

Agenda

Scheduled Council Meeting

Monday 19 September 2022 at 4:00 pm

You are advised that a Meeting of Council has been called by the Chief Executive Officer on Monday 19 September 2022 at 4:00 pm for the transaction of the following business.

This meeting will be held in the Council Chamber at Civic Centre, 25 Ferres Boulevard, South Morang 3752 and will be [livestreamed via Council's website](#).

C Lloyd
Chief Executive Officer

Administrators

Lydia Wilson Chair of Council

Peita Duncan Administrator

Chris Eddy Administrator

On 19 June 2020 the Acting Minister for Local Government appointed the Panel of Administrators for the City of Whittlesea and appointed Ms Lydia Wilson as Chair of the Panel. The Panel of Administrators comprises of Ms Lydia Wilson, Ms Peita Duncan and Mr Chris Eddy who will undertake the duties of the Council of the City of Whittlesea until the October 2024 Local Government Election.

Senior Officers

Craig Lloyd Chief Executive Officer

Justin O'Meara Director Planning & Development

Sarah Renner Director Customer & Corporate Services

Amanda Dodd Acting Director Infrastructure & Environment

Lence Markovska Acting Director Community Wellbeing

Frank Joyce Executive Manager Governance & Strategy

Janine Morgan Executive Manager Public Affairs

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Note:

At the Chair of Council's discretion, the meeting may be closed to the public in accordance with Section 66(2)(a) of the *Local Government Act 2020*. The provision which is likely to be relied upon to enable closure is set out in each item. These reports are not available for public distribution.

Question Time:

During the meeting, the Chief Executive Officer will answer questions from residents and ratepayers. Questions are required to be submitted in writing prior to the advertised commencement time of a Scheduled Council Meeting. It is preferred to receive any questions by 3.30pm unless this unreasonably prevents or hinders you from participating. A Question Time form can be downloaded from Council's website and copies of the form are available at the meeting. Refer: <https://www.whittlesea.vic.gov.au/about-us/council/council-meetings/>

Council will hold public question time for up to 30 minutes at each Scheduled Council Meeting to allow members of the public to present the questions they have submitted to Council. When Council Meetings are held remotely by electronic means members of the public will be unable to present their questions, however the Chief Executive Officer will read out and answer questions from residents and ratepayers.

Council is committed to ensuring that all residents and ratepayers of the municipality may contribute to Council's democratic process and therefore, if you have special requirements, please telephone the Governance Team prior to any Council Meeting on (03) 9217 2294.

1 Opening

1.1 Meeting Opening and Introductions

The Chair of Council, Lydia Wilson will open the meeting and introduce the Administrators and Chief Executive Officer:

Administrator, Ms Peita Duncan;
Administrator, Mr Chris Eddy; and
Chief Executive Officer, Mr Craig Lloyd.

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

Director Planning and Development, Mr Justin O'Meara;
Director Corporate & Customer Services, Ms Sarah Renner;
Acting Director Infrastructure and Environment, Ms Amanda Dodd
Acting Director Community Wellbeing, Ms Lence Markovska
Executive Manager Governance and Strategy, Mr Frank Joyce; and
Executive Manager Public Affairs, Ms Janine Morgan.

Following the Introductions, the Chief Executive Officer, Craig Lloyd will then 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 in 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

1.2 Acknowledgement of Traditional Owners Statement

The Chair of Council, Lydia Wilson will 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.”

1.3 Attendance

2 Declarations of Conflict of Interest

3 Confirmation of Minutes of Previous Meeting/s

Recommendation

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

- 1. Scheduled Meeting of Council held 15 August 2022; and**
- 2. Additional Meeting of Council held 5 September 2022**

4 Public Questions, Petitions and Joint Letters

4.1 Public Question Time

4.2 Petitions

4.2.1 Petition – Objection to planning application for installation of 4G/5G Optus Tower, 54 Main St Thomastown

A petition has been received from 146 signatories objecting to the planning permit application from Optus to erect a 4G/5G and Smart City Wireless Telecommunications Tower at 54 Main St, Thomastown which is Council owned land. 11 signatures are valid signatures in accordance with the Governance Rules. Of the 135 remaining signatures that do not meet the requirements of the Governance Rules; 77 are residents of the municipality, 19 are non-residents of the municipality and 39 did not document their address.

Recommendation

THAT Council receive the petition from 11 signatories objecting to the planning permit application from Optus to erect a 4G/5G and Smart City Wireless Telecommunications Tower at 54 Main St, Thomastown and consider the petition in conjunction with the Council Report on Planning application PLN – 37256 which will be presented to Council at its meeting on Monday 21 November 2022.

4.3 Joint Letters

Nil Joint Letters

5 Officers' Reports

5.1 Connected Communities

5.1.1 Endorsement of Child Safe Policy

Responsible Officer Director Community Wellbeing

Author Anna Micallef, Coordinator Employee Relations

In Attendance Jemma James, Child Safe Advisor

Attachments

1. 20220809 FINAL DRAFT Updated Child Safe Policy [5.1.1.1 - 13 pages]

Purpose

The purpose of this report is to seek endorsement of the updated Child Safe Policy (Attachment One). The Policy has been amended in accordance with the new Child Safe Standards which came into effect on 1 July 2022.

Brief Overview

New Victorian Child Safe Standards came into effect on 1 July 2022, requiring the City of Whittlesea (Council) to update its Child Safe Policy (the Policy). Minor amendments are proposed to the Policy, to achieve compliance with the new Standards and to ensure that Council is meeting its commitment to create a child safe and child-friendly environment, where children and young people feel safe and are able to fully participate.

Recommendation

That Council endorse the updated City of Whittlesea Child Safe Policy (Attachment One), which has been amended in accordance with the new Child Safe Standards which came into effect on 1 July 2022.

Key Information

Updated Child Safe Standards

Victoria's mandatory Child Safe Standards (the Standards) have been in effect since 2016. In 2019, the Victorian Government reviewed the Standards. The review found strong support for the Standards and recommended a number of changes to better align the Standards with the National Principles for Child Safe Organisations, and to strengthen administration of the Standards. These recommendations were adopted by the Victorian Government, resulting in changes to the Standards commencing on 1 July 2022.

The changes reflect a move from the previous 7 standards to 11 standards, which broadly require organisations to:

- Embed child safety in organisational culture and governance;
- Have clear policies that promote child safety;
- Respect and acknowledge the diverse needs of children; and
- Engage effectively with children about their experiences of safety.

Victoria has also introduced a new and additional Standard specifically focused on promoting the cultural safety of Aboriginal children across all organisations captured by the scheme. This Standard was recommended by the former Commissioner for Aboriginal Children and Young People, recognising that respecting Aboriginal children's cultural rights is crucial to ensuring their safety and wellbeing.

Other changes arising from the updated Standards include requirements to more closely involve families and the broader community in organisations' efforts to keep children safe and to take steps to manage the risk of child abuse in online environments. They also provide clearer guidance on the governance, practices and processes that organisations are expected to have in place, in order to meet minimum standards and keep children safe.

From 1 July 2022, the new Child Safe Standards require Council to implement the following:

1. Establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
2. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
3. Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
4. Families and communities are informed and involved in promoting child safety and wellbeing.
5. Equity is upheld and diverse needs respected in policy and practice.
6. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
7. Processes for complaints and concerns are child focused.
8. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
9. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
10. Implementation of the Child Safe Standards is regularly reviewed and improved.
11. Policies and procedures document how the organisation is safe for children and young people.

Required updates to Child Safe Policy

As a result of the adoption of these new Standards, the Child Safe Policy is proposed to be updated, to reflect Council's new obligations under the new Child Safe Standards and to ensure we continue to meet best practice in this area.

The proposed updated Policy is included at **Attachment One**. It outlines Council's commitment to child safety and articulates how Council will continue to prioritise the safety and wellbeing of children and young people. Specific changes to the Policy are summarised in Table One below.

Policy section	Proposed change
Purpose	<p>The addition of:</p> <ul style="list-style-type: none"> • The words "physical and online" to the Purpose of the Policy, such that the Purpose will be: <i>The Child Safe Policy will create a safe physical and online environment for children and young people</i> (page 1). • The following dot point to the Purpose of the Policy: <ul style="list-style-type: none"> ○ <i>Ensuring complaints are taken seriously and responded to promptly and thoroughly</i> (page 1, dot point 4).
Context/Rationale	<p>The addition of new background information under Context/Rationale, detailing the new Child Safe Standards (pages 2 and 3).</p>
Procedures and implementation	<p>The addition of:</p> <ul style="list-style-type: none"> • Under Responsibility: <ul style="list-style-type: none"> ○ After "The Child Safe Working Group is responsible for", the words "<i>building Council's child safe capacity and:</i>" (page 6). ○ The following paragraph: <i>Council's leadership group has a responsibility to help everyone involved with Council to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children</i> (page 7).

Policy section	Proposed change
	<ul style="list-style-type: none"> • The words “same sex attracted and/or gender diverse children” in the first paragraph regarding Diversity and cultural safety (page 7), and the following dot point after “To achieve this, we support” <ul style="list-style-type: none"> ○ <i>Fostering cultural safety within the organisation, by building cultural awareness and the capacity of our people;</i> (page 7, dot point 1). and the following two dot points after “To achieve this, we”: ○ <i>Ensure measures are in place to ensure that racism is identified, confronted and not tolerated</i> (page 8, dot point 1); and ○ <i>Provide children with access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand</i> (page 8, dot point 2). • Two new sections, “Empowerment of children and young people” and “Involvement of families and communities” (page 8). • The following dot points to the section Risk management: <ul style="list-style-type: none"> ○ <i>Council’s governance arrangements will support the implementation of all child safe practices and adopt strategies that manage the risks of child abuse and harm</i> (page 8, dot point 1); ○ <i>Council’s senior leadership team will regularly review our performance in delivering child safety and wellbeing</i> (page 8, dot point 2); ○ <i>Risks in the online environment will be identified and mitigated without compromising a child or young person’s right to privacy, access to information, social connections and learning opportunities</i> (page 8, dot point 6); and ○ <i>All interactions with children and young people in the online environment or via other technologies must be in line with this policy, the Child Safe Code and Code of Conduct for Staff and Other</i> (page 8, dot point 7).

Policy section	Proposed change
	<ul style="list-style-type: none"> Text directly under “Record-keeping obligations” (page 11): <ul style="list-style-type: none"> <i>Council is committed to protecting an individual’s right to privacy. All personal information recorded with respect to child safety matters will be managed in accordance with Council’s Privacy Policy. Records will be retained in accordance with the recommendations of the Public Records Office Victoria.</i> <p><i>Special provisions apply to records pertaining to allegations of sexual abuse: [...]</i></p>
Miscellaneous administrative updates	Administrative updates: change of position and organisational structure titles where applicable, and the amendment of two Key linkages document titles.

Implementation of these changes will ensure that Council will:

- Create a safe physical and online environment for children and young people. Risks in the online environment will be identified and mitigated without compromising a child or young person’s right to privacy, access to information, social connections and learning opportunities;
- Ensure complaints are taken seriously and responded to promptly and thoroughly. We are committed to providing children with access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand, and that children and young people are able to initiate their own complaints in an accessible and culturally safe manner;
- Enhance governance arrangements to support the implementation of all child safe practices and adopt strategies that manage the risks of child abuse and harm, and Council’s senior leadership team will regularly review our performance in delivering child safety and wellbeing.
- Continue to build capacity around cultural safety practices including acknowledging and appreciating the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children, and ensure measures are in place to ensure that racism is identified, confronted and not tolerated; and
- Actively promote the participation and empowerment of children and young people and foster an open and transparent child safe culture for families and communities.

It is noted that organisational work on achieving best practice in these areas is well underway. Regular reporting on workload and actions emerging as a result of the new Child Safe Standards is occurring to the Child Safe Working Group and Council’s Executive Leadership Team.

Community Consultation and Engagement

Consultation has taken place through Council's Child Safe Working Group which comprises representatives from key affected areas in Council.

Feedback was also sought from other councils who are members of the Child Safe Local Government Authority Partnership Working Group. This inter-council group is comprised of the following councils: City of Melbourne, City of Casey, Frankston City Council, Yarra City Council, Mitchell Shire, Glen Eira City Council and City of Whittlesea. Members of this group were complimentary of the proposed Child Safe Policy and other organisational Child Safe documents developed by City of Whittlesea, and these documents are being used as examples in the development of other councils' revised Child Safe resources.

The proposed updated Policy was also distributed by email for feedback from the unions and delegates (Australian Services Union, Australian Nursing and Midwifery Federation and Professionals Australia). No feedback was received from these stakeholders, which was anticipated due to widespread support for Council's child safety initiatives.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

Connected communities

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

The proposed updates to the Policy will assist Council to proactively manage child safety at City of Whittlesea and in our community, to support the wellbeing environment of staff and the children in our care and our wider community.

Considerations

Environmental

No implications

Social, Cultural and Health

Promotion of institutional and community child safety is fundamental to the wellbeing of our society. There are positive cultural and health impacts of improved child safety, including reduced impacts on the health and justice system, and improved participation of children in society and Council activities, including by vulnerable children.

Economic

Improved child safety benefits the community through reduced impacts on the health and justice system.

Financial Implications

The cost of implementing the work required by the new standards can be absorbed within the current adopted annual budget. Workload and actions emerging as a result of the new Child Safe Standards will continue to be evaluated and assessed as Council prepares its draft 2023/24 annual budget.

As a broader sector-wide issue, many councils have reported that the new Standards' requirements are having a significant impact on local government organisations across the State; there may be collective advocacy opportunities for the sector to engage with the Victorian Government on this matter moving forward.

Link to Strategic Risk

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*

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

Failure to manage child safety could result in catastrophic harm to one or more members of our community.

Failure to comply with Child Safe legislation will result in legislative breaches with potential civil or criminal penalties for Council or the CEO.

Enforcement of new Standards

It is noted that the proposed substantive changes to the Policy are required by legislation (with minor administrative changes being made to ensure the Policy is current). Relevant legislation includes the *Child Wellbeing and Safety Act 2005*; *Children Youth and Families Act 2005*; and *Family Violence Protection Act 2008*. Council is required by law to comply with the new Standards, with potential civil penalties applicable if Council is found to have breached its obligations with respect to implementation of the Standards.

The Commission for Children and Young People (the Commission) currently has a responsibility to help organisations understand the Standards and what they need to do to ensure they are fully implemented. The Commission also has a range of powers to support its role as a regulator. Legislative changes that provide the Commission with new, enhanced enforcement and compliance powers start in January 2023. Active enforcement of the new Standards is expected to commence from that time.

Implementation Strategy

Communication

Regular internal and external Council communication regarding child safety is occurring under a communication plan overseen by the Communications & Engagement Team. The updated Policy will be distributed to all staff by email upon endorsement and will be included in training and induction materials for staff and workers (including employees, contractors and volunteers), as well as published on Council's intranet. The Policy will also be published on Council's website on its dedicated Child Safe page, which is available to the public and readily searchable on the internet.

Critical Dates

The updated Child Safe Standards commenced on 1 July 2022. It is therefore intended that the proposed updated Policy will come into effect upon endorsement.

The Commission for Children and Young People's new compliance powers commence in January 2023.

Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* and Rule 47 of the Governance Rules 2021, 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

Endorsement of the updated Policy will ensure Council is meeting the requirements under the new Child Safe Standards and taking a leadership role in ensuring child safety best practice.



Child Safe Policy

If there is immediate danger to a child or young person, urgently call the Police on 000 for advice

Policy statement

The City of Whittlesea (Council) is committed to ensuring the safety of children and young people. All children and young people who access services provided by Council (including anyone acting on behalf of Council) have the right to feel and to be safe. The wellbeing of the children and young people in our care will always be our first priority and we have a zero-tolerance approach to child abuse. We aim to create a child safe and child-friendly environment where children and young people feel safe and are able to fully participate.

The Council is committed to the principles of cultural safety and inclusion of children and young people who are Aboriginal, from refugee or migrant backgrounds, who are same sex attracted and/or gender diverse, and/or have a disability, and we recognise that these principles support the safety of all children.

Purpose

The Child Safe Policy will create a safe physical and online environment for children and young people, by:

- Expressing Council's commitment to child safety, and zero tolerance of child abuse;
- Establishing processes to address child safety concerns in a proactive and inclusive way, including robust staff training and reporting processes;
- Encouraging participation of children and their families in making Council a child safe organisation;
- Ensuring complaints are taken seriously and responded to promptly and thoroughly; and
- Ensuring Council decisions and actions consider child safety and inclusion.

Principles

The Child Safe Policy is informed by the following City of Whittlesea Community Building Principles:

Equity, access and inclusion

We support the development of a safe and inclusive community, and promote respect for diverse values, abilities, beliefs, cultural practices and ways of living. Council ensures that the distribution of our services and resources is a transparent and socially inclusive process that delivers equitable outcomes. As a Child Safe organisation, we seek to include the voices of children and young people in our organisational activities and actively seek to understand what

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makes them feel safe. All children and young people have the fundamental right to develop, reach their full potential, feel safe and supported in the community in which they live, grow, play and learn. Further, they have the right to equitable access to services and supportive environments regardless of their gender identity, sexual orientation, race, ethnicity, religion or ability.

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 are able to fully participate in decision making processes. We value the voices of children and young people and will act on concerns raised by them or their families in regard to their safety.

Collaboration and partnerships

We support, coordinate or lead community building efforts in a spirit of partnership and collaboration with relevant stakeholders including residents, community groups, community service organisations, developers, schools and all levels of government to achieve positive community outcomes for children, young people and their families.

Context/Rationale

Over the past decade, there has been significant research into child abuse in organisations, including the Victorian Government's Betrayal of Trust Inquiry, and the Royal Commission into Institutional Responses to Child Sexual Abuse. This research has resulted in the implementation of wide-ranging initiatives that aim to reduce the risk of children being exposed to or experiencing harm.

