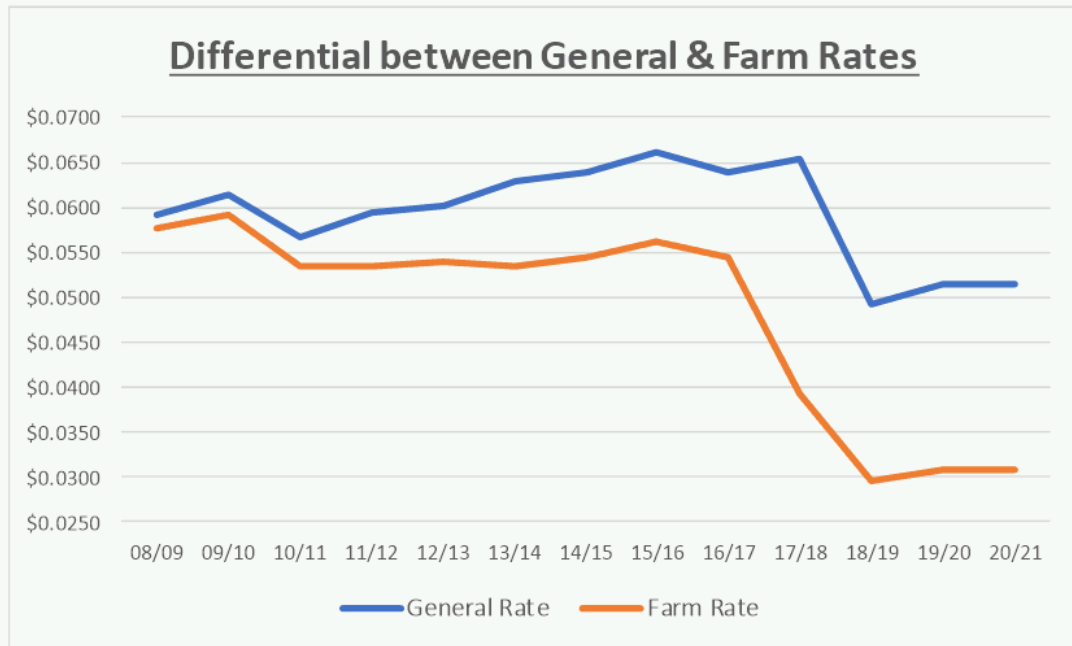
Historically, Council has had two differential rates being a "general rate" and a "farm rate". For 2021-22 the "general rate" will increase from \$0.05144296 cents to \$0.05138479 cents and the "farm rate" will increase from \$0.03086578 cents to \$0.03083088 cents, representing a discount factor to "farm" properties of 40%.

The discount factor between the "general" and "farm" rate in the dollar, increased between 2010-11 and 2017-18 to 40% and it has remained at that level since then. Council considers the current discount factor of 40% is at a level that is fair, equitable and sustainable.

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Council is comfortable each differential rate will contribute to the equitable and efficient carrying out of Council functions.



Year	General Rate in \$	Farm Rate in \$	Discount Factor %
2011-12	\$0.05939611	\$0.05345650	10%
2012-13	\$0.06005025	\$0.05404523	10%
2013/14	\$0.06290264	\$0.05346724	15%
2014/15	\$0.06397101	\$0.05437536	15%
2015/16	\$0.06621000	\$0.05627850	15%
2016/17	\$0.06389510	\$0.05431084	15%
2017/18	\$0.06532185	\$0.03919311	40%
2018/19	\$0.04930848	\$0.02958509	40%
2019/20	\$0.05142437	\$0.03085463	40%
2020/21	\$0.05144296	\$0.03086578	40%
2021/22	\$0.05138479	\$0.03083088	40%

Council utilises two differential rates on the Net Annual Value of rateable properties within the municipality, "general" and "farm" rate. The definitions of the differential are as follows:

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**General Rate** applies to all rateable land (pursuant to Section 154 of the Local Government Act 1989) which does not fall within the definition of “farm land”.

**Farm Rate** applies to all properties that meet the definition of “farm land” within the *Valuation of Land 1960*, which states, “farm land” means any rateable land

- (a) that is not less than 2 hectares in area; and
- (b) that is used primarily for grazing (including agistment), dairying, pig-farming, poultry-farming, fish-farming, tree-farming, bee-keeping, viticulture, horticulture, fruit-growing or the growing of crops of any kind or for any combination of those activities; and
- (c) that is used by a business—
  - (i) that has a significant and substantial commercial purpose or character; and
  - (ii) that seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
  - (iii) that is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

The objective of Council’s differential rates, is to ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for both “general” and “farm” properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services. An example of the application of Council’s differential rates and Net Annual Value valuation and rating system, excluding any service charge or fires services levy, is shown below:

#### Example

An example of “general” (residential, commercial and industrial) and “farm” rate properties, valued at \$1 million in the 2021 general valuation.

**Residential** property with a Capital Improved Value of \$1 million, with a net annual value of \$50,000 (5% of CIV), therefore, municipal rates calculated as  $\$50,000 \times \$0.05138479 = \$2,569.24$

**Commercial** property with a Capital Improved Value of \$1 million, with a net annual value of \$65,000 (rental value of \$65,000 per annum or 5% of CIV - \$50,000 whichever is greater), therefore, municipal rates calculated as  $\$65,000 \times \$0.05138479 = \$3,340.01$

**Farm** property with a Capital Improved Value of \$1 million, with a net annual value of \$50,000 (5 % of CIV), therefore, municipal rates calculated as  $\$50,000 \times \$0.03083088 = \$1,541.54$





The difference between the municipal rates assessed on the two property types above, represents what Council believes characterises a fair and equitable system, whereby the non-residential and income producing property, has a slightly higher amount than the residential property.

Council will undertake an analysis on the advantages and disadvantages of either remaining on the Net Annual Value rating system or moving to the Capital Improved Value rating system. This engagement process will also include the most appropriate rates in the dollar should be as a percentage for “general” and “farm” properties.

#### **Advantages of a differential rating system**

The advantages of utilising a differential rating system summarised below are:

- There is greater flexibility to distribute the rate burden between all classes of property, and therefore link rates with the ability to pay and reflecting the tax deductibility of rates for commercial and industrial premises.
- Allows Council to reflect the unique circumstances of some rating categories where the application of a uniform rate may create an inequitable outcome (e.g. farming enterprises).