On 1 January 2016 the Child Safe Standards were introduced in Victoria. These are minimum standards to protect the safety of children in organisations, and apply to all organisations providing services for children, including Council. Under this legislation and the criminal law, Council is required to actively manage child safety issues. Council and its Administrators and/or Councillors, employees and other representatives have significant obligations to protect children from harm. On 1 July 2022 the Child Safe Standards were expanded from 7 to 11 Standards in order to provide more clarity for organisations and ensure greater consistency with Standards nationally.

The Child Safe Standards require Council to ensure:

1. A culturally safe environment is established in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
2. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
3. Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

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4. Families and communities are informed and involved in promoting child safety and wellbeing.
5. Equity is upheld and diverse needs respected in policy and practice.
6. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
7. Processes for complaints and concerns are child focused.
8. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
9. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
10. Implementation of the Child Safe Standards is regularly reviewed and improved.
11. Policies and procedures document how the organisation is safe for children and young people.

From 1 January 2019, Council was also required to comply with the Reportable Conduct Scheme (RCS). This is a notification scheme, which requires reporting of any child abuse allegations against employees, direct contractors, volunteers and office holders to the Commission for Children and Young People (CCYP). The RCS sits alongside the other reporting processes such as Child Protection, the criminal law (Police) and mandatory reporting. It does not replace the need to report allegations, such as criminal conduct and family violence, to the Police or Child Protection. The RCS requires Council to:

- Have in place systems to prevent child abuse;
- Ensure any allegations of child abuse can be brought to the attention of appropriate persons for investigation and response as soon as possible; and
- Ensure the CCYP is notified and given updates on Council's response to an allegation.

Together, the Child Safe Standards and Reportable Conduct Scheme aim to drive cultural change so that protecting children from abuse is part of everyday thinking and practice.

Scope

Council is responsible for internal compliance and community advocacy in the area of child safety. This policy is designed to ensure Council complies with its child safety obligations, as well as having a positive community impact by promoting and leading the implementation of child safe practices.

This policy applies to Council:

- "Administrators and/or Councillors"; and
- "Employees and other representatives", which includes:
 - Full-time, part-time and casual employees
 - Workers performing work for Council under any other type of arrangement, including work experience or study placements, agency staff

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and workers on temporary contracts, whether employed or appointed directly by Council or by a third party

- Employees on exchange/secondment to or from other organisations
- Volunteers
- "Contractors" which includes any person, entity or service provider that delivers services to or on behalf of Council.

This policy applies to Council Administrators and/or Councillors and employees and other representatives, whether they work in direct contact with children and young people or not. This policy also covers Administrators and/or Councillors, employees and representatives, all of the time (both during work hours and outside of work hours).

Key linkages

All Council policies comply with the *Victorian Charter of Human Rights and Responsibilities*.

This policy enables the achievement of Whittlesea 2040 Goal 1: Connected Community - 1.2 A healthy and safe community, as the health, wellbeing and safety of our children is fundamental to making our community a better place for all.

This policy is also linked with the following documents and legislation:

International

- *United Nations Convention on the Rights of the Child, 1989*
- *Child Friendly Cities Charter, adopted 2016*

Victorian

- *Child Wellbeing and Safety Act 2005*
- *Children Youth and Families Act 2005*
- *Public Records Act 1973*
- *Family Violence Protection Act 2008*
- *A New Guide for Creating Child Safe Organisations*, Commission for Children and Young People, April 2022
- *Inquiry into the Handling of Child Abuse by Religious and Other Non-Government Organisations* (Betrayal of Trust), Family and Community Development Committee, Nov 2013.

City of Whittlesea

- *Child Safe procedures*
- *Child Safe Code*
- *Code of Conduct for Staff and Others*
- *Safety Screening Policy*

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- *Volunteers Policy*
- *Disciplinary Policy & Procedures*

This policy will help guide Council's work delivered through the:

- *Multicultural Action Plan 2020-2024*
- *YouthPlan2030+*
- *Early Years Policy*
- *Middle Years Strategy*
- *Equal and Safe Strategy*
- *Aboriginal Inclusion Charter 2016*
- *Victorian Child Friendly Cities and Communities Charter*

Procedures and implementation

Council is committed to promoting its commitment to Child Safety, empowerment of children and the Victorian Child Friendly Cities and Communities Charter to Administrators and/or Councillors, employees and other representatives, the general public and all other stakeholders. This policy will be made available to the public in various accessible formats as part of this commitment.

Council takes child safety seriously. Failure to comply with this policy may constitute a serious breach of Council's Values and Behaviours and Code of Conduct and may result in disciplinary action, up to and including termination of employment.

This policy will be implemented through the following mechanisms:

Key contacts

Council's Child Safe key contacts are the Director Community Wellbeing, the Unit Manager Human Resources and the nominated Child Safe Officer/s. These officers may be contacted with any queries or concerns regarding child safety.

They may be contacted at childsafety@whittlesea.vic.gov.au or by contacting Customer Service on (03) 9217 2170 and requesting to speak to the relevant officer.

The contact details for these officers will also be made publicly available on the Council website and documented in Council's Child Safe procedures.

Responsibility

The following responsibilities are assigned under this policy:

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Administrators and/or Councillors are responsible for promoting and modelling organisational and community child safe practices in their role, for considering the safety and inclusion of children and young people when making relevant decisions, and for reporting and responding to child safety issues, including reporting any child safety issues to the Chief Executive Officer (CEO).

The CEO is accountable for ensuring that Council is compliant with the Child Safe Standards and Reportable Conduct Scheme, including by establishing Council Child Safe procedures and a Child Safe Code that give effect to the intent of this policy.

This policy's application to Council employees and other representatives is implemented and monitored by Council's senior leadership group, the Executive Leadership Team (ELT).

The Director Community Wellbeing has responsibility for ensuring Council is compliant with the Reportable Conduct Scheme.

Directors are responsible for monitoring compliance with this policy and associated procedures within their Directorate.

People & Culture is responsible for reviewing and monitoring implementation of this policy and associated Child Safe procedures, and for providing specialist advice regarding the Child Safe Standards and Reportable Conduct Scheme.

Council's nominated Child Safe Officer/s is responsible for the implementation of this policy and associated Child Safe procedures, provision of specialist advice regarding child safe matters, assisting Administrators and/or Councillors, employees and other representatives to make reports of child abuse/harm, the coordination and support of the Child Safe Working Group and any other duties that arise in relation to Child Safety and the Reportable Conduct Scheme.

The Child Safe Working Group is responsible for building Council's child safe capacity and:

- Leading the implementation of the Child Safe Standards,
- Reporting to ELT on Child Safety;
- Reviewing incident statistics regarding Child Safety;
- Monitoring training delivery;
- Establishing a plan for future action;
- Linking with external and internal stakeholders;
- Communicating information about the Standards to Administrators and/or Councillors, employees and other representatives;
- Monitoring and evaluating child safe reporting at Council, ensuring compliance and promoting continuous improvement; and
- Monitoring Council's compliance with this policy and the Child Safe Standards.

Supervisors and Managers are responsible for monitoring employees and other representatives' compliance with this policy in their work, educating and training them

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appropriately in child safe practices related to their role, and assisting them with reporting of child safe matters.

Council's leadership group has a responsibility to help everyone involved with Council to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children.

Employees and other representatives are responsible for complying with their responsibilities under this policy and associated Child Safe procedures, assisting management with the implementation of this policy and for reporting and responding to child safety issues.

Contract Managers are responsible for monitoring contractor compliance with their responsibilities under this policy and Council procurement requirements.

Contractors are responsible for ensuring they have appropriate and compatible child safety policies and processes in place that meet all legislative requirements and Council procurement requirements, and for ensuring that any child safety issues that arise during their service provision to or on behalf of Council are reported to the Council officer responsible for the contract.

Diversity and cultural safety

Council will promote the cultural safety of Aboriginal and culturally and/or linguistically diverse children, same sex attracted and/or gender diverse children, and the safety of children with a disability. Council will provide an environment that is safe for children of all backgrounds, where there is no challenge to, or denial of, who they are or what they need. This environment promotes shared respect, shared meaning and shared knowledge and experience; learning, living and working together with dignity; and truly listening.

To achieve this, we support:

- Fostering cultural safety within the organisation, by building cultural awareness and the capacity of our people;
- The cultural safety, participation and empowerment of Aboriginal children and their families;
- The cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families;
- Children with a disability and their families and act to promote their participation;
- Same sex attracted, intersex and gender diverse children and families and act to promote their participation.

To achieve this, we:

- Seek to recruit appropriate employees and other representatives, and contractors from culturally and/or linguistically diverse backgrounds;

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- Ensure measures are in place to ensure that racism is identified, confronted and not tolerated;
- Provide a physical environment that actively celebrates diverse cultures and recognises cultural difference;
- Commit to ensuring our facilities promote inclusion of children of all abilities; and
- Provide children with access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.

Empowerment of children and young people

Council will actively promote the participation and empowerment of children and young people.

We will inform children and young people of their rights, such as those outlined in the *United Nations Convention on the Rights of the Child* including:

- The right to participate and be heard;
- The right to be safe and not harmed by anyone;
- The right to live and grow up healthy;
- The right to express their views and have a say about decisions that affect them; and
- The right to information, such as information about policies and procedures that affect them.

Council will ensure that children and young people are able to initiate their own complaints in an accessible and culturally safe manner.

Involvement of families and communities

Council is committed to fostering an open and transparent child safe culture for families and communities.

To achieve this, we:

- Seek the input of families and communities in decisions impacting children and young people;
- Involve families and communities in the development of and review of child safe policies and practices;
- Communicate effectively with families and communities about how to raise child safety concerns and how Council operates; and
- Take into account the diversity of families and act to reduce barriers to inclusion.

Training

Council will support Administrators and/or Councillors, employees and other representatives to understand their obligations with respect to child safety, at the commencement of their role

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or engagement, and thereafter through annual refreshing of this knowledge with appropriate documentation and/or training that is tailored to and appropriate for the nature of their role.

Risk management

Council recognises the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policies, procedures and activity planning. Council has a Risk Management Policy and Framework under which it undertakes a systematic approach to identifying events that could prevent, delay or enhance the achievement of strategic and operational objectives. Child safety risks will be considered in the context of this Framework, including that:

- Council's governance arrangements will support the implementation of all child safe practices and adopt strategies that manage the risks of child abuse and harm;
- Council's senior leadership team will regularly review our performance in delivering child safety and wellbeing;
- All existing and new activities and facilities must be assessed for risks of child abuse including environmental risks (e.g. areas that might obscure a line of sight) and vulnerability risks (such as activities that may foster personal relationships with children who have an increased risk of being exploited, such as children who are highly vulnerable and dependent on others for their personal care needs);
- All identified risks of child abuse are actively reduced by designing and implementing appropriate preventative measures;
- Administrators and/or Councillors, employees and other representatives are made aware of their responsibility for identifying risks of child abuse and their obligation to work with management on reducing those risks;
- Risks in the online environment will be identified and mitigated without compromising a child or young person's right to privacy, access to information, social connections and learning opportunities;
- All interactions with children and young people in the online environment or via other technologies must be in line with this policy, the Child Safe Code and Code of Conduct for Staff and Others;
- Families and children are made aware of how to report identified risks of child abuse or concerns about child safety;
- Compliance with this policy and the Child Safe Standards will be routinely monitored and continuously improved, including through internal and external auditing and review. Individual breaches will be treated seriously and may be subject to disciplinary action; and
- Risk management plans are living documents that are updated as required, referred to regularly and reviewed periodically.

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Recruiting employees and other representatives (excluding contractors)

Council applies best practice standards in the recruitment and screening of employees and other representatives (excluding contractors who are dealt with separately below). Child safety requirements will be addressed in the recruitment process through strategies including:

- Requiring National Police Checks (when required by the Safety Screening Policy), Working with Children Checks (when required by the Safety Screening Policy) and appropriate training and qualifications;
- Placing a statement regarding Council's commitment to child safety in all job advertisements and position descriptions;
- Ensuring that robust referee checks are performed for shortlisted candidates;
- Where a position includes responsibility for children or is a position of leadership, ensuring interview and referee questions address child safety and experience and previous engagement with children, and gauge the applicant's attitudes and values toward children; and
- Providing successful applicants with the following;
 - Child Safe Policy and relevant organisational procedures;
 - Child Safe Code;
 - City of Whittlesea Code of Conduct for Staff and Others; and
- Requiring successful applicants to undertake Council's Child Safe Training as part of induction, with a refresher course to be undertaken annually.

Contractors & Service Providers

Council will ensure that the Child Safe Policy, any associated relevant Child Safe procedures, the Child Safe Code and any appropriate training is provided to contractors and service providers engaged to provide services to or on behalf of Council.

Council will also ensure that Child Safe requirements are part of Council's procurement processes when procuring services that either interact or have potential to interact with children or young people.

Council recognises that depending on the nature of a contractor's or service provider's engagement, they may fall under Council's responsibility with respect to the Reportable Conduct Scheme (for further information, refer to Council's Child Safe procedures). Should a situation arise where this is in question, specialist advice will be sought from the CCYP.

Reporting

Council has significant reporting obligations under the Child Safe Standards and the Reportable Conduct Scheme. Council will establish robust reporting processes to ensure all child safety matters are systematically recorded and assessed. Any incidents of suspected child abuse will be dealt with promptly, seriously and appropriately.

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This policy and the Child Safe Standards and Reportable Conduct Scheme do not change criminal law obligations (see Criminal offences and the Charter of Human Rights and Responsibilities), or mandatory/other reporting responsibilities imposed by law on certain professionals and community members, such as registered nurses. Further information about mandatory reporting can be found in the *Children, Youth and Families Act 2005* (Vic).

In addition to the obligations set out in this policy, individuals must ensure they are compliant with their obligations under the law and any professional standards applying to them.

Please see attached *Reporting Quick Reference Guide*.

Record-keeping obligations

Council is committed to protecting an individual's right to privacy. All personal information recorded with respect to child safety matters will be managed in accordance with Council's Privacy Policy. Records will be retained in accordance with the recommendations of the Public Records Office Victoria.

Special provisions apply to records pertaining to allegations of sexual abuse:

- The *Limitation of Actions Act 1958* (Vic) was amended in 2015, removing all limitation periods that apply to civil actions for damages founded on child sexual abuse. This means that Victorian public sector offices cannot destroy any records which are reasonably likely to be needed for civil action legal proceedings, for at least the life of the child and possibly longer.
- When an allegation of child sexual abuse is made, full and accurate records will be created to document all aspects of the allegation and investigation. These records, in addition to any records generally pertaining to Council activities which are reasonably likely to be needed for current or future legal proceedings pertaining to child abuse, will be kept indefinitely by Council. This includes any civil or criminal proceeding or any inquiry in which evidence may be given before a court or person acting judicially (such as a Royal Commission or Board of Inquiry).
- These records will be properly managed, protected and retained over time and such records shall be subject to processes managed by Records Management, to ensure these requirements are met. Records pertaining to allegations of abuse shall be treated as highly confidential and shall only be accessed or disclosed as necessary for the organisation to execute its duties under this policy and any applicable law.

Where necessary authorised staff may share information with other government authorities and organisations, under the Family Violence Information Sharing Scheme and the Child Information Sharing Scheme, to promote children's wellbeing and safety. This helps Council to assess and manage family violence risk, and to create a more integrated system that responds to the needs of children, families and the wider community.

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Criminal offences and the Charter of Human Rights and Responsibilities

Council and its staff and contractors will strictly comply with their legal responsibilities, including the following criminal law and human rights requirements.

Failure to Disclose offence: Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has an obligation to report that information to police. Failure to disclose the information to police without reasonable excuse is a criminal offence.

Failure to Protect offence: It is a criminal offence to fail to protect a child under the age of 16 from a risk of sexual abuse. The offence applies where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation. A person in a position of authority in the organisation will commit the offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

Charter of Human Rights and Responsibilities: The *Charter of Human Rights and Responsibilities Act 2006* (Vic) provides that every child has the right, without discrimination, to such protection as is in his or her best interests and is needed by him or her by reason of being a child.

In addition to these legal responsibilities, all children and young people will be supported to assert their right to be safe, and free from harm or fear.

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Reporting Quick Reference Guide

Who can report?

Administrator and/or Councillor, employee, volunteer, contractor, parent, child / young person, general public, any other person

What to report?

Any child safety concerns, including: disclosure of abuse or harm, allegation, suspicion or observation, breach of Child Safe Policy or Code, environmental safety issues

How?

Call 000 if a child is in immediate danger

Who has the concern	Who should be contacted for advice
Member of the public, child, parent	<ul style="list-style-type: none"> Any Council officer, who will then make a Council incident report; or Director Community Wellbeing, Unit Manager Human Resources or a Child Safe Officer on childsafety@whittlesea.vic.gov.au or (03) 9217 2170 (call will be directed via Customer Service); or Commission for Children and Young People on 1300 782 978 (if the concern relates to conduct of the CEO).
Employee, volunteer, contractor, student	<ul style="list-style-type: none"> Supervisor, who will then make a Council incident report; or The child safe key contacts on childsafety@whittlesea.vic.gov.au or (03) 9217 2170.
CEO	<ul style="list-style-type: none"> Director Community Wellbeing, Unit Manager Human Resources or a Child Safe Officer.
Administrator and/or Councillor	<ul style="list-style-type: none"> CEO; or Commission for Children and Young People on 1300 782 978 (if the concern relates to conduct of the CEO).

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5.1.2 EveryAge Counts – A Campaign to End Ageism

Responsible Officer	Director Community Wellbeing
Author	Lence Markovska, Acting Director Community Wellbeing
In Attendance	Mandy Watt, Team Leader Ageing Well Services

Attachments

1. EveryAge Counts Campaign Description [5.1.2.1 - 4 pages]

Purpose

The purpose of this paper is to provide information about the EveryAge Counts campaign and recommends the City of Whittlesea to sign up to the campaign.

Brief Overview

The EveryAGE Counts campaign (the campaign) is a national, long term advocacy initiative aimed at tackling the concept of *ageism* in Australian society. The campaign is part of a broader social movement which aims to shift social norms (i.e., unwritten rules of common thinking and behaviour), with a view to positively influencing the way Australia thinks about ageing and older people.

A more detailed description of the campaign can be found in **Attachment One**.

EveryAGE Counts is led by a broad-based national coalition of individuals and organisations committed to tackling ageism and is governed by a Steering Committee of distinguished organisations and individuals. The initiative is also supported by the Municipal Association of Victoria (MAV) and has been endorsed by a number of local governments across the country.

The Steering Committee has prepared a draft motion of support that they encourage local governments across Australia to consider adopting, and this has been used as the basis of the proposed officer recommendations for this report. Participating Councils are requested to sign an EveryAGE Counts campaign pledge with an associated statement as described in **Figure One**.

Recommendations

That Council:

1. **Support the EveryAGE Counts campaign to end ageism including to:**
 - a. **Take the EveryAGE Counts campaign Pledge as outlined in Figure One of this report, to stand for a world without ageism where people of all ages are valued and respected and their contributions are acknowledged;**
 - b. **Join with other community service organisations and Councils listed in Attachment One of this report to foster a society where every person is valued, connected and respected, regardless of age;**
 - c. **Raise awareness of the issue and impacts of ageism with staff and our local community; and**
 - d. **Write to local Federal and State parliamentarians advising them of Council's support for the EveryAGE Counts campaign and that we have taken the Pledge to end ageism.**
2. **Note that Council's formal EveryAGE Counts campaign pledge signing will occur during the Victorian Seniors Week Festival Week in October 2022.**

Key Information

The EveryAGE Counts Campaign

EveryAGE Counts is a grassroots campaign of individuals dedicated to highlighting the social, economic and civic impacts of ageism experienced by older people. It's long-term vision is to foster a society where every person is valued, connected and respected regardless of age. The campaign works with communities across Australia to: positively change thinking about ageing; "re-imagine getting older"; and set the foundations for current and future generations to age well.

Campaign Governance

EveryAGE Counts is funded by the Benevolent Society and led by a broad-based national coalition of individuals and organisations committed to tackling ageism. It is governed by a Steering Committee of distinguished organisations and individuals which are listed in **Attachment One**.

Local government sector support

The campaign has identified that local governments across Australia are important partners for the EveryAGE Counts campaign, because “...they are well connected, trusted and close to their communities”. To this end, the campaign is now supported by the Municipal Association of Victoria (MAV) and has been endorsed by 16 local governments across the country. These Councils are listed in **Attachment One**.

What does the EveryAGE Counts Campaign mean for the City of Whittlesea?

The EveryAGE Counts Campaign is a long term change initiative to influence social norms and attitudes around ageing. If Council were to sign-up to the campaign, activities will be undertaken in both the immediate and longer term to increase community and organisational awareness of this issue. Hence, following a decision to sign up to the campaign, it is proposed that the Ageing Well department:

- Promote this campaign and the issue of ageism as part of our 2022 Victorian Seniors Week Festival in October. This includes:
 - A formal EveryAGE Counts Campaign Pledge signing activity by Administrators at our Seniors Week Festival concert on 7 October. The EveryAGE Counts Campaign Pledge is described in **Figure One** below.
 - Drafting correspondence from the Chair of Administrators to local Federal and State members of parliament advising them of our campaign commitment and highlighting this issue.
- Work in partnership with the Communications and Engagement team to prepare and launch a communication campaign to promote the key messages of the EveryAGE Counts campaign. As the campaign is a long term initiative, this will occur over a multi-year period and be designed to align to key dates in Council’s “Dates of Recognition” calendar, such as the Victorian Seniors Week Festival.
- Lead organisational capacity building efforts over the next two year period including:
 - Undertake an organisation wide audit to ensure our processes and programs are age-friendly and do not discriminate against older people;
 - Deliver training across the organisation to build the capacity of staff to deliver age-friendly programs and services; and
- Seek funding opportunities to address ageism in our community when they become available.



Figure One: EveryAGE Counts Campaign Pledge

Enhancing existing programs and awareness

In addition to the activities above, the Ageing Well department (through the Positive Ageing team) has been running programs and providing support for older people to enable them to be socially connected, be physically and mentally active, to come together in groups and celebrate their culture, language, and/or their interest, and learn new skills including digital literacy

The team also works in the space of elder abuse awareness, financial literacy, confident living for older people and a variety of social connection programs where older people can come together. Our experience in running these programs has shown us that ageism is deeply entrenched in our community at all levels, and it is important to name and address this issue as a priority. Examples of ageism that have been witnessed by the Ageing Well Department include:

- Carers making decisions for individuals who can capably make decisions for themselves;
- Assumptions that older people will not/ cannot use technology; and

- Instances where an entire process has been transferred to online transactions without due consideration to the fact there is a significant cohort of older people who don't use smart devices or don't own one.

By becoming a signatory to the EveryAGE Counts campaign and accessing their knowledge and advice, Council will build community and organisational awareness and capacity around how to proactively address ageism – both in our communications and program design.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

Connected communities

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

Considerations

Environmental

No implications

Social, Cultural and Health

Activities aimed at tackling ageism will support the delivery of programs and services that increases the confidence of older residents to actively participate.

Economic

No implications

Financial Implications

There is no cost to signing up to the campaign. The work will be undertaken within current staffing levels.

Link to Strategic Risk

Strategic Risk *Not linked to the risks within the Strategic Risk Register*

Implementation Strategy

Communication

Following a decision to sign up to the campaign, key communications are described in the section of this report titled, '*What does this mean for the City of Whittlesea?*'

Critical Dates

2-9 October 2022: Victorian Seniors Week Festival.

7 October 2022: Ageism Awareness Day - a concert is being organised by the Ageing Well department on this day as part of the Seniors Week Festival. It is proposed that an EveryAGE Counts Campaign Pledge signing activity with Administrators coincide with this event.

If ELT and Council endorse the recommendation, representatives from EveryAGE Counts and other community groups will be invited to the Seniors Week Festival concert on 7 October.

Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* and Rule 47 of the Governance Rules 2021, 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 EveryAGE Counts campaign vision is “a society where every person is valued, connected and respected regardless of age and functional health”. This vision is strongly aligned with our W2040 objectives for a fairer, healthier, participative and more connected community.

This report proposes that Council become a signatory to the EveryAGE Counts campaign.

Attachment One: EveryAGE Counts Campaign Summary

This attachment provides a summary of the EveryAge Counts campaign and has been taken from EveryAge Counts promotional material. Further information can be found at [EveryAGE Counts](#).

Who leads the campaign?

EveryAGE Counts is funded by the Benevolent Society and led by a broad based national coalition of individuals and organisations committed to tackling ageism. The EveryAGE Counts Coalition Steering Group is drawn from the coalition and provides governance to the campaign. Membership of the EveryAGE Counts Coalition Steering Group is described below.

What is ageism?

Broadly speaking, ageism can be defined as prejudice expressed toward a person because of their age. It includes stereotyping, discrimination and mistreatment. While ageism can affect anyone of any age, the EveryAGE Counts campaign is focusing on addressing ageism relating to older people. In this context, ageism comes from negative attitudes and beliefs about what it means to be an older person.

As a form of discrimination, ageism has three key aspects:

- Prejudicial attitudes towards older people, including some attitudes held by older people themselves;
- Discriminatory practices against older people, for instance in employment, insurance or health care; and
- Institutional practices, policies and behaviours that perpetuate negative stereotypes and undermine dignity – including language and representation in the media and cultural settings.

Why do we need a campaign to tackle ageism?

Ageism is not benign or harmless. It is a big problem because it impacts on our confidence, quality of life, job prospects, health, and control over life decisions.

It is pervasive but often hidden. It can distort attitudes to older people and ageing and have profound negative impacts on our personal experience of growing older. The impacts of ageism can prevent or limit older people from contributing and participating in our communities – socially, economically and as full citizens – and even impact their physical health and longevity.

As well as its individual impacts, ageism can also deny society the enormous range of benefits that can flow, economically and socially, from the full participation of older people.

What is the campaign's long term vision?

The EveryAGE Counts campaign vision is “a society where every person is valued, connected and respected regardless of age and functional health”.

What does the campaign want to achieve?

The overall goal of EveryAGE Counts is to set strong, new foundations for current and future generations to age well. Toward this goal, the campaign seeks to:

- shift those deeply entrenched negative social norms about ageing and older people
- reimagine what it means to grow older and be an older person;
- reframe our older years as a valid, positive and meaningful part of life; and
- drive a political and societal response to the opportunities presented by our ageing population.

How will the EveryAGE Counts campaign achieve its goal?

The campaign has to work at a number of levels over time to achieve its goal. EveryAGE Counts is built on a variety of social change activities, including:

- Advocacy, political engagement and public campaigning for policy changes and new policy initiatives
- Addressing specific structural barriers to participation for older people, for example, in particular settings where ageist policies or entrenched practices prevent access or equal participation (eg in workplaces, healthcare settings)
- Increasing the diversity and accuracy of representations of older people in aged care, the media, the arts and public discussion
- Building a grassroots social movement so all Australians can be involved in the change they want to see
- Further research and policy development to ensure an evidence-based approach in our campaign and our broader influence.

Coalition Steering Group Membership:

Organisational members and Representatives

- Aboriginal Community Services (Graham Aitken, CEO)
- Aged & Community Services [ACSA] (Pat Sparrow, CEO; Deidre Gerathy, Manager Public Policy)
- Australian Association of Gerontology [AAG] (James Beckford-Saunders, CEO)
- Australian Human Rights Commission (Dr Kay Patterson, AO, Age Discrimination Commissioner)
- COTA Australia (Ian Yates AM, CEO)
- ECH (Dr David Panter, CEO)

- Federation of Ethnic Communities Council of Australia [FECCA] (Tina Karanastasis, Senior Deputy Chair)
- National Seniors (Prof John McCallum, CEO)
- Per Capita Australia (Emma Dawson, CEO)
- Regional Australia Institute (Liz Ritchie, CEO)
- The Australian Centre for Social Innovation (Kerry Jones, Principal: Ageing, Disability & Partnerships)
- The Benevolent Society (Andrew Collins, Executive Director, Ageing and Dr Marlene Krasovitsky, Campaign Director Older Australians and CO-CHAIR)
- United Workers Union (Mel Gatfield, National Director – New Organising, NSW Secretary)

Individual members

- Robert Tickner AO - humanitarian advocate, former CEO Red Cross Australia & former Minister for Aboriginal and Torres Strait Islander Affairs (CO-CHAIR)
- Dr Mike Rungie - Global Centre for Modern Ageing
- Jane Caro - Social commentator, author, facilitator, broadcaster
- Sally Evans - Chair of LifeCircle, a Non-Exec Director of Rest Super, Primary Healthcare & Oceania Healthcare
- Kaye Fallick, Founder and CEO, Staying Connected
- A/Prof Kate O'Loughlin - Associate Professor Ageing, Work and Health Research Unit, University of Sydney

Participating Councils

The campaign has identified that local governments across Australia are important partners for the EveryAGE Counts campaign, because "...they are well connected, trusted and close to their communities".

The MAV has announced that they will be working to encourage elected representatives, directors, managers and staff at councils to commit to addressing ageism using the campaign tools provided by EveryAge Counts and taking other actions within their organisations and communities that will help people to better understand the negative impacts of ageism on older people.

Amongst many other organisations, the Councils listed below have expressed support for the EveryAge Counts campaign, by either joining EveryAGE Counts as a member, by passing a motion to highlight the impacts of ageism and committing to take action to address it, or by rolling out local campaigns to raise awareness.

City of Boroondara (Vic)

- Knox City Council (Vic)
- City of Port Phillip (Vic)

- Yarra Ranges Council (Vic)
- Glen Eira City Council (Vic)
- Mornington Peninsula Shire (Vic)
- City of Monash (Vic)
- Manningham Council (Vic)
- Maroondah City Council (Vic)
- Cardinia Shire Council (Vic)
- Whitehorse City Council (Vic)
- South Burnett Regional Council (Qld)
- City of Rockingham (WA)
- Campbelltown City Council (SA)
- Clarence City Council (Tas)

5.2 Liveable Neighborhoods

5.2.1 Whittlesea Park Draft Master Plan Community Engagement

Responsible Officer	Director Infrastructure & Environment
Author	Alexandra Desmond, Coordinator Open Space Projects
In Attendance	Adrian Napoleone, Unit Manager Parks Development Alexandra Desmond, Coordinator Open Space Projects Nick Mazzarella, Manager Capital Delivery

Attachments

1. Attachment 1- Whittlesea Park Existing and Proposed Maintenance Management [5.2.1.1 - 4 pages]
2. Attachment 2- Draft Whittlesea Park Master Plan [5.2.1.2 - 9 pages]

Proposal

To undertake community consultation and engagement on the key recommendations of the Whittlesea Park Draft Master Plan.

Brief Overview

- The Whittlesea Township Plan adopted by Council on the 1 June 2021 features an action plan which seeks the creation of a master plan for the development of Whittlesea Park, with a clear prioritisation of actions and recommendations. This will provide the Whittlesea Township with increased access to the 25-hectare open space and aid in Council's future capital investment, grant applications, maintenance and management of the reserve.
- The City of Whittlesea has partnered with the Whittlesea Showgrounds and Reserves Committee of Management (CoM) to co-develop a draft master plan with local sports clubs and other key stakeholder groups. The Whittlesea Park Draft Master Plan will now be presented to the local and broader community for feedback on the key recommendations and proposed improvements. The consultation will include online engagement activities and a series of in-person pop-up sessions. The consultation will be open for a period of 6 weeks.
- As part of the master plan process, Council and the CoM have reviewed the land management and land maintenance agreements and are proposing an updated model.

Recommendation

That Council:

1. **Support the recommendations of the Whittlesea Park Draft Master Plan to be presented to the community for feedback**
2. **Support the proposed land management and maintenance model for Whittlesea Park**

Key Information

Background:

- Whittlesea Park, located in Whittlesea Township, is outlined in the City of Whittlesea Open Space Strategy as a Municipal Open Space Reserve. The reserve has an area of approximately 25 hectares and is bound by Beech Street, River Street and Laurel Street. The park is divided by three watercourses, Bruces Creek, Plenty River and Scrubby Creek. Whittlesea Park is comprised of several Council facilities including AF Walker Recreation Reserve (football/ cricket oval), a neighbourhood playground, Whittlesea Dog Off-leash Park, Whittlesea Tennis Club and Courts, Laurel Street Kindergarten and Whittlesea Skate Park. Additionally, there are three third-party facilities: Lions Club Park and Playground, The George Sherwin Commemorative Bandstand and the Fire Rescue Victoria (CFA) training grounds. Many of these facilities are reaching the end of their useful life and require a master plan to assess their community need and inform future upgrades.
- In 2020 the Whittlesea community petitioned to Council for a large-scale playground in the Whittlesea Township. The petition received strong online support and through meetings with the lead petitioners, Council outlined the option to undertake a master plan for Whittlesea Park to assess the demand and viability for a large-scale playground and support facilities.
- The site is located on Crown land with the City of Whittlesea nominated as the committee of management of AF Walker Recreation Reserve; and the Whittlesea Showgrounds and Recreation Reserves Committee of Management (the CoM) as the committee of management for the remainder of the site. Due to the lack of viable open space in Whittlesea Township, Council has historically managed some of the assets within the CoM site. In addition, Council also undertakes maintenance of a large portion of the broader reserve for the CoM due to the limited financial resources of the CoM. Refer to **Attachment 1**. The historical maintenance agreements are out of date and are required to be reviewed and formalised.

- This arrangement has resulted in the following issues:
 - Underutilisation of the 25-hectare open space located only 500 metres from the town centre in Church Street.
 - The community is unaware of the responsible land manager and where to report issues or feedback.
 - The City of Whittlesea has a lack of regulatory authority over the assets on CoM managed land.
 - Maintenance of certain assets is neglected (ie. there is currently no auditing or maintenance of trees within the site).
 - Although not the committee of management over the land, Council may be liable for tree related risk or injury occurring on the Council managed assets.
 - The current maintenance agreements are out of date and are required to be reviewed and formalised.

Proposal:

- The Whittlesea Park Draft Master Plan provides the City of Whittlesea, the CoM and the Whittlesea community with a vision, direction and prioritisation of future improvements over the next 5 to 10 years. The vision of the draft master plan is to:
 - Create a strong identity for Whittlesea Park as a highly valued and recognisable place;
 - Maintain and improve the provision of the park facilities and amenities;
 - Protect and enhance the park environment;
 - Enhance and develop a strong sense of community associated with the park; and
 - Provide well-defined, safe and accessible connections within the park and the Whittlesea Township.
- The draft master plan has a focus on a series of key action items to deliver the vision of the master plan. To view the draft master plan, refer to **Attachment 2**. The key recommendations are as follows:
 1. **Upgrade entrances:** Improve the access into the reserve and connection to surrounding facilities.
 2. **Playground:** Upgrade the playground to provide greater diversity in play, suitable for varied age groups and abilities. Provide picnic areas with barbeque facilities and supporting public furniture.
 3. **Circuit path:** Create a 3 metre wide circuit path, with bridge crossings, nature walk and fitness stations.
 4. **Bridge access:** Upgrade and provide new bridge crossings across Scrubby Creek, Plenty River and Bruces Creek. Investigate a bridge crossing to provide access from Sherwin Street.
 5. **Tree Management Plan:** Develop a Tree Management Plan that includes an audit of existing trees, proposed tree species list and plans to replace trees at the end of their useful life.