#### **Disadvantages of a differential rating system**

The disadvantages in applying differential rating summarised below are:

- The justification of the differential rate can at times be difficult for the various groups to accept giving rise to queries and complaints where the differentials may seem to be excessive.
- Differential rates can be confusing to ratepayers, as they may have difficulty understanding the system. Some rating categories may feel they are unfavorably treated because they are paying a higher level of rates than other ratepayer groups.
- Differential rating involves a degree of administrative complexity as properties continually shift from one type to another (e.g. farming to general) requiring Council to update its records. Ensuring the accuracy/integrity of Council’s data base is critical to ensure that properties are correctly classified into their right category.

### **4.5 Municipal charge**

Another principle rating option available to Councils is the application of a municipal charge. Under Section 159 of the *Local Government Act 1989*, Council may declare a municipal charge to cover some of the administrative costs of the Council. The legislation is not definitive on what comprises administrative costs and does not require Council to specify what is covered by the charge.

The application of a municipal charge represents a choice to raise a portion of the rates by a flat fee for all properties, rather than sole use of the CIV valuation method.

Under the *Local Government Act 1989*, a Council’s total revenue from a municipal charge in a financial year must not exceed 20 per cent of the combined sum total of the Council’s total revenue from the municipal charge and the revenue from general rates (total rates).



The municipal charge applies equally to all properties and is based upon the recovery of a fixed cost of providing administrative services irrespective of valuation. The same contribution amount per assessment to cover a portion of Council's administrative costs can be seen as an equitable method of recovering these costs.

The City of Whittlesea currently does not levy a municipal charge under Section 159 of the *Local Government Act 1989*.

The possible introduction of the above charge will be examined as part of the annual review of Council's Revenue and Rating Plan.

#### 4.6 Special charge schemes

The *Local Government Act 1989* recognises that Council's need help to provide improved infrastructure for their local communities. Legislation allows councils to pass on the cost of capital infrastructure to the owner of a property that generally receives a unique benefit from the construction works. The technical explanation of a Special Charge comes from legislation (under the *Local Government Act 1989*) that allows councils to recover the cost of works from property owners who will gain special benefit from that work.

The purposes for which special rates and special charges may be used include road construction, kerb and channelling, footpath provision, drainage, and other capital improvement projects.

The special rate or special charges may be declared on the basis of any criteria specified by the council in the rate (Section 163 (2)). In accordance with Section 163 (3), council must specify:

- a. the wards, groups, uses or areas for which the special rate or charge is declared;
- b. the land in relation to which the special rate or special charge is declared;
- c. the manner in which the special rate or special charge will be assessed and levied; and
- d. details of the period for which the special rate or special charge remains in force.

The special rates and charges provisions are flexible and can be used to achieve a wide range of community objectives. The fundamental principle of special rates and charges is proof "special benefit" applies to those being levied. For example, they could be used to fund co-operative fire prevention schemes. This would ensure that there were no ratepayers reaping the benefits but not contributing to fire prevention.

Landscaping and environmental improvement programs that benefit small or localised areas could also be funded using special rates or charges.

The City of Whittlesea currently levies rates under Section 163 of the *Local Government Act 1989* in the form of special rates for marketing schemes for some retail precincts. The purpose of these schemes is to ensure the future prosperity and viability of these commercial centres.

These special rates are raised to assist business associations in carrying out marketing and business development activities within their retail precincts including the 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.



The following special rates will continue to be raised in 2021-22:

**Bundoora Square Marketing and Business Development Special Rate**

7-year scheme (1 July 2018 – 30 June 2025)

Scheme total for 2021-22 is \$94,287

**Lalor Marketing and Business Development Special Rate**

7-year scheme (1 July 2019 – 30 June 2026)

Scheme total for 2021-22 is \$93,169

**Thomastown Shopping Centre Marketing and Business Development Special Rate**

7-year scheme (1 July 2018 – 30 June 2025)

Scheme total for 2021-22 is \$62,858

	2019-20 Actual \$'000	2020-21 Forecast \$'000	2021-22 Budget \$'000
Income	245	245	250
Expense	245	245	250
<b>Surplus/(deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 4.7 Service rates and charges

Section 162 of the *Local Government Act 1989* provides council with the opportunity to raise service rates and charges for any of the following services:

- The provision of a water supply;
- The collection and disposal of refuse;
- The provision of sewage services;
- Any other prescribed service.

The City of Whittlesea currently applies a service charge for the collection and disposal of refuse on urban properties (compulsory) and rural properties (optional) and providing waste services for the municipality (e.g. street litter bins). Council retains the objective of setting the service charge for waste at a level that partially recovers the cost of the waste services, including providing for the cost of any rehabilitation obligations of the council's landfill once it reaches the end of its useful life.

This charge is easily understood by ratepayers as a fee for a direct service, being the collection of domestic waste and is levied on the following basis:

Type of Charge	Per Property 2020-21	Per Property 2021-22	Change	
			\$	%
<b>Residential/Farm waste charge</b>	\$112.70	\$114.40	\$1.70	1.50%
<b>Commercial/Industrial waste charge</b>	\$172.60	\$175.20	\$2.60	1.50%

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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 is shown below.

Type of Charge	2020-21 \$	2021-22 \$	Change	
			\$	%
<b>Residential/Farm waste charge</b>	8,751,155	9,380,800	629,645	7.19%
<b>Commercial/Industrial waste charge</b>	633,442	646,326	12,884	2.03%
<b>Total</b>	<b>9,384,597</b>	<b>10,027,126</b>	<b>642,529</b>	<b>6.85%</b>

Council intends to retain a waste service charge moving forward – should council elect not to have a waste service charge, this same amount would be required to be raised by way of an increased general rate – meaning that residents in higher valued properties would substantially pay for the waste service of lower valued properties.

Whilst this same principle applies for rates in general, the mix of having a single fixed charge combined with valuation driven rates for the remainder of the rate invoice promotes a balanced and equitable outcome.

#### 4.8 Collection and administration of rates and charges

The purpose of this section is to outline the rate payment options, processes, and the support provided to ratepayers facing financial hardship.

##### Payment options

Rates notices are normally sent to ratepayers early to mid-August.

In accordance with section 167(1) of the *Local Government Act 1989* ratepayers have the option of paying rates and charges by way of four instalments. Payments are due on the prescribed dates below:

- First instalment: 30 September
- Second instalment: 30 November
- Third instalment: 28 February
- Fourth instalment: 31 May

The City of Whittlesea also offers the following alternative options:

- One lump sum on or before 15 February in the year following the when the initial rate notice was sent
- Nine monthly payments (by direct debit)
- Nine monthly payments (by *Plan'n'Pay* payment card)
- Eighteen fortnightly payments (by *Plan'n'Pay* payment card).