6. **Car parking:** Formalise car parking facilities including the street parking along Laurel Street and Forest Street; and upgrade the car parking facilities off Walnut Street to increase the amount of parking spaces. Provide an additional car park off Beech Street.
 7. **Beech Street:** Improve the Beech Street frontage and provide safe access to the Whittlesea Showgrounds.
 8. **Dog Off-leash Park:** Upgrade the existing Dog Off-leash Park with an improved surface treatment, additional trees and a quiet dog zone.
 9. **Active Recreation:** Upgrade the AF Walker Recreation Reserve sportfield to create a consistent shape and provide perimeter fencing and ball catching fence. Enhance the active recreation zone with the construction of a basketball court.
 10. **Public Toilets:** Provide a public toilet facility at the Walnut Street entrance to service the skate park and playground and investigate the option for future public toilet facilities at Laurel Street.
 11. **Multi-use area:** Retain the Fire Rescue Victoria training area and upgrade to include multi-use facilities including a learn-to-ride, exercise track and netball courts.
 12. **Improve creek corridors:** Collaborate with Melbourne Water and the Department of Environment, Land, Water and Planning (DELWP) to improve the quality of waterway and onsite vegetation.
 13. **Interpretive signage:** Develop an interpretive signage plan that provides way finding and education on the cultural history of the areas.
- The community has expressed interest in the prefabricated modular kindergarten building that was installed in Laurel Street in 2012 as part of the redevelopment of the Whittlesea Community Activity Centre. The original intent for this building was for a short-term use, however it has been used for education purposes until recently. This building is currently vacant and is being investigated for future use as part of Council's 3-Year-Old Kindergarten Reform program. The draft master plan proposes the retention of the building and incorporated support infrastructure. Council will seek feedback on this facility from stakeholders and the community through the consultation phase.

- To deliver the above key recommendations and resolve the land management and land maintenance issues on the site, a proposal has been developed in collaboration between Council and the CoM. This plan proposes that Council be the committee of management for land west of Bruce Creek / Plenty River, where the majority of the park infrastructure is proposed. The plan proposes for the CoM to remain as management committee of the passive open space east of Bruce Creek. The maintenance of land west of Plenty River is to continue to be provided by Council - **refer Attachment 1**. The existing site trees that have not been assessed or maintained are proposed to be audited and placed on Council's maintenance program.

Community Consultation and Engagement

The development of the draft master plan has been undertaken in collaboration with the CoM. Between December 2021 and July 2022, five face-to-face workshops have been held between the CoM and Council Officers, facilitated by a third-party facilitator. These sessions workshopped priorities for each party including issues, opportunities and recommendations for the draft master plan.

An additional three workshops were held with key external stakeholders and included representatives from local sporting and community groups. The first workshop session provided the opportunity for stakeholders to discuss their current utilisation of the site and future opportunities. In the second and third workshop sessions, the stakeholders discussed the concept master plan and provided feedback to Council.

Council Officers also walked the extent of Whittlesea Park with representatives from both the Department Environment, Land, Water and Planning (DELWP) and Melbourne Water to discuss the site constraints, land management issues and the future of the park.

The list of 13 recommendations was developed in direct consultation with the CoM and local stakeholder groups. The next phase of consultation involves the exhibition of the draft master plan and key recommendations to the broader community. This consultation seeks to:

- Inform the local community of the project and encourage them to help shape the future improvement of the reserve.
- Understand how the broader community uses the reserve and how they would like to see the reserve used in the future.
- Receive feedback on the master plan concept, confirming whether it caters to the ongoing and future needs of the community.

Community consultation will commence on the 20 September 2022 (following approval by Council) for a period of 6 weeks. A range of engagement activities are scheduled including an online engagement page with a survey, direct mail outs, pop-up sessions held onsite and around Whittlesea Township and meetings with target groups, including the Youth Advisory Committee and local schools.

This engagement will confirm that the draft master plan caters to the needs of the community. Consultation findings will be presented to the CoM and Council for discussion and the feedback will be used to refine the master plan and assign a priority for the key action items.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

Liveable neighbourhoods

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

Well planned, accessible open space is proven to have preventative health benefits including opportunities for the community to socially interact and undertake physical activities. The W2040 Liveable Neighbourhoods Goal includes an indicator to increase use of Open Space. Providing additional value in existing open space and increased accessibility to these facilities is important to the health of the community.

Considerations

Environmental

The key recommendations of the draft master plan include the following actions which directly relate to the environmental value of the reserve:

- **Development of a tree management plan**

The development of a site-specific tree management plan will ensure that all trees are audited and placed on a maintenance program. Many trees within the reserve are mature and without adequate maintenance will cause a public safety risk. This plan will also inform a tree renewal plan for the replacement of trees at the end of their useful life. This provides the opportunity to plant trees more suitable to the environment and provide increased biodiversity value in line with Council's Greening Whittlesea Strategy.

- **Improve creek corridors**

Whittlesea Park holds the confluence of three creek tributaries. Improvements to the creek corridors would see the removal of noxious weeds and enable revegetation with suitable species to improve the quality of the creeks. This also opens up partnership opportunities with Melbourne Water and local Friends-Of Groups.

Social, Cultural and Health

While there is good provision of open space in the Whittlesea Township, there is an under-provision and underutilisation of facilities. Whittlesea Park is located only 500 metres from the Town Centre in Church Street but lacks good connections to the main street and little infrastructure for the community to gather or hold social events. The Whittlesea Open Space Strategy provides the direction to “upgrade Whittlesea Park along with AF Walker Recreation Reserve to improve the diversity of facilities available for the rural Community.” The recommendations of the draft master plan will see the provision of facilities to allow the community to spend more time outdoors, undertaking a variety of active and passive recreation.

The City of Whittlesea is also considering opportunities for Whittlesea Township to be listed as an Recreation Vehicle (RV) Friendly Town. The draft master plan includes an action item to further investigate the inclusion of RV Friendly facilities within Whittlesea Park.

Economic

Whittlesea Township is recognised as a hub to the surrounding rural areas. The recommendations from the draft master plan will develop the reserve to become a key destination point. Improved connections to the town centre will encourage more people to visit the local shopping precinct, thereby improving the local economy.

Financial Implications

The estimated budget required to implement the draft master plan is subject to further design development and cost review; however initial estimates place the cost at a range of \$14M-\$19M. Approximately \$5.1M of this estimate may be absorbed in projects and programs already listed in Council’s current Capital Program. Outside of this, the proposed improvements will be subject to future funding considerations from Council’s long term Capital Program and external grant opportunities. In addition, partnership opportunities are possible with authorities such as Melbourne Water, DEWLP and Fire Rescue Victoria; as well as local community groups such as the Lions Club and the Rotary Club. Council has recently submitted a grant application to the State Government’s Growing Suburbs Fund for \$500,000, to replace the Plenty River pedestrian and vehicle bridge crossing at Laurel Street and associated connections.

With the proposed maintenance plan, Council will continue to maintain the areas of the reserve that are currently being maintained. On an annual basis, this costs Council \$92,500, which is funded through annual operational budgets. The proposal also recommends for Council to place all trees on Council's tree maintenance contract. This includes an audit of significant and impacted trees with remedial tree works, before the trees can be placed on a maintenance program. It is estimated that the initial tree audit with remedial works would cost approximately \$135,000. It is then estimated that 450 trees would be required to be audited bi-annually at a cost of \$6,750. With the additional infrastructure proposed through the draft master plan, the annual maintenance costs are projected to be approximately \$140,000 p/a.

Link to Strategic Risk

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

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

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

The current sports and public open space infrastructure is aged, with many of the site's assets not included in Council's assets renewal program. The facilities onsite are no longer catering to needs of the Whittlesea Township community. A master plan in line with the vision of the CoM will ensure that the site is better utilised and has a formalised maintenance plan.

Implementation Strategy

Communication

A Communications Plan has been developed in line with the Engagement Plan. A variety of communication activities will be undertaken to promote then draft masterplan and the recommendations for improvements. This will include social media posts, direct mail outs to the local community, site signage, media releases, notice boards and school newsletters.

Critical Dates

Community Consultation:

- 20 September 2022 to 30 October 2022

Declaration of Conflict of Interest

Under Section 130 of the Local Government Act 2020 and Rule 47 of the Governance Rules 2021, 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.

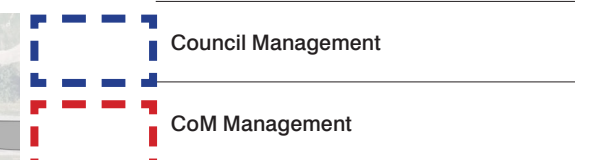
Conclusion

The draft master plan will guide and provide direction for future upgrades and improvements to Whittlesea Park. The master plan responds to ageing infrastructure, connectivity, community needs, along with recommendations to improve the natural environment. The renewal of maintenance and management agreements will ensure that the reserve is being appropriately maintained to a suitable standard.

The community consultation of the draft master plan will ensure the community has opportunity to provide feedback on the draft master plan and influence key recommendations.

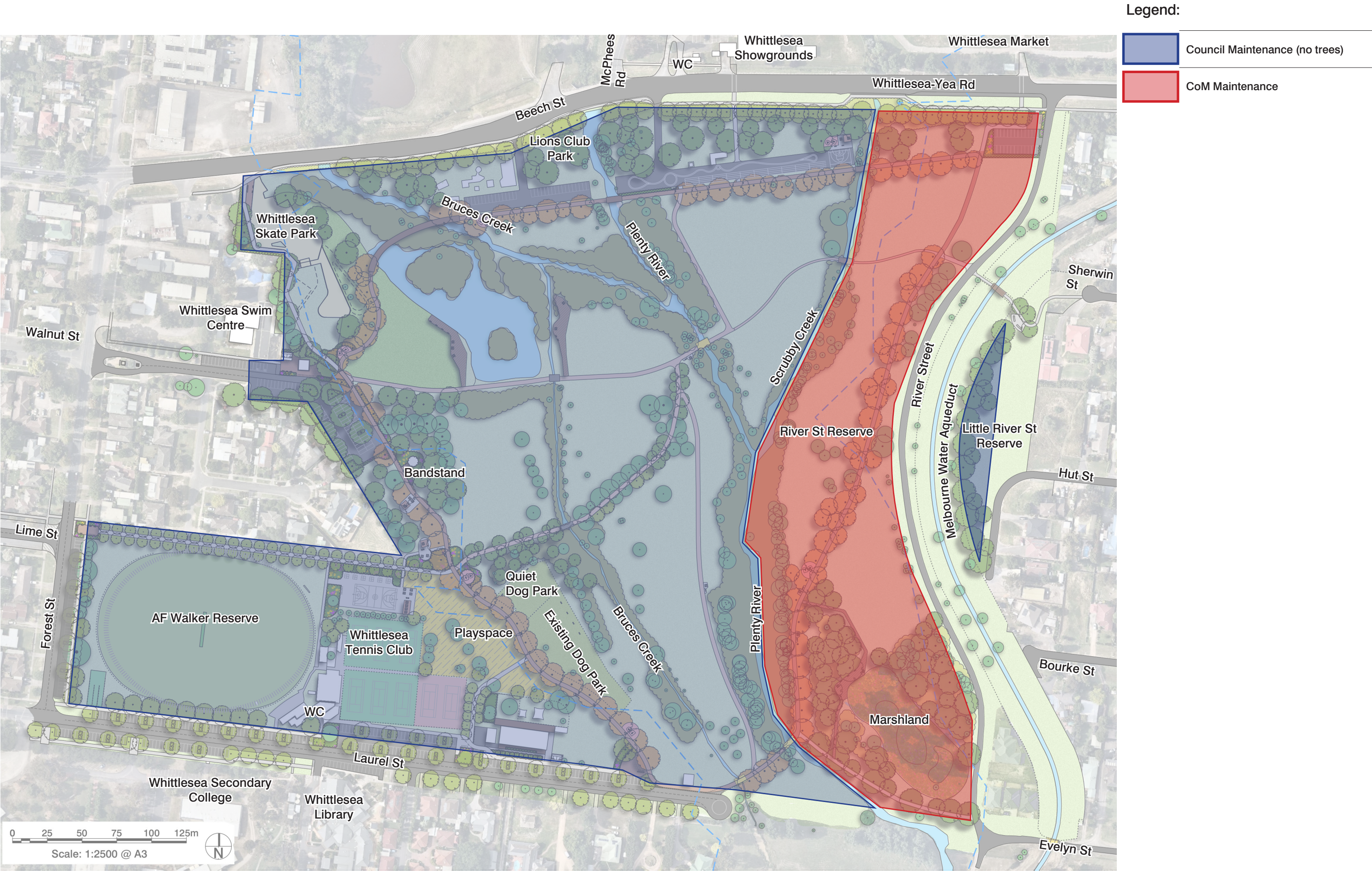
This report recommends that Council endorse the Whittlesea Park draft master plan for consultation with the community.

Legend:



Existing facilities and sections of the land are under various management and maintenance arrangements by the City of Whittlesea and the Whittlesea Showground and Recreation Reserve Committee of Management (the CoM).

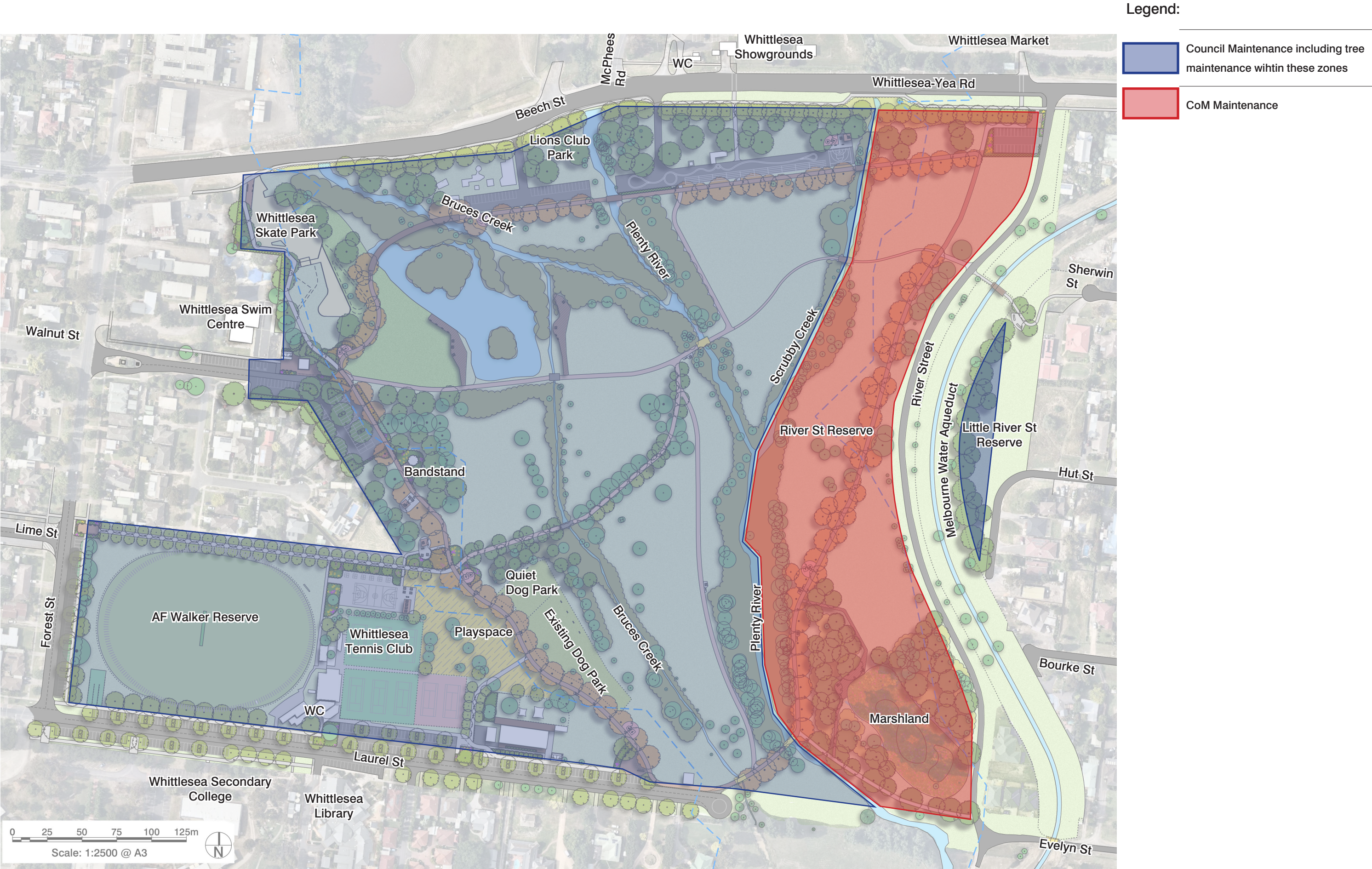
CURRENT LAND MAINTENANCE AGREEMENT



NEW LAND MANAGEMENT PLAN



NEW LAND MAINTENANCE AGREEMENT





OUTLINES

DRAFT

CONTEXT PLAN

01

02

03

04

05

06

07

08

09

10

11

Key

Master Plan Area

IN3Z Industrial Use

PPRZ Public Park & Recreation

GRZ1 General Residential

LDRZ Low Density Residential

SUZ1 Special Use

PUZ Public Use

C1Z Commercial

TRZ Transport Zone

RCZ1 Rural Conservation

GWZ Green Wedge

GWAZ Green Wedge A

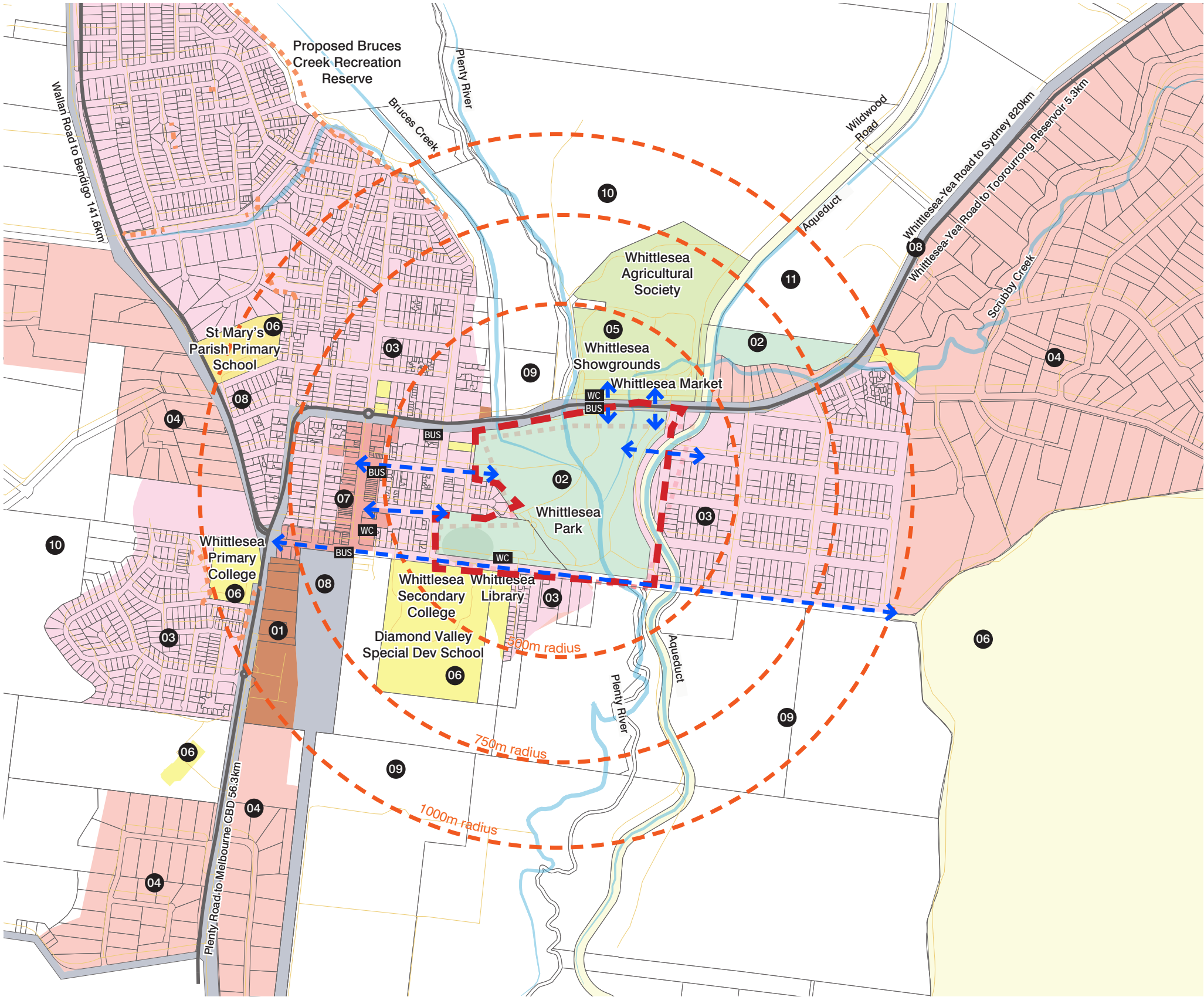
Improve Pedestrian Links

The Whittlesea township within which the Whittlesea Park sits, is located in the rural area of the City of Whittlesea.

As the primary Increased urban densities resulting in greater reliance on public open space to meet a broader range of needs, particularly social and informal uses.

- Whittlesea Open Space Strategy -

Technical Report p86



OUTLINES

MASTER PLAN CONCEPT DESIGN



Legend	
	Extent of Works
	Existing Trees and Vegetation
	Existing Water Course/Bodies
	Existing Grassed Area
	Proposed Formal Lawn Area
	Proposed Specimen Trees
	Proposed Avenue Tree
	Proposed 3m Nature Circuit with associated trees planting
	Proposed Sealed Paths 2m & 3m width for main connections
	Unsealed Paths 2m & 3m width for maintenance access
	Proposed Bridge
	Existing Bridge to Upgrade
	Existing Bridge to Retain
	Proposed Formalised Carparks
	Proposed Playspace
	Fitness Stations
	Rural Floodway Overlay
	Open Vegetated Swale
	Picnic Shelters and/or Picnic Setting
	Entry Node with wayfinding signage
	Interpretative Signage
	Improved Pedestrian Links

OUTLINES

MASTER PLAN CONCEPT RECOMMENDATIONS

MASTER PLAN VISION

- Create a strong identity for Whittlesea Park as a highly-valued and recognisable place
- Maintain and improve the provision of the Park facilities and amenities
- Protect and enhance the Park environment
- Enhance and develop a strong sense of community associated with the park
- Provide a well- defined, safe and accessible connections within the Park and the Whittlesea Township

KEY RECOMMENDATIONS

1. UPGRADE ENTRANCES

Improve the access into the reserve and connection to surrounding facilities

2. PLAYGROUND

Upgrade the playground to provide a greater diversity in play, suitable for varied age groups. Provide picnic areas with BBQ facilities.

3. CIRCUIT PATH

Create a 3m wide circuit path, with bridge crossings, nature walk and fitness stations

4. BRIDGE ACCESS

Upgrade and provide new bridge crossings across Scrubby Creek, Plenty River and Bruces Creek. Investigate a bridge crossing to provide access from Sherwin Street

5. TREE STRATEGY

Develop a Tree Strategy that includes and audit of existing trees, proposed tree species list and plans to replace trees at the end of their useful life

6. CAR PARKING

Formalise car parking facilities including the street parking along Laurel and Forest Street and upgrade the car parking facilities off Walnut street to increase the amount of parking spaces. Provide an additional car park off Beech Street.

7. BEECH STREET

Improve the Beech Street frontage and provide a safe access to the Whittlesea Showgrounds

8. DOG OFF-LEASH PARK

Upgrade the Dog Off-leash Park with an improved surface treatment, additional trees and a quiet dog zone.

9. ACTIVE RECREATION

Upgrade the AF Walker sportfield to create a consistent shape and provide fencing and ball catching fence. Enhance the active recreation zone with the construction of a basketball court.

10. PUBLIC TOILETS

Provide a public toilet facility at the Walnut Street entrance to service the Skate Park and playground and investigate the option for future public toilet facilities at Laurel Street

11. MULTI-USE AREA

Retain the CFA training area and upgrade to include multi- use facilities including a Learn-to-ride, exercise track and netball courts

12. IMPROVE CREEK CORRIDORS

Collaborate with Melbourne Water to improve the quality of waterway vegetation

13. INTERPRETIVE SIGNAGE

Develop an interpretive signage plan that provides education on the cultural history of the areas



Example of picnic shelters



Example of path with avenue trees



Example of arboretum signage



Example of carpark raingarden



Example of dry creekbed natureplay



Example of playspace



Example of shared Loop Path



Example of toilet facilities



Example of unstructured natureplay



Example of timber natureplay maze



Example of planted drainage swale



Example of timber bridge



Example of fitness station



Example of fitness station



Example of wetland boardwalk



Example of interpretive signage

OUTLINES

AF WALKER RESERVE, LAUREL STREET & LIME STREET

LIME STREET ENTRANCE AND AF WALKER RESERVE

- 01 Upgrade pedestrian entry to establish a clear and welcoming forecourt and strengthen connection to town centre
- 02 Provide upgrades to sportsfield to create a consistent shape
- 03 Provide perimeter fencing and ball-catching fence to oval
- 04 Provide an electronic score board, delivered under Club contributions
- 05 Formalise on street parking on Forest Street (41 spaces)

LAUREL STREET ENTRANCE

- 06 Establish a clear and welcoming forecourt
- 07 Remove existing vehicle track and parking, urbanise Laurel Street with formal parking (197 spaces)
- 08 Provision of 4 disabled parking bays located close to amenities
- 09 Upgrade Dog Off-leash Park with improved surface treatment, additional trees, and a quiet dog zone
- 10 Upgrade footpath as a shared-use path to provide connection from the Whittlesea Park's circuit path to the future Whittlesea Rail trail
- 11 Provide vehicle exclusion fencing
- 12 Investigate the option for a future public toilet facility

PROPOSED PLAYSPACE - REFER TO DETAILED PLAN

- 13 Upgrade playspace with equipment to suit varying ages, including unstructured natural play and social gathering spaces. Refer to detailed plan of the playspace for more information
- 14 Shelters and hardstand active recreation opportunities provided to link playspace to AF Walker Reserve

Legend

	Existing Trees and Vegetation
	Existing Water Course/Bodies
	Existing Grassed Area
	Proposed Formal Lawn Area
	Proposed Specimen Trees
	Proposed Avenue Tree
	Proposed 3m Nature Circuit with associated trees planting
	Proposed Sealed Paths 2m & 3m width for main connections
	Unsealed Paths 2m & 3m width for maintenance access
	Proposed Bridge
	Existing Bridge to Upgrade
	Existing Bridge to Retain
	Proposed Formalised Carparks
	Proposed Playspace
	Fitness Stations
	Rural Floodway Overlay
	Open vegetated swale
	Vehicle exclusion fence & bollards



OUTLINES

WALNUT STREET

UPGRADE WALNUT STREET ENTRANCE

- 01 Establish a clear and welcoming entrance forecourt
- 02 Formalise car parking (67 spaces off-street + 16 spaces on-street + 2 disabled spaces)
- 03 Provide public toilet amenities
- 04 Investigate the site for viability to hold RV-friendly facilities

BANDSTAND

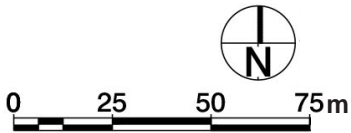
- 05 Retain bandstand with repairs as required
- 06 Build upon the character of this area to celebrate the history of the site, including interpretive signage, and garden bed planting
- 07 Retain and protect existing trees which form the backdrop to the bandstand, and review as part of the future Tree Strategy
- 08 Supplement the trees with additional specimen tree planting to provide succession of trees to replace the existing trees as they reach their end of life
- 09 Provide shelters and social gathering spaces

WHITTLESEA SKATE PARK

- 10 Establish formal lawn for passive recreation activities
- 11 Construct stage 2 of the skate park construction including a basketball half court and asphalt pump track
- 12 Create a youth space with social gathering facilities



Legend	
	Existing Trees and Vegetation
	Existing Water Course/Bodies
	Existing Grassed Area
	Proposed Formal Lawn Area
	Proposed Specimen Trees
	Proposed Avenue Tree
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	Fitness Stations
	Rural Floodway Overlay
	Open vegetated swale



OUTLINES

BEECH STREET INTERFACE AND NATURAL BUSH ZONE

BEECH STREET & WHITTLESEA-YEA ROAD

- 01 Provide bridges as part of the Nature Walk circuit path to connect the skate park, Lions Club Park, Multi-use Area, and River Street Reserve
- 02 Replace the existing trees on Beech Street with new species as they reach their end of life in line with future Tree Strategy
- 03 Provide a wide landscape buffer of low native planting, with the potential to integrate WSUD principles
- 04 Install Fitness Stations along the circuit path

LIONS CLUB PARK

- 05 Assist the Lions Club in installing additional elements and replacing equipment at the end of its useful life
- 06 Retain and formalise Lions Park car park for access to playspace and amenities (32 spaces)

MULTI-USE AREA

- 07 Provide social gathering facilities and upgrade of the CFA training area with activities such as learn to ride, halfcourt, and 100m running track
- 08 Safe crossing to the showgrounds site
- 09 Install feature trees to provide natural shade
- 10 Retain memorials

RIVER STREET ENTRANCE & LITTLE RIVER STREET RESERVE

- 11 Provide entry forecourt as an arrival point
- 12 Formalise parking at River Street for parking to cater to the Whittlesea Market, 26 spaces to be retained. Access for overflow parking on event days
- 13 Connect Little River Street Reserve with Whittlesea Park by a path and bridging crossing (subject to water authority approval)

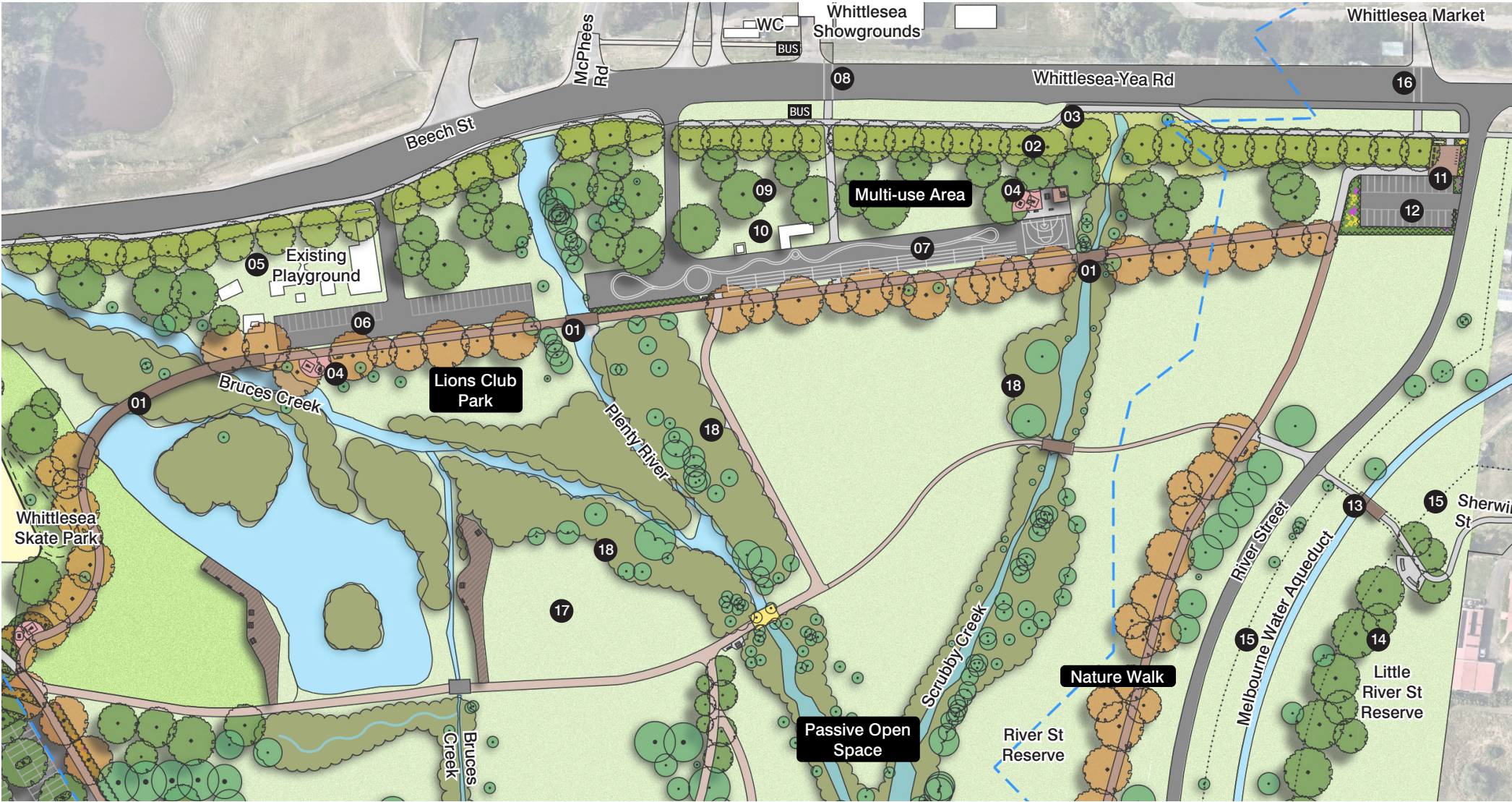
- 14 Increase the tree planting to the perimeter of the Little River Street Reserve to improve shade amenity
- 15 Liaise with the water authority to remove the existing cyclone fencing and replace with a higher quality and less visually intrusive fence style
- 16 Safe crossing to the Whittlesea Market

PASSIVE OPEN SPACE

- 17 Retain the area east of Bruce's Creek as a passive open space, and maintain connection with nature valued by the community
- 18 To improve the quality of the existing waterway vegetation, review with the relevant authorities and stakeholders, to evaluate and program revegetation and weed management actions

Legend

	Existing Trees and Vegetation
	Existing Water Course/Bodies
	Existing Grassed Area
	Proposed Formal Lawn Area
	Proposed Specimen Trees
	Proposed Avenue Tree
	Proposed 3m Nature Circuit with associated trees planting
	Proposed Sealed Paths 2m & 3m width for main connections
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	Proposed Bridge
	Existing Bridge to Upgrade
	Existing Bridge to Retain
	Proposed Formalised Carparks
	Proposed Playspace
	Fitness Stations
	Rural Floodway Overlay
	Open vegetated swale



OUTLINES

EVELYN STREET ENTRANCE AND WETLAND

EVELYN STREET ENTRANCE

- 01 Improve entrance into the park from Evelyn Street with wayfinding signage
- 02 Strengthen connection between Evelyn Street to the amenities on the east of Laurel Street and town centre
- 03 Provide 3m wide sealed path for all-weather access, with an upgraded bridge and solar lighting

WETLAND

- 04 Upgrade marshland into a formal wetland
- 05 Provide a boardwalk with furniture and interpretive signage
- 06 Revegetate the area around the wetland to increase biodiversity and tree cover
- 07 Provide rest stops with furniture along the Nature Walk circuit path and internal paths

Legend:

	Existing Trees and Vegetation
	Existing Water Course/Bodies
	Existing Grassed Area
	Proposed Formal Lawn Area
	Proposed Specimen Trees
	Proposed Avenue Tree
	Proposed 3m Nature Circuit with associated trees planting
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	Proposed Formalised Carparks
	Proposed Playspace
	Fitness Stations
	Rural Floodway Overlay
	Open vegetated swale
	Vehicle exclusion fence & bollards



OUTLINES

PLAYSPACE CONCEPT DESIGN

ACCESS AND AMENITIES

The proposed playspace is located between Lime Street and Laurel Street with upgraded car parking facilities. The playspace is placed between the existing public toilets at AF Walker Reserve and the future public toilets facilities at the Walnut Street entrance

- 01 Provide a picnic area with multiple shelters and picnic settings, BBQ facilities, drinking fountain, bicycle parking and bins

PLAY

- 02 Provide a dedicated junior play space with the provision of junior play units and an accessible sandpit
- 03 Senior play with challenging climbing opportunities. Provide a climbing and sliding play complex with a ropes play course
- 04 Nature-based play opportunities. Build upon the existing trees and vegetation as well as new plantings to develop an unstructured nature play area with timber logs, steppers, boulders and sensory planting to maximise the natural-based play experience while encouraging children's physical and mental development
- 05 Play equipment for all ages and abilities includes in-ground trampolines for wheelchair access, basket swings and seat options for all ages and abilities, as well as an accessible spinner.
- 06 Create a grass mound with a rock scramble and an embankment slide to provide challenging landform and enhance play experience. The landform also raises the levels, to reduce the the risk innundation as it straddles the Rural Flood Overlay.
- 07 Provide both formal and informal seating oppotunities within the playspace.