Council offers a range of payment options including:

- In person at Council offices (cheques, money orders, EFTPOS, credit/debit cards and cash),
- Online via Council's website
- BPAY banking
- By direct debit (bank account only for current year rates – no prior year debt)

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- By credit card via Council's 24-hour phone service
- Australia Post (over the counter, over the phone via credit card and on the internet),
- By mail (complete and detach the bottom portion of your rate notice and post with cheque).

**Interest on arrears and overdue rates**

The City of Whittlesea charges interest on all overdue rates in accordance with Section 172 of the *Local Government Act 1989*. Interest is charged at the penalty interest rate, which is currently 10 per cent per annum, as fixed under Section 2 of the *Penalty Interest Rates Act 1983*, which is determined by the Minister and published by notice in the Government Gazette. Penalty interest on any arrears of rates and charges will continue to accrue. Interest will be calculated from the date when each quarterly instalment was due, irrespective of whether or not a ratepayer has chosen to pay by the instalment or lump sum option.

**Pensioner rebates**

Holders of a Centrelink or Veteran Affairs Pension Concession card or a Veteran Affairs Gold card which stipulates TPI or War Widow may claim a rebate on their sole or principal place of residence. Upon initial application, ongoing eligibility is maintained, unless rejected by Centrelink or the Department of Veteran Affairs during the annual verification procedure. Upon confirmation of an eligible pensioner concession status, the pensioner concession is deducted from the rate account before payment is required by the ratepayer.

With regards to new applicants, after being granted a Pensioner Concession Card (PCC), pensioners can then apply for the concession at any time throughout the rating year. Retrospective claims up to a maximum of one previous financial year can be approved by Council on verification of eligibility criteria, for periods prior to this claim period may be approved by the relevant government department.

For 2020-21, this Government concession was a maximum of \$241 per household.

**Deferred payments**

Under Section 170 of the *Local Government Act 1989*, Council may defer the payment of any rate or charge for an eligible ratepayer whose property is their sole place of residency, allowing ratepayers an extended period of time to make payments or alternatively to forestall payments on an indefinite basis until the ratepayer ceases to own or occupy the land in respect of which rates and charges are to be levied.

Deferral of rates and charges are available to all ratepayers who satisfy the eligibility criteria and have proven financial difficulties. Where Council approves an application for deferral of rates or charges, interest will continue to be levied on the outstanding balance of rates and charges but at an interest rate fixed annually by Council. This deferred interest rate will typically be well under the penalty interest rate levied by Council on unpaid rates and charges.

Ratepayers seeking to apply for such provision will be required to submit a Rates Deferment Application form which is available at the Council offices, on the Council website or which can be posted upon request.

**Rates Financial Hardship Policy**

It is acknowledged at the outset that various ratepayers may experience financial hardship for a whole range of issues and that meeting rate obligations constitutes just one element of a number of difficulties

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that may be faced. The purpose of Council's Financial Hardship Policy is to provide options for ratepayers facing such situations to deal with the situation positively and reduce the strain imposed by financial hardship including where they are experiencing with paying their rates and charges in a timely manner.

Council's Financial Hardship Policy provides assistance to eligible ratepayers either by:

- a. a waiver of a combination of penalty interest charges, legal costs and/or rates or
- b. a deferral of rates.

Ratepayers may elect to either negotiate a rate payment plan or apply for a rate deferral. Ratepayers seeking to apply for such provision will be required to submit a Rates Deferment Application form or a Rate Arrangement Application which is available at the council offices, website or can be posted upon request.

Council's Financial Hardship Policy is currently being reviewed as of May 2021 to ensure that those members of our community experiencing Financial Hardship can access support from Council. It is expected that this review will be completed and an updated policy implemented early in the 2021-22 financial year.

#### **Debt recovery**

Council makes every effort to contact ratepayers at their correct address but it is the ratepayers' responsibility to properly advise Council of their contact details. The *Local Government Act 1989* Section 230 and 231 requires both the vendor and buyer of property, or their agents (e.g. solicitors and or conveyancers), to notify Council by way of notice of disposition or acquisition of an interest in land.

In the event that an account becomes overdue, Council will issue an overdue reminder notice which will include accrued penalty interest. In the event that the account remains unpaid, Council may take legal action without further notice to recover the overdue amount. All fees and court costs incurred will be recoverable from the ratepayer.

If an amount payable by way of rates in respect to land has been in arrears for three years or more, Council may take action to sell the property in accordance with Section 181 of the *Local Government Act 1989*.

#### **Fire Services Property Levy**

In 2016 the Victorian State Government passed legislation requiring the Fire Services Property Levy to be collected from ratepayers. Previously this was collected through building and property insurance premiums. The Fire Services Property Levy helps fund the services provided by the Metropolitan Fire Brigade (MFB) and Country Fire Authority (CFA), and all levies collected by Council are passed through to the State Government.

The Fire Services Property Levy is based on two components, a fixed charge, and a variable charge which is linked to the Capital Improved Value of the property. This levy is not included in the rate cap and increases in the levy are at the discretion of the State Government.





## 5. Other Revenue Items

### 5.1 User fees and charges

User fees and charges are those that Council will charge for the delivery of services and use of community infrastructure.

Examples of user fees and charges include:

- Property and Land Certification information
- Use of leisure facilities, entertainment facilities, community facilities and equipment hire
- The provision of human services such as family day care and home help services
- Leases

The provision of infrastructure and services form a key part of council's role in supporting the local community. In providing these, council must consider a range of 'Best Value' principles including service cost and quality standards, value-for-money, and community expectations and values. Council must also balance the affordability and accessibility of infrastructure and services with its financial capacity and in the interests of long-term financial sustainability.

Councils must also comply with the government's Competitive Neutrality Policy for significant business activities they provide and adjust their service prices to neutralise any competitive advantages when competing with the private sector.

In providing services to the community, Council must determine the extent of cost recovery for particular services consistent with the level of both individual and collective benefit that the services provide and in line with the community's expectations.

Services are provided on the basis of one of the following pricing methods:

- a. Market Price
- b. Full Cost Recovery Price
- c. Subsidised Price

Market pricing is where Council sets prices based on the benchmarked competitive prices of alternate suppliers. In general market price represents full cost recovery plus an allowance for profit. Market prices will be used when other providers exist in the given market, and council needs to meet its obligations under the government's Competitive Neutrality Policy.