ACTIVE PLAY OPPORTUNITIES:

- 08 Provide fitness equipment stations for all ages next to the sports field



Example of swings with inclusive basket swing



Example of nature play



Example of nature play



Example of senior play equipment



Example of senior play equipment



Example of junior nature play



Example of accessible play equipment

OUTLINES

5.2.2 Proposed Planning Scheme Amendment - Request to seek Authorisation - 149 McKimmies Road, Bundoora

Responsible Officer	Director Planning & Development
Author	Stephen Parker, Strategic Planner
In Attendance	George Saisanas, Manager Strategic Futures Liam Wilkinson, Coordinator Strategic Planning & Economic Development Stephen Parker, Strategic Planner

Attachments

1. Attachment 1. Context Plan [5.2.2.1 - 1 page]
2. Attachment 2. Aerial Plan [5.2.2.2 - 1 page]
3. Attachment 3. Current Zoning Plan [5.2.2.3 - 1 page]
4. Attachment 4. Proposed Zoning [5.2.2.4 - 1 page]
5. Attachment 5. Proposed Development Plan Overlay [5.2.2.5 - 1 page]
6. Attachment 6. Updated Flood Mapping [5.2.2.6 - 1 page]
7. Attachment 7. Indicative Concept Plan [5.2.2.7 - 1 page]

Purpose

The purpose of this report is to consider a proposal to rezone part of the land at 149 McKimmies Road, Bundoora from the Industrial 1 Zone to the General Residential Zone. The proposed Planning Scheme Amendment seeks to apply a Development Plan Overlay (DPO) to the land and amend the Land Subject to Inundation Overlay (LSIO) as it applies to the subject land.

Brief Overview

The proposed Planning Scheme Amendment seeks to rezone a former quarry site from its current industrial zone to facilitate the redevelopment of the site for residential use. The site is located at 149 McKimmies Road, Bundoora. The proposed Amendment implements state policy to *'facilitate the remediation of contaminated land [such as land used formerly for extractive industry], particularly on sites in developed areas of Melbourne with potential for residential development.'*

In respect to the proposed residential use, the Thomastown Industrial Area Plan, which was adopted in 2018, identified opportunities for alternate uses of the site given its relative isolation from other employment land. An ultimate residential use of the land is considered the most suitable given the surrounding residential context and the availability of better located sites for industrial or commercial uses in the municipality and the northern growth corridor. Issues to be considered in the redevelopment of the site for residential purposes relate to its former use as a quarry (and subsequent filling of the quarry) and the immediately adjoining uses including a bus depot, Darebin Creek, future E6 road corridor and residential areas.

Noting the former use of the site, in accordance with relevant Ministerial Directions and Environmental Protection Authority (EPA) advice, an Environmental Audit is required to ensure that the site is appropriately remediated and suitable to be used for residential purposes. The Audit is well progressed and expected to be completed in the coming months. Commencing the Planning Scheme Amendment concurrently with the Environmental Audit process will reduce delays with the process and assist to provide the proponent with the confidence required to complete the remediation works. This aligns with State Planning Policy to facilitate the remediation of contaminated land and is an approach supported by the EPA.

Whilst it is proposed that the Amendment be commenced, it is recommended that the Amendment should not be adopted until the Statement of Environmental Audit is issued by an independent Environmental Auditor appointed by the EPA which confirms the site is suitable for the intended uses. This process implements State policy to facilitate the remediation and redevelopment of contaminated land as noted above.

The proposed residential development if approved will deliver a range of beneficial outcomes, including;

- A mix of housing consistent with Councils Housing Diversity Strategy
- 5% social housing and 10% affordable housing in accordance with Councils Social and Affordable Housing Policy and Strategy, 2016 and the Whittlesea Planning Scheme
- Significant tree canopy coverage consistent with Councils Greening Whittlesea City Forest Strategy 2020-2040
- the local infrastructure required to support the new housing.

The application of a DPO will require the preparation of a Development Plan to guide the future development of the site. The Development Plan will be prepared following the approval of the Amendment and will address a range of issues as detailed in the schedule including housing diversity, urban design, transport, open space provision, road network, housing precincts, landscaping and stormwater management in more detail. Changes to the LSIO implement updated flooding mapping for the Darebin Creek prepared by Melbourne Water.

The report recommends that Council resolve to commence the Planning Scheme Amendment process and seek authorisation from the Minister for Planning to prepare and exhibit the Amendment.

Recommendation

That Council:

1. **Seek authorisation from the Minister for Planning to prepare and exhibit an amendment to the Whittlesea Planning Scheme affecting land at 149 McKimmies Road, Bundoora to:**
 - a) **Rezone part of the subject land from the Industrial 1 Zone to General Residential Zone.**
 - b) **Apply the Development Plan Overlay (DPO) to part of the subject land; and**
 - c) **Amend the Land Subject to Inundation Overlay (LSIO),**
2. **Note that the authorisation request set out in recommendation 1. above is subject to:**
 - a) **a s173 agreement committing to the provision of 5% social housing and 10% affordable housing being executed prior to the Amendment being adopted.**
 - b) **a s173 agreement for the provision and contribution to local infrastructure including transport, community and recreation facilities being executed prior to the Amendment being adopted.**
 - d) **the Amendment not being adopted until a Statement or Certificate of Environmental Audit has been issued by an independent Environmental Auditor appointed by the EPA, for the land and a s173 agreement has been entered into to implement the conditions of any Statement of Environmental Audit.**
3. **Advise the proponent of Council's decision on the above and any decisions of the Minister for Planning.**

Key Information

Background

The subject site is a former basalt quarry. The quarry operated from 1964 to 1992. Since 2000, the former quarry has been filled utilising uncontrolled and untested 'clean-fill' (mixed clay, silt, sand, gravel and boulders) material in accordance with planning permit 703693 which was originally granted in 1998 and the rehabilitation plan subsequently approved by Council in 2000. Backfill material is believed to have originally been clay material sourced from a nearby subdivision in Mill Park. Between 2004 and 2013 approximately 13,500m³ of Coode Island silt from Footscray and Docklands was transported to the site. Specific EPA approval was obtained to receive these acid sulphate soils. Since 2000 there has also been other "clean fill" material accepted from various other sources.

The EPA does not regulate the use of fill materials and it is up to the landowner / operator to ensure the fill material meets environmental standards. On this site, the landowner implemented a surveillance process including inspection of fill material prior to placement. Despite these processes, the soil assessments have identified a trace of industrial waste (including building rubble and concrete) and organics material in the fill. It is suspected that such material was concealed or interspersed within loads of imported 'clean fill'. In this context the quantity of the industrial waste and organic material is considered small (less than 5%). This is supported by the environmental site investigations undertaken which indicate that the risks are generally low and acceptable.

With the quarry having ceased operation and former quarry hole largely filled, the owners have commenced preparing the site for future redevelopment including ensuring the site is satisfactorily compacted and remediated. As such the import of fill onto the site recommenced earlier this year in accordance with the original permit. The fill being brought onto the site is 'clean fill' compliant with EPA standards for use as fill in a residential development. A comprehensive Fill Material Protocol has been developed by the proponent which is being used by the contractor responsible for the importation of fill to ensure the fill material is 'clean' as per relevant guidelines.

The material is currently being stockpiled on the eastern portion of the site until the Environmental Audit is complete. The material will then be utilised to complete the quarry filling to match adjacent ground levels and to complete ground remediation works. The placement of the fill will be engineered to ensure it is satisfactorily compacted and provide a 2.7m 'capping' layer over the previously filled material.

Development company, Intrapac Property have since taken the role in developing the property and are contracted to acquire the majority of the property (developable portion excluding the future E6 road corridor) from current owners GB Landfill Pty Ltd. On Intrapac's behalf, planning consultancy Urbis have submitted a planning scheme amendment proposal to Council for the site to be rezoned for residential use. The proposal is supported by numerous planning and background reports which cover a range of technical issues.

Site Context

The subject site is a former quarry and landfill located on McKimmies Road in the suburb of Bundoora (refer to Attachment 1). An aerial photo of the site is included at Attachment 2.

The site is part of a small isolated industrial zoned precinct which also includes the immediately adjoining Dyson's bus depot on McKimmies Road, to the north, and a small parcel of land owned by Yarra Valley Water located between the Darebin Creek and the south west corner of the site.

The precinct adjoins the Thomastown Industrial Area although is physically disconnected to the remainder of the industrial area by the Darebin Creek and Metropolitan Ring Road. The precinct is effectively like an 'island', separated from surrounding development by McKimmies Road to the North, the E6 corridor to the east, Darebin Creek and the Metropolitan Ring Road to the south and Darebin Creek and the Yan Yean pipe track to the west. The E6 reservation traverses the eastern end of the site from north to south with a varied width of approximately 80m-200m along its length.

The precinct is more immediately surrounded by residential precincts albeit physically separate as noted above. The surrounding residential precincts are supported by active recreation and educational facilities (schools and university) located in the vicinity of the site. Other services including local shops and a supermarket are located east on McKimmies Road approximately 750m from the site entrance.

The site is currently vacant and is undergoing rehabilitation in respect to its former uses. There is currently additional 'clean' fill material being placed on the site in accordance with existing planning permit (703693), to complete the filling the site and assist with the compaction of the former quarry void. The fill is currently being stockpiled on land identified for the future E6 road (along eastern boundary of the property) and will be transported onto the developable portion of the site upon completion of the Environmental Audit.

A small amount of native vegetation is located in the southern portion of the site in proximity to the Darebin Creek.

Planning Context

The planning controls which currently apply to the site are:

- Zones:
 - Industrial 1 Zone IN1Z (majority of site)
 - Urban Flood Zone UFZ (along Darebin Creek)
 - General Residential Zone Schedule 5 GRZ5 (small area adjoining residential properties)
- Overlays:
 - Development Contributions Plan DCOP3
 - Public Acquisition Overlay PAO2 (E6 corridor)
 - Land Subject to Inundation Overlay LSIO

The subject site was investigated as part of Council's *Thomastown Industrial Area Plan* (March 2018). It was found the site was not expected to support industrial development in the long term given the isolated nature of the site (separated from other industrial areas) and the availability of better located sites elsewhere in the municipality.

The Plan recommended alternative uses be considered including residential or mixed use. This was subject to geotechnical and environmental assessments.

Whilst a number of Council strategies are relevant to the proposal, Councils *Housing Diversity Strategy* and the *Greening Whittlesea City Forest Strategy* are particularly pertinent.

Whittlesea's *Housing Diversity Strategy* applies to established areas of the City of Whittlesea including Bundoora and aims to ensure there is capacity to provide for housing change, growth and increased density. The Strategy seeks to increase the availability of housing in the established areas of the municipality and guide the location and diversity of housing.

The *Greening Whittlesea City Forest Strategy 2020-2040* aims to increase the amount of tree canopy coverage in the City of Whittlesea. It provides aims such as increasing coverage by 20% by 2040, increasing the total coverage in the established suburbs by 57.45%.

Amendment Proposal

The Planning Scheme Amendment proposes to:

- rezone part of the subject site (refer to Attachment 3) from Industrial 1 Zone to the General Residential Zone (new schedule, GRZ6) (refer to Attachment 4),
- apply a Development Plan Overlay (new schedule, DPO40) to part of the subject land (refer to Attachment 5), and
- amend the Land Subjection in Inundation Overlay (LSIO) (refer to indicative plans in Attachment 6).

These amendments will facilitate the rehabilitation and redevelopment of the site for residential purposes. The new schedule to General Residential Zone will include bespoke objectives for the site to guide its development and tree controls for larger lots to encourage a high tree canopy coverage.

The application of the Development Plan Overlay will require the preparation of a Development Plan which will guide the form and conditions of future use and development on the site. The Schedule to the Development Plan Overlay outline a number of issues to be addressed as part of the Development Plan and planning permit applications. These include:

- Housing diversity including social and affordable housing
- Urban Design
- Open Space Provision
- Landscaping including tree canopy coverage
- Road network and Transport management
- Stormwater and floodwater management (including Water Sensitive Urban Design)

- Geo-technical management
- Protection of the Darebin Creek corridor and significant vegetation including River Red Gums
- Environmentally Sustainable Design (ESD)
- Noise
- Air quality

The Schedule to the Development Plan Overlay will also include a high-level indicative concept plan which is included at Attachment 7.

The amendments to the Land Subject to Inundation Overlay (LSIO) mapping is the outcome of updated flood level mapping for the Darebin Creek being prepared by Melbourne Water. This updated mapping is most significant in the north-west of the site where the extent of flooding is reduced and no longer covers the site entrance and much of the land to the west of the Yan Yean pipe track. Updated flood mapping has been included in Attachment 6. Melbourne Water are finalising the formal mapping and will provide it once completed for inclusion in the Amendment documents.

The Amendment will not change the controls of other external land in the same precinct (i.e. land owned by Yarra Valley Water or the site used as the Dysons bus depot) or land under the future E6 road reservation.

Community Consultation and Engagement

Previous engagement was undertaken on the precinct as part of preparing the Thomastown Industrial Area Plan which was ultimately adopted in 2018.

Preliminary engagement in respect to this Amendment has occurred with key stakeholders including DELWP, the EPA, Melbourne Water and the Dysons who operate the adjoining bus depot.

Should authorisation to prepare the amendment be granted by the Minister for Planning, the proposed Planning Scheme Amendment will be required to undergo a public exhibition process, including a 28 day notification period to potentially affected landowners and agencies.

During this exhibition period the community and agencies will have an opportunity to provide comment on the Amendment which will be considered by Council at a future meeting.

Given the scale of the proposed urban renewal development, the technical nature of the issues affecting the site and the location of the site in an established residential area, a tailored engagement and consultation approach will be needed to inform the community of the proposal. The Communications and Engagement team have been involved to prepare a communications plan for the Planning Scheme Amendment which goes 'beyond' the normal statutory requirements for public exhibition of Amendments. This will include the preparation of 'plain language' information sheets, a page on Councils engagement website with frequently asked questions and a 'drop in' information session to be held in proximity to the site.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

Liveable neighbourhoods

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

The proposed Planning Scheme Amendment will implement planning controls on the new residential land to guide and deliver a well planned residential development, with a mix of dwelling sizes and vital increase in canopy tree cover, making it a nice place to live with high levels of amenity.

Considerations

Planning Assessment

Planning Policy

Clause 02.03-6 – Housing – Housing location in established suburbs. "Increasing the availability of housing options within the established suburbs of the municipality will be important to address the changing demographic profile and the general decline in household size in the city."

Clause 02.03-6 – Housing – Housing diversity. "Council aims to: Encourage greater housing choice in terms of size, type, and style to meet the needs of a diverse and changing population."

Clause 02.03-6 – Housing – Housing integration and affordability. "Council aims to: Support the provision of more affordable housing including social housing."

Clause 02.03-9 – Infrastructure – Open Space. "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 Infrastructure – Development infrastructure and contributions. “Council aims to: Require development and infrastructure contributions to support the delivery of essential infrastructure in the growth areas and established areas undergoing renewal.”

Clause 13.04-1 Contaminated and potentially contaminated land – “Facilitate the remediation of contaminated land to make the land suitable for future intended use or development.”

Clause 15.01-1L – Urban Design in the City of Whittlesea – Strategies. “Encourage the planting of large canopy trees in developments. Encourage canopy trees in urban streetscapes.”

Clause 16.01-1S – Housing Supply – “Increase the proportion of housing in designated locations in established urban areas (including under-utilised urban land) and reduce the share of new dwellings in greenfield, fringe and dispersed development areas.

Clause 16.01-1R – Housing Supply- Metropolitan Melbourne – “Facilitate increased housing in established areas to create a city of 20 minute neighbourhoods close to existing services, jobs and public transport.”