*It should be noted that if a market price is lower than Council's full cost price, then the market price would represent Council subsidising that service. If this situation exists, and there are other suppliers existing in the market at the same price, this may mean that council is not the most efficient supplier in the marketplace. In this situation, Council will consider whether there is a community service obligation and whether Council should be providing this service at all.*

Full cost recovery price aims to recover all direct and indirect costs incurred by Council. This pricing should be used where a service provided by council benefits individual customers specifically, rather than the



community as a whole. In principle, fees and charges should be set at a level that recovers the full cost of providing the services unless there is an overriding policy or imperative in favour of subsidisation.

Subsidised pricing is where council subsidises a service by not passing the full cost of that service onto the customer. Subsidies may range from full subsidies (i.e. Council provides the service free of charge) to partial subsidies, where council provides the service to the user with a discount. The subsidy can be funded from council's rate revenue or other sources such as Commonwealth and State funding programs. Full council subsidy pricing and partial cost pricing should always be based on knowledge of the full cost of providing a service.

As per the Victorian Auditor General's Office report "*Fees and charges – cost recovery by local government*" recommendations, council will develop a user fee pricing policy (in year 1 of this plan) to further inform the fair and equitable setting of prices. This policy will review the process for setting fee prices and includes such principles as:

- Both direct and indirect costs to be taken into account when setting prices;
- Accessibility, affordability and efficient delivery of services must be taken into account; and
- Competitive neutrality with commercial providers.

Council develops a table of fees and charges as part of its annual budget each year. Proposed pricing changes will be included in this table and will be communicated to stakeholders before the budget is adopted, giving them the chance to review and provide valuable feedback before the fees are locked in.

User fees are budgeted to return approximately \$7.3 million to Council or 2% of total revenue in the 2021-22 financial year.

	Forecast	Budget	Change	
	Actual	2021-22		
	2020-21	2021-22	\$'000	%
	\$'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%
<b>Total user fees</b>	<b>5,172</b>	<b>7,261</b>	<b>2,089</b>	<b>40.39%</b>

## 5.2 Statutory fees and charges

Statutory fees and fines are those which council collects under the direction of legislation or other government directives. The rates used for statutory fees and fines are generally advised by the state government department responsible for the corresponding services or legislation, and generally councils will have limited discretion in applying these fees.

Examples of statutory fees and fines include:

- Planning and subdivision fees
- Building and Inspection fees

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- Infringements and fines
- Land Information Certificate fees.

Penalty and fee units are used in Victoria's Acts and Regulations to describe the amount of a fine or a fee.

#### Penalty units

Penalty units are used to define the amount payable for fines for many offences. For example, the fine for selling a tobacco product to a person aged under 18 is four [penalty units](#).

One penalty unit is \$181.74, from 1 July 2021 to 30 June 2022.

The rate for penalty units is indexed each financial year so that it is raised in line with inflation. Any change to the value of a penalty unit will happen on 1 July each year.

#### Fee units

Fee units are used to calculate the cost of a certificate, registration or licence that is set out in an Act or Regulation. For example, the cost of depositing a Will with the supreme court [registrar](#) of probates is 1.6 fee units.

The value of one fee unit is \$15.03, from 1 July 2021 to 30 June 2022. This value may increase at the beginning of a financial year, at the same time as penalty units.

The cost of fees and penalties is calculated by multiplying the number of units by the current value of the fee or unit. The exact cost may be rounded up or down.

These fees are budgeted to return approximately \$18.5 million to Council or 5% of total revenue in the 2021-22 financial year.

	Forecast Actual	Budget	Change	
	2020-21 \$'000	2021-22 \$'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%
<b>Total statutory fees and fines</b>	<b>17,120</b>	<b>18,473</b>	<b>1,353</b>	<b>7.90%</b>

### 5.3 Grants

Grant revenue represents income usually received from other levels of government. Some grants are singular and attached to the delivery of specific projects, whilst others can be of a recurrent nature and may or may not be linked to the delivery of projects.

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Council will pro-actively advocate to other levels of government for grant funding support to deliver important infrastructure and service outcomes for the community. Council may use its own funds to leverage higher grant funding and maximise external funding opportunities.

When preparing its financial plan, Council considers its project proposal pipeline, advocacy priorities, upcoming grant program opportunities, and co-funding options to determine what grants to apply for. Council will only apply for and accept external funding if it is consistent with the Community Vision and does not lead to the distortion of Council Plan priorities.

Grant assumptions are then clearly detailed in Council's budget document. No project that is reliant on grant funding will proceed until a signed funding agreement is in place.

In 2020-21, grants totalled \$39.7 million (\$34.8 million in operating grants and \$4.9 million in capital grants) or 11% of total revenue and is budgeted to total approximately \$45 million (\$27.6 million in operating grants and \$16.3 million in capital grants) or 12% of total revenue in 2021-22.

	Forecast Actual 2020-21 \$'000	Budget 2021-22 \$'000	Change	
			\$'000	%
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%
<b>Total grants received</b>	<b>39,716</b>	<b>44,970</b>	<b>5,254</b>	<b>13.23%</b>

#### 5.4 Contributions

Contributions represent funds received by Council, usually from non-government sources, and are usually linked to projects. Contributions can be made to Council in the form of either cash payments (monetary contributions) or asset hand overs (non-monetary contributions).

Monetary contributions include:

- Monies collected from developers under planning and development agreements
- Monies collected under developer contribution plans and infrastructure contribution plans
- Contributions from user groups towards upgrade of facilities

Non-monetary assets are those assets handed over to council from developers at the completion of a subdivision, such as roads, drainage, and streetlights.

Contributions should always be linked to a planning or funding agreement. Council will not undertake any work on a contribution-funded project until a signed agreement outlining the contribution details is in place.



Contributions linked to developments can be received well before any Council expenditure occurs. In this situation, the funds will be identified and held separately in a financial reserve for the specific works identified in the agreements.

In 2020-21, contributions are forecast to total \$118.9 million or 33% of total revenue and is budgeted to total \$121.4 million or 32% of total revenue in 2021-22.

	Forecast	Budget	Change	
	Actual			
	2020-21	2021-22		
	\$'000	\$'000	\$'000	%
Monetary	16,892	17,338	446	2.64%
Non-monetary	102,039	104,080	2,041	2.00%
<b>Total contributions</b>	<b>118,931</b>	<b>121,418</b>	<b>2,487</b>	<b>2.09%</b>

## 5.5 Other income

Other income relates to items such as interest on investments and operational sales.