Clause 16.01-1L – Housing supply in established areas – Housing character and amenity strategies. “Encourage housing that: Provides canopy trees that soften the building form and are proportionate in size, at maturity, to the scale of the development.”

Clause 16.02-2L – Housing affordability – Policy guidelines. “Consider as relevant: Achieving the inclusion of 5 per cent social housing and 10 per cent affordable housing in the structure planning of any established or greenfield housing development.”

Ministerial Directions

The Amendment will be prepared considering the following ministerial directions:

- Ministerial Direction: The Form and Content of Planning Schemes.
This direction will be considered as part of the preparation of Amendment documents.
- Ministerial Direction 1: Potentially Contaminated Land.
The Amendment responds to the direction by requiring an Environmental Audit to be completed prior to the finalisation of the Amendment which states that the land is suitable for its intended use.

- Ministerial Direction 9: Metropolitan Planning Strategy:
The Amendment will implement the Metropolitan Planning Strategy as noted above through the implementation of Clause 02 of the Planning Scheme.
In particular, the Amendment implements: *Policy 2.4.2 Facilitate the remediation of contaminated land, particularly on sites in developed areas of Melbourne with potential for residential development.*
- Ministerial Direction 11: Strategic Assessment of Amendments.
The Amendment documents will detail the comprehensive strategic evaluation of the proposed Amendment.
- Ministerial Direction 19: formalising the role of EPA Victoria in planning scheme amendments.
The EPA have been consulted as part of considering the proposed Amendment request. The EPA have provided advice and recommendations to Council, such as the early completion of the Environmental Audit, which has informed and is guiding the consideration of the Planning Scheme Amendment and the drafting of the Amendment controls.

Planning Practice Notes

The Amendment documents will be prepared considering the following practice notes:

- PPN12: Applying the flood provisions in planning schemes
- PPN23: Applying the Incorporated Plan and Development Plan Overlays
- PPN46: Strategic Assessment Guidelines
- PPN91: Using the residential zones.

A Practitioner's Guide to Victoria's Planning Scheme

The Amendment controls will be drafted with reference to this guide.

Thomastown Industrial Area Plan

The Thomastown Industrial Area Plan was adopted by Council in 2018. The plan is an adopted Council plan but is not an Incorporated Document or Background Document to the Whittlesea Planning Scheme. The purpose of the plan is

'to support investment, improve the amenity and image of the area, provide direction in relation to the role and function of the area and outlines infrastructure needs for the area.'

This Amendment responds to the Plan's advice about the site no longer supporting industrial use and considering residential use a viable alternative. The plan states as an opportunity:

‘The precinct is largely underutilised and once rehabilitation works are completed a large proportion of this precinct may become available for development subject to geotechnical and contamination considerations. Appropriate detailed assessments of access arrangements, impacts of existing Dyson Depot, environmental implications (protected vegetation and species and flooding impacts) and any associated geotechnical and risk of potential contamination will be required when considering an alternative land use such as residential or mixed use. Any mixed use or residential development would also need to incorporate elements of social and affordable housing.’

The Amendment request includes preliminary investigations into the issues identified above which will be supported by more detailed reports with the Development Plan. The proposal for residential incorporates a requirement for social and affordable housing.

Melbourne Industrial and Commercial Land Use Plan (MICLUP)

The MICUP provides an overview of current and future needs for industrial and commercial land across metropolitan Melbourne and provides guidance for strategic decisions in respect to employment land.

In the plan, the subject land is identified as ‘local industrial’. The plan indicates that local Councils are best placed to plan for these areas. The plan provides the following strategy which needs to be considered:

Ensure that land identified as being of local significance for industrial purposes is only considered for mixed-use or residential purposes where strategic analysis can clearly demonstrate that the land is no longer required for industry, business or employment purposes and long-term demand can be met.

In respect to the subject land, the Thomastown Industrial Area plan identified that the land was not suited to industrial purposes and there was an opportunity for an alternative use of the site. An Economic Impact Assessment submitted with the proposal demonstrated that the resulting loss of industrial land would be negligible and that there is significant amount of industrial land in the City of Whittlesea which is better located and more suitable for industrial development.

Whittlesea 2040

This Amendment supports Goal 2: Liveable neighbourhoods through:

- Well-designed neighbourhoods
- Attractive streetscapes and public spaces
- Quality and varied housing options
- Housing that is diverse and affordable

City of Whittlesea Strategies

This Amendment implements a number of Council strategies including:

- Greening Whittlesea Strategy. The Amendment implements the Strategy by requiring 30% canopy tree coverage in the public realm and the provision of canopy trees in private lots greater than 300m².
- Whittlesea Social and Affordable Housing Strategy. The Amendment implements to goals of the Strategy by including the requirement for a S173 Agreement with Council to provide 5% Social and 10% Affordable housing as per of the future development.
- Housing Diversity Strategy. The Amendment implements the Strategy by providing an increased range of housing types within the established area as appropriate to its designation as Suburban Residential change area.
- Open Space Strategy. The Amendment implements the Strategy through the protection of the Darebin Creek Corridor, River Red Gums and the provision of local open space in the development area. The development will also include a pedestrian/cycle bridge across the Darebin Creek to connect with the Darebin Creek trail and Thomastown East recreation reserve located immediately on the west side of the creek.

Land Contamination, Landfill Gas and Geotechnical Conditions

The former use of the site as a quarry, the subsequent filling of its quarry void and the proposal to use the site for development sensitive uses (housing and open space), requires Council to carefully consider the potential contamination, landfill gas and geotechnical impacts of the proposal. The EPA have also been engaged to assist Council in considering the environmental risks in accordance with relevant Ministerial Directions and regulations.

Geotechnical

The former basalt quarry has been filled over a period of approximately 20 years. The thickness of the fill in the quarry varies from approximately 22m to 28m. The fill material generally consists of basaltic clays, mudstone fill and has come from a number of sources including the adjacent subdivision to the east in Mill Park, Coode Island silt from Docklands and Footscray, as approved by the EPA, and other sources. The site did not accept putrescible waste and no asbestos containing material has been identified during soil investigations. Although the site has never received organic waste material, testing has identified traces of organic material in the soil. The source of these organics can be summarised being:

- Presence of spontaneous vegetation along the base and walls of the former quarry pit which was progressively incorporated within the site.
- Minor quantities of organic materials (rootlets, bark and wood) that may have been occasionally interspersed in the 'clean fill' material imported to the site and that were not practical to be removed.
- Natural organic content within Coode Island Silt deposited at depth near the area of the former southern quarry pond.

Traces of industrial waste (less than 5%) has also been identified in the fill. This waste comprises of ash, bricks, concrete, plastic, glass, rubber, terracotta pipe, asphalt, and metal wire. Brick fragments appear to be the most common occurrence. The original fill material (including the traces of industrial waste) is proposed to remain beneath a layer of compacted engineered fill which is the subject of the current filling activity occurring on the site.

When filling originally occurred, the filling of the site was 'uncontrolled' and not satisfactorily compacted. As a result, the site is still estimated to settle by approximately 1m. Additional engineered 'clean fill' compliant with EPA guidelines (*Industrial Waste Resource Guidelines (IWRG): Soil hazard categorisation and management*), is being brought in to complete the filling of the site under the existing permit issued in 1998 and supporting rehabilitation plan. Whilst the term 'clean fill' is no longer used or defined in EPA standards (now referred simply as 'fill material'), it is used as a simple way to describe material that is suitable for the intended use without any treatment due to the contaminant levels within the fill material being below those specified in the EPA guidelines. It should be noted that whilst the EPA does not regulate the use of fill material, the Environment Protection Act 2017 does include a general environmental duty (GED) which requires businesses to reduce the risk of harm from their activities to human health and the environment.

To ensure the fill material being accepted on site complies with current EPA requirements and the activities on the site satisfy the GED, a comprehensive 'Fill Material Protocol' has been developed by the project team and forms part of the contract agreement the proponent has with the contractor responsible for the importation of fill. This includes an approval process for parties who propose to deposit fill on the site and surveillance and inspection of fill material being brought onto the site.

Council has received a number of queries from surrounding residents in respect to the activities currently occurring on the site, in respect to this filling and issues such as dust. This primarily relates to the stockpiling of fill material on the eastern side of the property (closest to residential properties) on the future E6 corridor. Council officers have spoken to the proponent in respect to having their contractor implement additional dust suppression measures to minimise impacts. This stockpiled material will ultimately be redistributed on the site following the completion of the Environmental Audit which is expected in the coming months.

The strategy to address the geo-technical conditions include dynamic compaction of existing fill including the placement of an additional layer (2.7m in depth) of engineered clean fill material on the previously filled material. The strategy also involves a 'surcharge layer' of fill (4m in depth) which will temporarily be placed on the site to surcharge or quicken the compaction and settlement of the site. The outcomes of this strategy is that the rate of settlement when development occurs will be drastically reduced. The design limit in the remediation modelling and design is a maximum of 50mm settlement over a period of 50 years.

The draft planning controls propose requirements and conditions to ensure that the geo-technical conditions of the site will be suitable for development. The Development Plan schedule will require a Geotechnical Design Report to be prepared which will detail an overall strategy for addressing the geo-technical issues. A Geotechnical Statement will then be required during the planning permit process for subdivision to ensure the conditions of the site once earthworks are complete, aligns with the approved Geotechnical Design Report and are suitable for development and the infrastructure proposed on the site. This includes buildings, infrastructure and services constructed on the land. Provisions for peer review of these reports will be included where required. The controls also require an agreement to mitigate risks to Council including indemnity against which may be impacted by the geotechnical conditions. The existing planning permit which provides for the fill of the site also required that future landowners will be informed that the site has been filled via a Section 173 Agreement attached to the titles of properties. This information will also be provided on the vendor statement (Section 32 certificate) provided with the sale of land.

Landfill Gas

In respect to Landfill Gas, monitoring and testing has been occurring on site. The outcomes of the monitoring has characterised the site as 'low risk'. It is expected (to be confirmed by the Environmental Audit) that the risks can be managed through simple landfill gas control measures and that there is a low risk to off-site receptors such as nearby residential properties. This is reflective of the fact that the site did not receive putrescible waste or knowingly receive organic material. In areas where there is a recognised risk of ground gas the lower 500mm of the Engineered Fill Layer will be constructed to a higher specification to perform as a ground gas containment layer. Any ground gas that may accumulate below the containment layer will be vented to atmosphere.

The process undertaken in this instance, differentiates the site from the Brookland Greens estate in Cranbourne where no testing or monitoring occurred prior to the development of the residential housing estate in proximity to a recently closed municipal landfill and the risks at the time of development were not known. The landfill at Cranbourne accepted putrescible waste and was releasing high levels of methane.

The process to be followed on this site, is consistent with an updated regulatory framework which has responded to the recommendations of the 2009 Victorian Ombudsman report into "Brookland Greens Estate – Investigations into Methane Gas Leaks". This includes early engagement with the EPA on Planning Scheme Amendments in accordance with Ministerial Direction 19 which was released in 2018.

Contamination

Noting that the filling of the site has inadvertently resulted in the importation of some contaminated soil (including acid sulphate soil) and fill material containing solid inert waste such as bricks and concrete, an Environmental Audit has commenced on the site. Between 2004 and 2013 approximately 13,500m³ of acid sulphate soil (Coode Island silt) was imported under an EPA approval from Footscray and Docklands and placed in the lowest areas of the quarry. Despite surveillance processes being implemented in respect to fill received on site, soil assessments have identified traces of industrial waste (including building rubble and concrete) and organic material (less than 5%). It is suspected that such material was concealed or interspersed within loads of imported "clean fill" material. The organic material is also the result of presence of spontaneous vegetation on the site (weeds) and the natural organic content within Coode Island Silt.

The Environmental Audit system is the statutory tool outlined under Part 8.3 of the Environmental Protection Act 2017 which is used to protect the community and to confirm that potentially contaminated land is suitable for its intended use (i.e. housing and open space). The EPA oversee the environmental audit system, including the appointment of environmental auditors under the Environment Protection Act 2017. The EPA also issues guidelines for environmental auditors that cover matters including the performance of their functions. The specific Environment Audit process for a site such as this is then overseen by an independent Environmental Auditor who has been appointed by the EPA.

The Audit can be undertaken either prior to an Amendment or be deferred by application of the Environmental Audit Overlay. In this circumstance, it is recommended that a condition of authorisation for the Amendment be that the Audit is completed by the adoption of the Amendment which accords with the EPA's preference. The completion of the Environmental Audit prior to the authorisation of the Planning Scheme Amendment means the outcomes of the Audit can be incorporated into the planning controls of the Amendment and also avoid any unnecessary encumbrances on the land. The commencement of the Amendment alongside the Environmental Audit process also implements State policy to facilitate the remediation of contaminated land and is an approach which has been supported by the EPA for this site.

As noted above, given that the site did not actively receive any putrescible waste, the environmental assessments completed so far as part of the Environmental Audit process consider that the contamination issues are not as significant as some other sites such as the Epping Renewal site.

It is proposed that the site will ultimately contain a 2.7m layer of 'engineered clean fill' constricted over the existing quarry fill. This will provide a barrier to any contaminated fill below and ensure that the soil conditions of the site are suitable for future development including tree planting, services, infrastructure and buildings.

It is expected that the Audit will be finalised in the coming months. It is anticipated that the outcome of the Audit will be the issuing of a Statement of Environmental Audit subject to conditions including the requirement for the proponent to prepare and implement future management plans on the site including ongoing monitoring. Council officers have confirmed this approach with the EPA and considered due to the completion of the Environmental Audit being required prior to the adoption of the Planning Scheme Amendment, the EPA have suggested that it is not deemed necessary to apply the Environment Audit Overlay (EAO) to the site, in this circumstance.

Tree Canopy Coverage

A key element in Council pursuing the proposed rezoning is the opportunity it presents to deliver on the Greening Whittlesea City Forest Strategy. This Strategy aims to increase tree canopy coverage in the City of Whittlesea to benefit from the many and varied impacts of tree coverage. As well as protecting and maintaining existing trees, the Strategy aims to increase the canopy tree cover by 20% across all of the municipality, with the established suburbs to increase by 57.45%.

As a vacant site, it has the potential to make a significant contribution to achieving these targets. As such the DPO schedule will require 30% tree canopy cover in the public realm. This aligns with updated targets prepared by the Victorian Planning Authority (VPA) for new Precinct Structure Plan areas. Council officers are investigating tools to implement best practice measures to ensure the longevity of the trees in the public realm particularly in road reserves. This includes ensuring that the soil conditions, water supply and tree selection are suitable for optimal tree growth and that sufficient space is provided to support large healthy trees with spreading canopies.

For private lots the Amendment will also facilitate tree planting in lots 300m² or greater in size. This is estimated to result in over 12% of the developed site covered by tree canopy. This is an increase on the established and growth suburbs which have 9% coverage.

General Residential Zone and new schedule

The subject site as a brownfield development site within an established residential suburb offers a significant opportunity to increase the supply and diversity of housing in the City of Whittlesea. The housing objectives for Whittlesea's established areas are guided by Council's Housing Diversity Strategy. This Strategy noted that over 90% of the housing stock in Whittlesea's established suburbs to be detached dwellings.

The Strategy determines an areas capacity to accommodate change and growth in housing. This site was not assessed at the time the Strategy was prepared as the site was zoned Industrial and at that stage the Thomastown Industrial Area Plan had yet to be prepared.

The surrounding residential areas were determined to have lower capacity to accommodate change. This was partially due to their distance to the principle public transport network and services (i.e. activity centres), but also as a result of the existing built and subdivisional form. These areas were developed more recently with smaller lots and greater site coverage meaning there is less opportunity to subdivide and add additional dwellings.

However, the subject site being 36ha in size has the opportunity to provide a mix of dwellings typologies (detached dwellings, townhouses, duplexes, small apartment buildings etc.) and densities. In accordance with Planning Practice Note 91: Using the Residential Zones, and benchmarking the Housing Diversity Strategy, the General Residential Zone is considered to be most appropriate.

In respect to achieving the desired tree planting opportunities on larger lots, a bespoke schedule is considered the best tool. This will ensure that the requirements will be implemented not only when planning permit is required but also in circumstances where only a building permit is required which will be for the majority of new homes on larger lots (greater than 300sqm). The schedule will also enable bespoke objectives to be drafted which will reflect the desired development outcome from the site which will have a unique character compared to surrounding residential precincts.

Darebin Creek

The site directly adjoins the Darebin Creek which is a tributary of the Yarra River. The creek and its environs are zoned Urban Floodway Zone (UFZ). The proposed Planning Scheme Amendment retains the UFZ and requires a minimum 30m setback from the top of the back for development. The amendment will update the LSIO mapping in line with updated flood mapping. Vegetation and habitat along the creek will also be protected and retained in waterway corridor which will be transferred into public ownership as part of development of the site.

The development will also be required to include connections (including a pedestrian/cyclist bridge) to the Darebin Creek shared path trail which runs on the western side of the creek.

Adjoining Uses and Amenity

The site directly abuts the Darebin Creek to the west, Darebin Creek and metropolitan ring road to the south, McKimmies Road and the Dysons bus depot to the north and the future E6 road corridor to the east. Further afield the site is located within an established residential area.

The proposed Planning Scheme Amendment controls include requirements in respect to assessing and mitigating potential amenity impacts such as noise, air quality and light spill associated with existing land uses. These requirements have been drafted through consultation with the EPA. As the 'agent of change' the development will need to respond to these issues and ensure that the development does not detrimentally impact the operation of existing uses.

Social and Affordable Housing

As part of the rezoning, the proponent has agreed to enter into a voluntary agreement to provide 5% social and 10% affordable housing as part of the development. The proponent is in the process of partnering with a registered housing association in respect to the delivery of social housing. It is proposed that land will be gifted to the association to deliver the requisite number of dwellings. Affordable housing will be provided as part of the diversity of housing delivered in the development and sold to specific cohorts including key workers.