Council receives interest on funds managed as part of its investment portfolio, where funds are held in advance of expenditure, or for special purposes. The investment portfolio is managed per Council's Capital Management Policy, which seeks to earn the best return on funds, whilst minimising risk.

In 2020-21, other income is forecast to total \$4.8 million or 1.3% of total revenue and is budgeted to total \$5.1 million or 1.3% of total revenue in 2021-22.

	Forecast	Budget	Change	
	Actual			
	2020-21	2021-22		
	\$'000	\$'000	\$'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)%
<b>Total other income</b>	<b>4,762</b>	<b>5,116</b>	<b>354</b>	<b>7.43%</b>

## 5.6 Borrowings

Whilst not a source of income, borrowings can be an important cash management tool in appropriate circumstances. Loans can only be approved by council resolution and must be included in Council's Annual Budget or a Revised Budget document. The following financial sustainability principles must be adhered to with new borrowings:

- Borrowings must only be applied for where it can be proven that repayments can be met in the Long-Term Financial Plan
- Borrowings must not be used to fund ongoing operations

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- Borrowings are appropriate for funding large capital works where the benefits are provided to future generations.
- Council will maintain its debt at levels which are sustainable, with:
  - indebtedness <60% of rate and charges revenue, and
  - debt servicing cost <5% of total revenue (excluding capital revenue).

Details of current and projected borrowings in future years are detailed in the table below.

	Forecast Actual 2020-21 \$	Budget 2021-22 \$	Projections		
			2022-23 \$	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)
<b>Amount of borrowings as at 30 June</b>	<b>2,541</b>	<b>21,938</b>	<b>19,277</b>	<b>16,513</b>	<b>29,806</b>

\*Prior year approved borrowings planned to be taken up in 2021-22.

## 6. Strategies and plans

### 6.1 Current strategies and plans

The City of Whittlesea has an integrated planning framework to ensure our strategies and plans fit together to achieve our vision of growing Whittlesea as a bold, inspirational and sustainable city. As part of this process, Council's four-year Revenue and Rating Plan has been aligned to the following strategies, policies and procedure documentation:

#### Whittlesea 2040: A Place for All - published 2018

Whittlesea 2040: A place for all is the long-term community vision for the City of Whittlesea. It guides all of Council's work and future partnerships with the community and others. This long-term vision supports our municipality to be ready for the challenges and opportunities that the future will bring and ensures that the City of Whittlesea is a great place to live now and in the future.

#### Council Plan 2017-21 (2020 Update)

This 2020-21 Council Action Plan articulates the key initiatives the City of Whittlesea will deliver in the coming 12 months towards achieving our community vision of A place for all.

The City of Whittlesea, like local government areas across Australia and our counterparts overseas, continues to respond to the unprecedented challenge presented by the coronavirus pandemic. The situation is constantly evolving and we are closely monitoring the impact of the pandemic on individuals, businesses, families, community groups, sporting clubs and organisations.

*A place for all*





The Council Plan is implemented through the Annual Plan and Budget, which reflects the Council's decisions on the specific initiatives to be funded each year. The Council's performance against the Council Plan is recorded in the Annual Report. The Council Plan 2021-25 is currently being prepared and will be finalised in early August 2021.

Due to the timing of both the Council Plan and the Revenue and Rating Plan, outcomes from the 2021-2025 Council Plan that have not been captured in the Revenue and rating Plan will be included in years two, three and four.

Community Building Strategy – better together

We have decided to look at how we prioritise our work and investments to achieve the best outcomes for our community through our Community Building Strategy.

We have the capacity to influence many of the determinants of health and wellbeing through our planning, the services and infrastructure we provide and the way we work on societal issues like family violence, gambling and gender equity.

Waste and Resource Recovery Strategy 2012-2020

Our Waste Management and Resource Recovery Strategy 2012-2020 will provide broad strategic directions for managing waste created within the City of Whittlesea.

Our Waste Management and Resource Recovery Strategy 2012-2020 will provide broad strategic directions for managing waste created within the City of Whittlesea. The strategy looks at how waste management has changed and recommends the future direction to improve outcomes for waste management, resource recovery and recycling, without imposing unnecessary extra costs on the community. It focuses on: improving the delivery of waste management services; targeting valuable materials that can be recovered from landfill waste to be reused or recycled; reducing litter through targeted services and educational programs; managing landfills to the highest environmental and aftercare standards.

Open Space Strategy - parks, reserves and other open spaces in the City of Whittlesea - published 2016

In 2016 we adopted our Open Space Strategy that sets out the future planning, design and management of our open spaces. Key aims of the plan include:

- Accessible – located within easy and safe walking distance of living and working areas;
- Health and wellbeing – provide spaces for people to enjoy, encourage sport and exercise and green spaces with trees and grass;
- Diverse – diverse areas, sizes and facilities that appeal and are accessible to everyone;
- Equitable – spaces that embrace and support cultural diversity and be equitably funded by the existing and future population;
- Sustainable – spaces that protect and strengthen our natural environment (i.e. Water use, promote walking/cycling etc);
- Connected – provide spaces that connect neighbourhoods;
- Cultural – protect and celebrate Indigenous and non-Indigenous values;
- Ecological – protect significant biodiversity (i.e. Remnant River Red Gums) and other indigenous vegetation so future generations can enjoy them.

*A place for all*



Ombudsman's Report - "How Councils Respond to Ratepayers in Financial Hardship"

The Ombudsman has undertaken an investigation into how local councils respond to ratepayers in financial hardship. This report was published in May 2021 with recommendations largely expected to impact and be considered in the review of Council's Financial Hardship Policy.

## 7. Conclusions and next steps

The requirement for local government to produce a four year "Revenue and Rating Plan" was introduced in late 2020 (via legislation) with a completion date of 30 June 2021. Council has completed this plan with the available information at the time of adoption by Council. Council will continue to update this document as new and relevant information comes to light in subsequent years. A four-year action plan has been prepared to highlight those reviews and updates that will be undertaken by Council.



#### Revenue and Rating Plan - Four Year Action Items

Year	Activity	Comments
<b>Year 1</b>	<p>Completion of initial Revenue and Rating Plan</p> <p>Review of user fees pricing policy and implementation of outcomes from this review</p>	<p>Including data from:</p> <ul style="list-style-type: none"> <li>the 2021-22 budget; and</li> <li>2021 General Valuation</li> <li>Ombudsman's Report (hardship)</li> </ul> <p>Undertake a review of Council's policy for setting user fees pricing</p>
<b>Year 2</b>	Review initial Revenue and Rating Plan	<p>Including outcomes from:</p> <ul style="list-style-type: none"> <li>Council Plan</li> </ul>
<b>Year 3 - 4</b>	Overall review	Undertake an overall review of the Plan, examining movement in median rates and charges over the previous years with a view of introducing improvements

**ITEM 6.5.2 FOR NOTING - CONFIRMATION OF MINUTES AND ASSOCIATED ACTIONS  
OF CEMAC MEETING HELD 13 MAY 2021**

**Attachments:** 1 13 May 2021 CEMAC Meeting Minutes - Unconfirmed - Confidential

This attachment has been designated as confidential by the Executive Manager Governance, under delegation from the Chief Executive Officer, in accordance with Chapter 6(2) of the Governance Rules and sections 66(5) and 3(1) of the *Local Government Act 2020* on the grounds that it contains personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. In particular the report/attachment contains information regarding details relating to the employment and performance of the CEO.

**Responsible Officer:** Executive Manager Governance

**Author:** Executive Manager Governance

## RECOMMENDATION SUMMARY

That Council resolve to note the Minutes of the CEO Employment Matters Advisory Committee (CEMAC) meeting held on 13 May 2021 (attachment 1).

## BRIEF OVERVIEW

The CEMAC meeting was held on 13 May 2021. The main item in discussion at the meeting was the 6 month report from the CEO on his key performance indicators and the 6 month probationary review.

### RATIONALE FOR RECOMMENDATION

The CEMAC is a formally appointed Advisory Committee of the City of Whittlesea for the purpose of the Local Government Act 1989.

CEMAC's role is to report to Council and provide recommendations, appropriate advice and information on matters relevant to the CEMAC terms of reference.

The CEO Key performance indicators are required as part of the CEO's contract of employment and to be considered and monitored by the CEMAC.

## IMPACTS OF RECOMMENDATION

The recommendation confirms Council's awareness of the CEMAC discussions and outcomes of the meeting.

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

Regular CEMAC meetings have been scheduled to monitor performance and conduct an annual review as required under the CEMAC Terms of Reference and CEO Employment Contract.

**REPORT****BACKGROUND**

The CEMAC is a formally appointed Advisory Committee of the City of Whittlesea for the purpose of the Local Government Act 1989. CEMAC's role is to report to Council and provide recommendations, appropriate advice and information on matters relevant to the CEMAC terms of reference.

Ms Margaret Devlin was appointed as independent member of CEMAC for a two-year term from 7 July 2020 until 6 July 2022 following an expression of interest and interview process.

Mr Craig Lloyd was appointed Chief Executive Officer (CEO) commencing 12 October 2020 for a five-year term following an extensive recruitment process.

**PROPOSAL**

The Minutes of the CEMAC meeting held on 13 May 2021 are presented to Council for consideration (refer attachment 1).

The main item in discussion at the meeting was the probationary review and the CEOs 6 month report on his key performance indicators.

**FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

**POLICY STRATEGY AND LEGISLATION**

Sections 94 and 94A of the *Local Government Act 1989* contain specific provisions regarding the appointment and functions of the CEO. Sections 44 and 46 of the *Local Government Act 2020* contain similar provisions.

**LINK TO STRATEGIC RISKS**

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

The CEMAC makes recommendations to Council to support good governance in relation to CEO contractual and performance matters.

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

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

The CEMAC supports effective decision making in relation to CEO contractual and performance matters.

**DECLARATIONS OF CONFLICTS OF INTEREST**

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

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

**CONCLUSION**

The CEMAC meeting was held 13 May 2021 and minutes including the CEO 6 month probationary report is presented to Council for noting.

<b>RECOMMENDATION</b>
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**THAT Council resolve to note the Minutes of the CEO Employment Matters Advisory Committee (CEMAC) meeting held on 13 May 2021 (attachment 1).**

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

**MOVED:** *Chair of Council Wilson*  
**SECONDED:** *Administrator Duncan*

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

**CARRIED**





**7. NOTICES OF MOTION**  
**NIL**

**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 - 1 JUNE 2021**

**Responsible Officer:** Executive Manager Governance

**Author:** OCEO Support Officer

**RECOMMENDATION SUMMARY**

That Council note the record of Informal Meetings of Administrators and Delegate Meetings for the period 29 April 2021 to 25 May 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 comprised of Chair Ms Lydia Wilson, the Hon Bruce Billson and Ms Peita Duncan.

On 5 March 2021, the Hon Bruce Billson resigned from his position as Administrator with the City of Whittlesea.

Effective from 12 May 2021, the Minister for Local Government appointed Mr Chris Eddy as the third Panel Member.

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

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

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

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

### PROPOSAL

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

Informal Meetings	Administrator attendees	Officer attendees	Matters discussed
Internal: Council Briefing <b>4 May 2021</b>	Lydia Wilson (Chair) Peita Duncan	CEO DCS DCW DIE DPD EMG EMPA MACDD MMO MSE RRO SIE	<ol style="list-style-type: none"> <li>Council Meeting Forward Plan</li> <li>Adoption of the Towards Zero Waste Strategy 2021-2030</li> <li>Contract 2019-119 – Recycling Receipt and Sorting – Contract Variation Report</li> <li>Adoption of the Road Management Plan (2021)</li> <li>Aboriginal Gathering Place – Update</li> <li>General Business: <ol style="list-style-type: none"> <li>Development Contribution plans legal issue</li> <li>Invitations - Launch of Victorian energy collaboration and Climate Change business breakfast</li> <li>Climate Disaster Levy</li> <li>Recent events: <ul style="list-style-type: none"> <li>Dinner held at Bubup Wilam</li> </ul> </li> </ol> </li> </ol>

Informal Meetings	Administrator attendees	Officer attendees	Matters discussed
		TLACD ULWR WRO	<ul style="list-style-type: none"> <li>- Openings for Kindergartens</li> <li>- Yarra Plenty Regional Library workshops</li> <li>- Administrators tours of the buildings</li> <li>- Smoking Ceremony at Civic Centre</li> <li>- Australian Local Government Women's Association Conference</li> <li>- JMAPP Grant Initiative funding</li> <li>- Insurance dispute email</li> </ul> e) Council Meeting updates <i>Nil disclosures</i>
External: Queensland Investment Corporation (QIC) <b>6 May 2021</b>	Lydia Wilson (Chair)	CEO	1. Mixed use approach in Centres 2. Epping Plaza Master Plan Status 3. Epping Central Structure Plan Review Status <i>Nil disclosures</i>
Victorian Local Government Grants Commission <b>7 May 2021</b>	Lydia Wilson	CEO EMG	1. Council Presentation 2. Commission Role and Overview 3. General Purpose Grants 4. Local Roads Grants <i>Nil disclosures</i>
External: Meeting with the Hon. Lily D'Ambrosio, Minister for Energy, Environment and Climate Change, Minister for Solar Homes Member for Mill Park <b>7 May 2021</b>	Lydia Wilson (Chair)	CEO	1. Various matters of mutual interest including soccer strategy
Internal: Council Briefing <b>10 May 2021</b>	Lydia Wilson (Chair)	CEO CIPC DCS DCW DIE DPD EMG EMPA MBP MSP PO RCO TLCIP TLGA TLSP	1. Council Meeting Forward Plan 2. Docs on Tap <i>External in attendance: Michael Craig, Software Developer Harbour Software</i> 3. Discussion on Voting Preferences for MAV State Council Meeting Motions 4. Insurance Portfolio 5. Patterson Drive Community Centre, Donnybrook 6. 20 Romeo Court, Mill Park 7. General Business: <ul style="list-style-type: none"> <li>a) Victorian Grants Commission</li> <li>b) Budget</li> <li>c) Smoking Ceremony</li> <li>d) Special Meeting – Monday 17 May for Budget Submissions</li> <li>e) Stables Kindergarten</li> </ul> <i>Nil disclosures</i>
CEO Employment Matters Advisory Committee <b>13 May 2021</b>	Lydia Wilson (Chair) Peita Duncan Chris Eddy	CEO	1. Confidential matters relating to the employment of the Chief Executive Officer <i>Nil disclosures</i>
Internal: Council Briefing <b>17 May 2021</b>	Lydia Wilson (Chair) Peita Duncan Chris Eddy	CEO CSF DCW DIE	1. Council Meeting Forward Plan 2. Adoption of Amended Governance Rules 3. 16 Woodruff Road, South Morang – Construction Compliance



Informal Meetings	Administrator attendees	Officer attendees	Matters discussed
		DPD EMG EMPA MBP MBSC MCEH MSF PGO SP SSP	4. Building Regulatory Reform 5. Whittlesea Township Strategy – Consideration of Submissions and Adoption 6. Amendment C255 Considering Outcome of Exhibition and Recommendation on the Amendment 7. Infringement Management 8. General Business: a) Kingston Probity Recommendations b) Fielding Drive c) Waste Plan d) Victorian Government Weekend Announcements: - Multilingual Health Educators - Soccer/Rugby State of the Art Facility at LaTrobe University e) Leadership Program Work f) Administrator Communication Protocol g) Gathering Place Advisory Committee h) State Budget i) Administrator Videos j) Administrator Appointments on Committees <i>Nil disclosures</i>
Internal: Council Budget 2021-22 Advisory Committee Meeting <b>17 May 2021</b>	Lydia Wilson (Chair) Peita Duncan Chris Eddy	CEO CFO DCS DCW DIE DPD EMG EMPA MACP TLFS	1. Council Budget 2021-22 Advisory Committee Meeting – Consideration of Submissions <i>Nil disclosures</i>
Internal: Council Briefing <b>24 May 2021</b>	Lydia Wilson (Chair) Peita Duncan Chris Eddy	ADIE CEO CFO DCS DCW DPD EMG EMPA EA-CEO MACP MED PMIA	1. Council Meeting Forward Plan 2. Investment Attraction Strategy <i>Externals in attendance: Mark Dawson and Mariko Kimura from Urbis</i> 3. Economic Development Strategy Review 4. Proposed Business Advisory Group 5. Mernda Recreational Reserve Functional Layout Plan 6. Draft Revenue and Rating Plan 7. General Business: a) COVID Update b) Sorry Day c) Community Awards d) Local Government Victoria Act e) Committees Report f) Council Meetings and Briefings g) Pride March h) MAV State Council i) Mutual Respect j) Community Infrastructure Funding k) Building Surveyor Certificate – Mill Park Leisure approved

Informal Meetings	Administrator attendees	Officer attendees	Matters discussed
			l) Acknowledgement – Thank you letters to Ministers for gains in the Budget m) Beveridge Intermodal Freight Terminal (BIFT) – re-engage on advocacy with Mitchell Shire n) Thank you letters sent to relevant people from Whittlesea Reconciliation Group <i>Nil disclosures</i>

Delegate Meetings attended by Administrators are detailed in the following table:

Committee Meetings	Administrator attendees	Officer attendees	Matters discussed
Whittlesea Reconciliation Group <b>29 April 2021</b>	Lydia Wilson (Chair) Peita Duncan	DCW	1. Chairperson Elections 2. Resignation of Sarah Gafforini 3. Budget 4. Program Updates – Fire Festival, Sorry Day, Reconciliation Week and WRG recruitment 5. Aboriginal Gathering Place 6. Pay the Rent Campaign <i>Nil disclosures</i>
Whittlesea Community Connections <b>17 May 2021</b>	Lydia Wilson (Chair)		1. Strategic Plan outline 2. CEO Board Report 3. Financial Report 4. Budget 21-22 Draft 5. Risk Sub-Committee Update <i>Nil disclosures</i>
Municipal Association of Victoria (MAV) – State Council <b>21 May 2021</b>	Lydia Wilson (Chair)	CEO	1. MAV motions <i>Nil disclosures</i>
Yarra Plenty Regional Library Confidential Board Meeting <b>25 May 2021</b>			1. Chief Executive Officer Contract. <i>Nil disclosures</i>

### Media & Event Commitments

Media & Event Commitments	Date	Administrator attendees
Filming: International Day Against Homophobia, Transphobia and Biphobia	13 May 2021	Lydia Wilson (Chair)
External: National Simultaneous Storytime	19 May 2021	Lydia Wilson (Chair)
Green Wedge Filming	24 May 2021	Lydia Wilson (Chair)

The table below represents an Index of Officer titles:

Initials	Title of Officer	Initials	Title of Officer
ADIE	Acting Director Infrastructure & Environment – Nick Mazarella	MSE	Manager Sustainable Environment – Fleur Anderson
CEO	Chief Executive Officer – Craig Lloyd	MSF	Manager Strategic Futures – George Saisanas
CFO	Chief Financial Officer – Mark Montague	MSP	Manager Strategic Projects – Catherine Simcox
CIPC	Community Infrastructure Project Coordinator – Jillian Bambach	PGO	Principal Governance Officer – Angelo Mamatis

Initials	Title of Officer	Initials	Title of Officer
CSF	Coordinator Strategic Futures – Liam Wilkinson	PO	Planning Officer – Justin Fox
DCS	Director Corporate Services – Amy Montalti	PMIA	Project Manager – Investment Attraction – Kate Weatherley
DCW	Director Community Wellbeing – Kate McCaughey	RCO	Risk Coordinator – Samantha Boyle
DIE	Director Infrastructure & Environment – Debbie Wood	RRO	Resource Recovery Officer – Jocelyn Harte
DPD	Director Planning & Development – Justin O'Meara	SIE	Senior Infrastructure Engineer – Samuel Beshai
EA-CEO	Executive Assistant to CEO – Madeleine Knowles	SP	Strategic Planner – Nick Robinson
EMG	Executive Manager Governance – Frank Joyce	SSP	Senior Strategic Planner – Fiona Ryan
EMPA	Executive Manager Public Affairs – Kristi High	TLACD	Team Leader Aboriginal & Cultural Diversity – Nick Butera
MACDD	Manager Aboriginal & Cultural Diversity Department – Andrew Morrison	TLCIP	Team Leader Community Infrastructure Planning – David Mazzotta
MACP	Manager Active & Creative Participation – Benjamin Waterhouse	TLFS	Team Leader Financial Services – Allan Cochrane
MBP	Manager Building & Planning – Julian Edwards	TLGA	Team Leader Governance Administration – Amanda Marijanovic
MBSC	Municipal Building Surveyor Coordinator – Leo Parente	TLSP	Team Leader Statutory Planner – Xavier Livy
MCEH	Manager Compliance & Environmental Health – Andrew Mason	ULWR	Unit Leader Waste & Recycling – Simone Chetwynd-Brown
MED	Manager Economic Development – Sarah Rowe	WRO	Waste & Recycling Officer – Randa Almushcab
MMO	Manager Maintenance Operations – Anthony Kyrkou		

## 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.

**RECOMMENDATION**

**THAT Council resolve to note the records of the Informal Meetings of Administrators and Delegate Meetings to the period 29 April 2021 to 25 May 2021 in the table set out in the report.**

**COUNCIL RESOLUTION**

**MOVED:** Administrator Duncan  
**SECONDED:** Chair of Council Wilson

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

**CARRIED**



**ITEM 10.2 FOR NOTING - CEO UPDATE - 1 JUNE 2021****Responsible Officer:** Chief Executive Officer**Author:** Chief Executive Officer

The CEO Update was provided verbally by the Chief Executive Officer at the 1 June 2021 Council meeting, the report is as follows:

“As Chair Administrator Wilson mentioned earlier, the City of Whittlesea has unfortunately been severely impacted by the current Covid outbreak.

There are currently 24 Tier 1 exposure sites in the City of Whittlesea, some with multiple exposure dates and times, as well as 40 Tier 2 sites and 3 Tier 3 sites.

Tier 1 exposure site JMD Grocers in Epping, as well as Pacific Epping and Epping North shopping centre are the focus of a renewed testing push with evidence of casual acquisition at these sites.

The City of Whittlesea remains the highest LGA for positive cases – 20 as at 31 May out of 54 active cases in this outbreak.

It is with this in mind that I urge everyone in our community to regularly check the exposure sites list, available on the DHHS website, to ensure they have not visited one of these locations.

It has never been more important to maintain good hand hygiene, wear your mask and use the QR code when you have to go out.

Council staff have been working hard to maintain our services, as well as a range of additional work to support our community.

We have assisted the Department of Health to establish testing centres at short notice, as well as supporting DPV’s vaccination clinic at the Plenty Ranges Arts and Convention Centre with promotion and some of our immunisation staff on the ground.

This centre is open daily at the moment and no appointment is necessary. Operating times do fluctuate but you can get daily information on our website and social media channels.

Council is responding to the Covid situation in a number of other ways.

We are working with the State Government to help distribute health information and restriction advice to our diverse community.

As I mentioned, our staff are supporting the State Government with testing centres and pop-ups which are in operation at Mosaic Reserve in Lalor and Epping Memorial Hall.

Thank you to everyone adhering to restrictions, and those who are following the health advice and getting Covid tested and vaccinated.

Council’s essential services continue to operate such as home support and delivered meals for our seniors.

Some services have adapted from face-to-face to online such as maternal and child health and others have had to stop for now such as a number of events.

Our staff are also working closely with the Department of Health, Victoria Police, Worksafe Victoria and other agencies to visit businesses across the municipality to be Covid Safe.

Thank you to all of our community members, and businesses that are working with us to protect our community.”



<b>RECOMMENDATION</b>
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**THAT Council resolve to note the verbal update by the Chief Executive Officer.**

<b>COUNCIL RESOLUTION</b>
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**MOVED:** *Administrator Eddy*  
**SECONDED:** *Administrator Duncan*

**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**

**11.5.1 FOR DECISION - INSURANCE PORTFOLIO**

**11.6 NOTICES OF MOTION**

**NIL REPORTS**

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**COUNCIL RESOLUTION**

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**MOVED:** Administrator Eddy  
**SECONDED:** Administrator Duncan

THAT Council resolve that the meeting be closed to the public for the purpose of considering details relating to the following confidential matters in accordance with Section 66(2)(a) of the *Local Government Act 2020* on the grounds that the report contains as follows:

**11.5.1 FOR FEEDBACK - INSURANCE PORTFOLIO**

*This report is presented to Council as a confidential document on the grounds that it contains:*

- legal privileged information, being information to which legal professional privilege or client legal privilege applies, and;
- private commercial information, being information provided by a business, commercial or financial undertaking that— (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

In particular the report/attachment contains information regarding insurance premiums and deductible particulars.

**CARRIED**

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**12. CLOSURE**

ACCORDINGLY, THE MEETING WAS CLOSED TO THE PUBLIC AT 8.27PM.

CONFIRMED THIS 5<sup>th</sup> DAY OF JULY 2021.



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LYDIA WILSON  
CHAIR OF COUNCIL