Infrastructure

As part of the development the proponent will be required to contribute to infrastructure improvements which will be secured via a s173 agreement. The proponent will be required to deliver essential transport upgrades required to service the development including; intersection upgrade with McKimmies Road, reconstruction of Laurie Collins Drive, public transport infrastructure and pedestrian and cyclist paths including a bridge across the Darebin Creek.

The proponent will also be required to make a monetary contribution towards community and recreation infrastructure upgrades in the area consistent with the maximum Community Infrastructure Levy (CIL) amount which can be levied under the clause 46L of the Planning and Environment Act (currently \$1253 per dwelling). An assessment of community and recreation infrastructure provision and demand generated by the proposed development will be completed as part of the Development Plan process.

The assessment will consider relevant guidelines including *Guide to Social Infrastructure Planning* and *Planning for Community Infrastructure in Growth Areas* and may identify any gaps in service provision and/or where any upgrades to community and recreation infrastructure may be required. This will inform Council's future community infrastructure planning in the precinct.

Discussion

Since ceasing use as a quarry, the site has been undergoing rehabilitation including the filling of the site. The site has been zoned for industrial use but not developed for this purpose. This rehabilitation, once complete, provides the opportunity for a productive land use consistent with state and local planning policy. In particular, the proposed Amendment implements state policy to '*facilitate the remediation of contaminated land, particularly on sites in developed areas of Melbourne with potential for residential development.*'

The long term use of the site was partially considered in the Thomastown Industrial Area Plan. The plan identified that the precinct is not expected to support industrial development in the long term. The site is isolated from other industrial use by the surrounding residential use. This creates an incompatibility in uses with inappropriate mixing of industrial traffic with residential traffic and noise and air pollution disrupting neighbouring residents.

The use of the site for residential purposes is considered more appropriate which would improve the supply of housing in an established residential area. Given the former use of the site, the residential use of the site requires an Environmental Audit to confirm that the site is suitable for this purpose. The Amendment will not be advanced to approval unless the Environmental Audit process deems the site is suitable. The commencement of an Amendment alongside this process aligns with State policy to facilitate the remediation of the land.

The rezoning of the land from industrial to residential also provides the opportunity to deliver a number of key Council strategies. It will increase the housing diversity in the established suburbs, a key element of the Housing Diversity Strategy. The development will also increase the supply of social and affordable housing consistent with Councils Social and Affordable Housing Strategy and tree canopy coverage consistent with the Greening Whittlesea Strategy.

In respect, to the loss of employment land, given the location of the site, lack of transport connections and disconnection from other employment precincts, the site is not considered suitable to be developed for employment uses. The site represents 2.3% of future industrial land. Much of this is located with the Northern State Significant Industrial Precinct or other new employment areas which are far better suited to be development for employment purposes. The development for residential purposes will create its own economic benefits including 166 jobs per year on site for a five-year construction program.

When considering the isolated nature of the site, the incompatibility of industrial use with the surrounding residential use, the delivery of key Council Strategies and the extensive costs of rehabilitating the site; the rezoning of the land to residential use represents a net community benefit.

Financial Implications

The Amendment fees are to be paid by the proponent. The Section 173 Agreements pertaining to development contributions and social and affordable housing provision are also to be paid by the proponent.

Link to Strategic Risk

Strategic Risk *Contaminated Land – Ensuring land is suitable and safe for its use.*

The risk of contaminated land is managed by ensuring compliance with relevant Ministerial Directions relating to contaminated land including engaging the EPA. Importantly, an Environmental Audit has commenced on the site which will be required to be completed of an Environmental Audit prior to the completion of the Amendment. The Environmental Audit will confirm that the land is suitable for the intended residential use.

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

A number of stakeholders are potentially affected by this Planning Scheme Amendment and future development. Some preliminary engagement has occurred with key stakeholders. As part of the Amendment process notice is required to be given to surrounding residents and affected agencies. Due to the scale of the development and its location in a residential area, additional communication activities beyond the normal statutory requirements will occur with surrounding residents during exhibition of the Planning Scheme Amendment.

Implementation Strategy**Communication**

The proponent who has requested the proposed Amendment will be notified of the Council resolution.

Next Steps

If Council resolve to seek authorisation from the Minister for Planning to prepare the Amendment, the amendment documents will be lodged with the DEWLP for consideration by the Minister for Planning.

If the Minister grants authorisation, Council is required to exhibit the Amendment within 40 days of that decision. The exhibition period will be for 28 days and will include additional communications to inform surrounding residents and seek feedback on the proposal. Council must then resolve to adopt or abandon the Amendment within 60 days of the end of the exhibition period. If adopted, Council must advise the Minister for Planning within 10 days of that decision.

Following the exhibition of the Amendment and the completion of the Environmental Audit, a report will be presented to Council to consider the submissions received. It is likely that an independent Planning Panel will be required to be appointed to consider any unresolved submissions and provide recommendations on the Amendment prior to Council making a final decision.

Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* and Rule 47 of the Governance Rules 2021, officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

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

Conclusion

Council has received a request from a proponent (and future landowner) Intrapac Property to consider a proposed Planning Scheme Amendment to rezone part of the land at 149 McKimmies Road, Bundoora from industrial to residential. The site is a former quarry which is surrounded by residential precincts and disconnected from industrial and commercial areas.

This request provides the opportunity to rehabilitate and remediate a former quarry to a productive land use consistent with state and local planning policy. In particular, the proposed Amendment implements state policy to *'facilitate the remediation of contaminated land [such as land used formerly for extractive industry] particularly on sites in developed areas of Melbourne with potential for residential development.'*

The residential use of the site is supported by a number of key factors including; the unsuitability of the land to be developed for industrial purposes, the availability of better located industrial land elsewhere in the municipality, the opportunity to increase the supply and diversity of housing including social and affordable housing.

The proposed Amendment includes bespoke planning controls including a new schedule to the General Residential Zone and Development Plan Overlay which respond to the site condition and opportunities as part of the redevelopment. Issues associated with its former quarry use including geo-technical, landfill gas and contamination are satisfactorily addressed to enable the Amendment process to commence. Given, the former use of the site, an Environmental Audit process has commenced on the site. The Amendment will not be advanced to adoption unless a Statement of Environmental Audit is issued which confirms that the site is suitable for the proposed residential use. The commencement of the Amendment concurrently with the Environmental Audit will reduce delays in respect to the remediation and redevelopment of the site and is an approach supported by the EPA.

The proposed planning controls also implement a range of Council strategies and will achieve beneficial outcomes in respect to housing diversity, social and affordable housing, tree canopy coverage, open space and protection of the Darebin Creek corridor.

Therefore, it is recommended that Council resolve to commence the Planning Scheme Amendment process and request that the Minister grant Council authorisation to prepare and then exhibit the Amendment.

Subject Site

Child Care

Education

Place of Worship

Activity Centre



Aerial Map



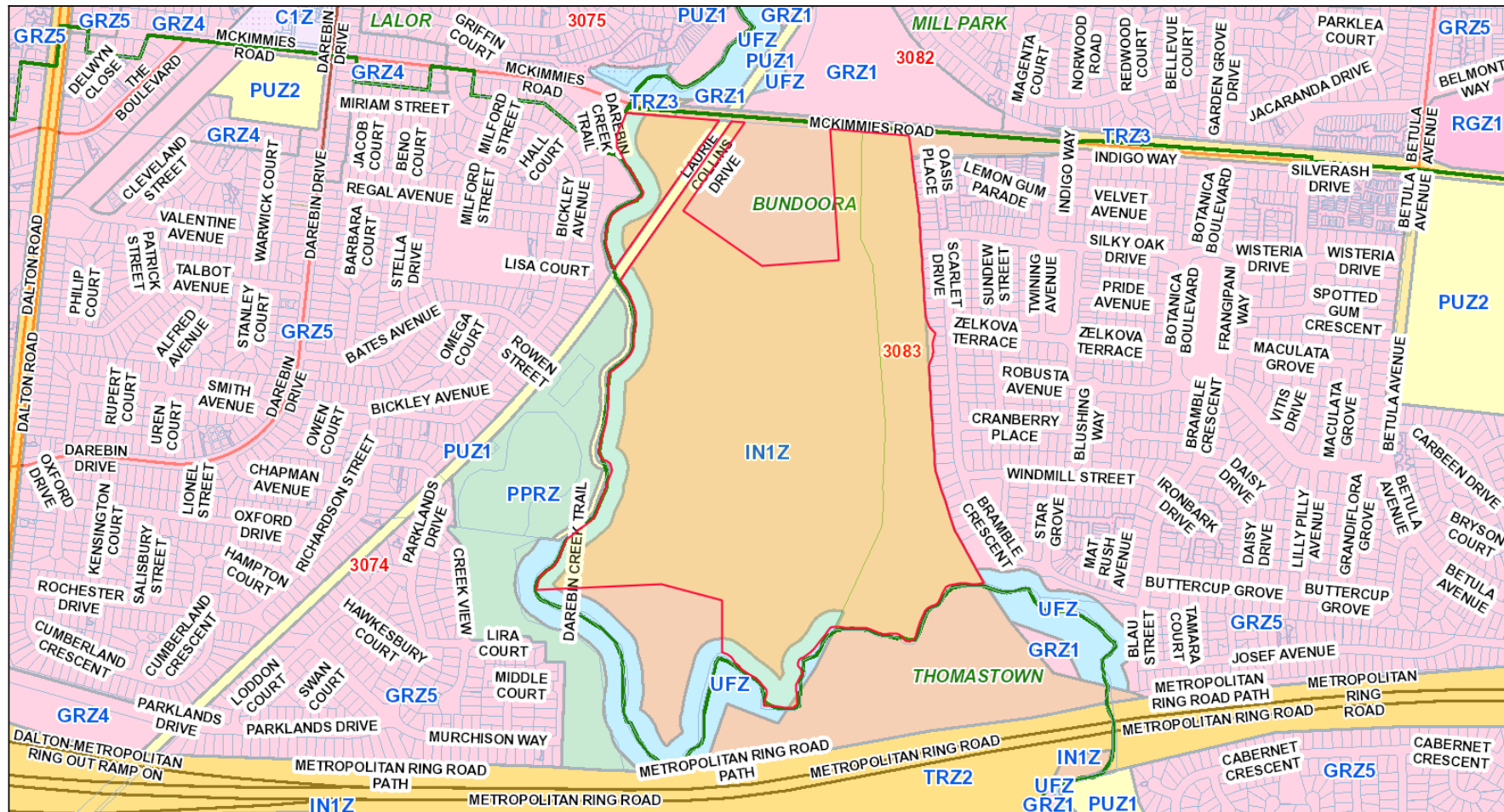
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Date: 05/07/2022
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Subject

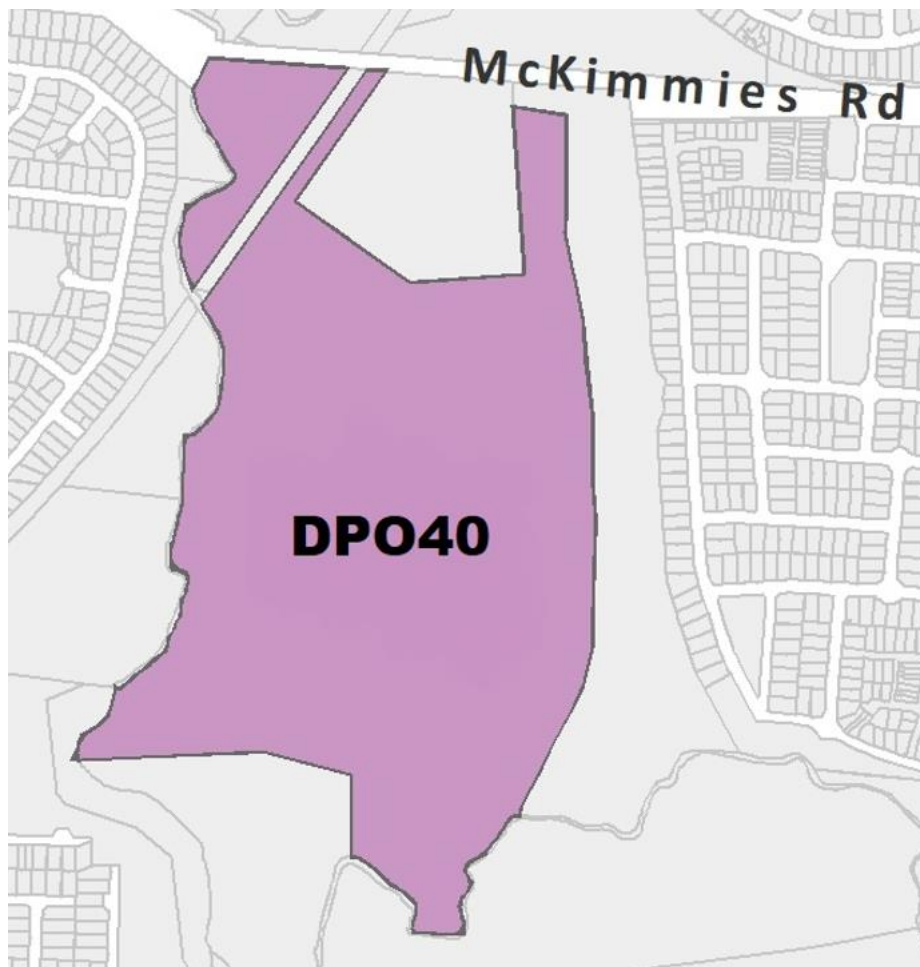


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Map Scale: 1 : 10000
Date: 20/06/2022
Produced By: srp

Attachment: Proposed Development Plan Overlay mapping



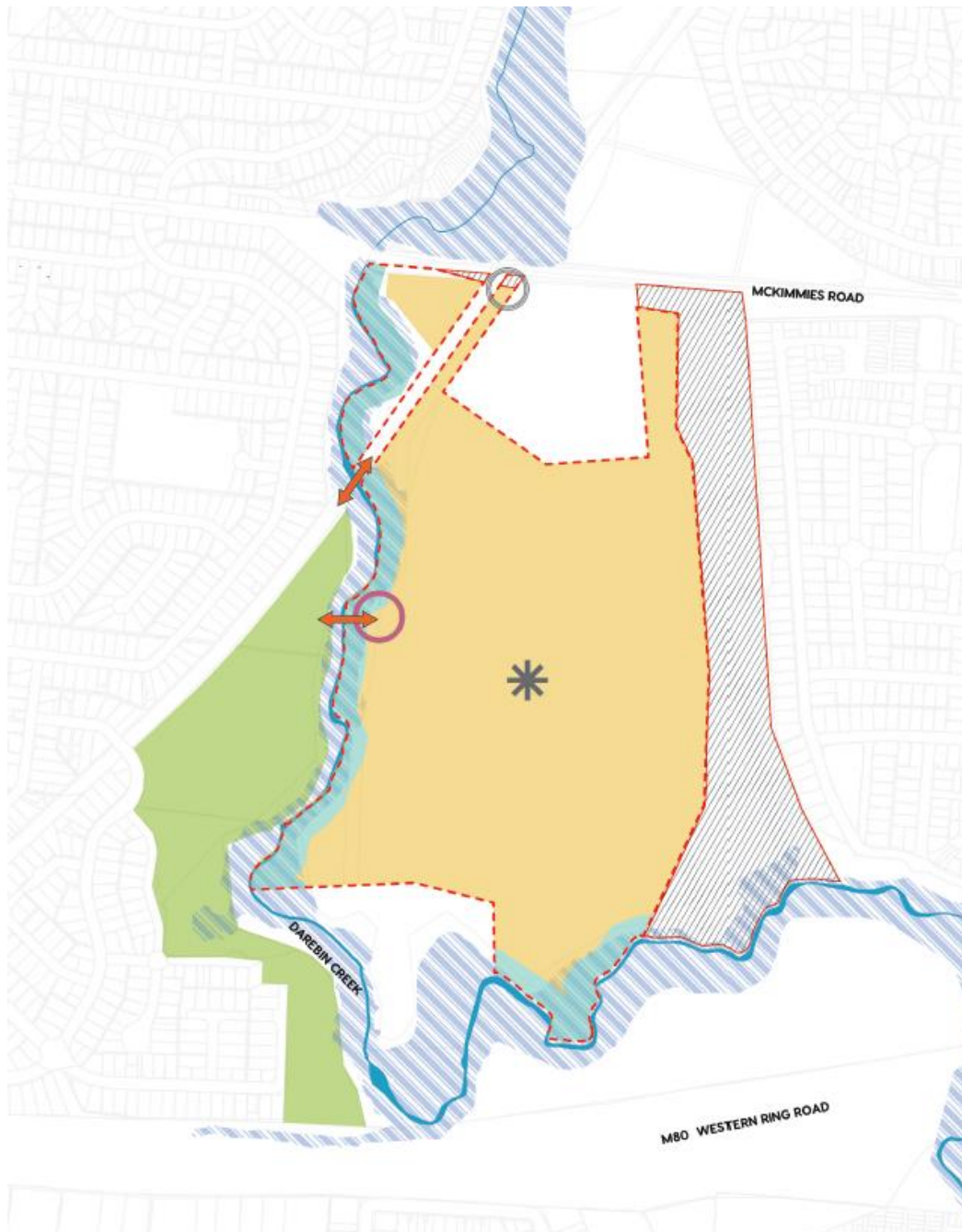
Attachment: Updated flood mapping

Figure 1: Existing Land Subject to Inundation (LSIO) flood mapping. Figure 2: Amended Flood Mapping *



*Note: Amended Land Subject to Inundation (LSIO) mapping for Amendment to be finalised in consultation with Melbourne Water.

Attachment 7: Indicative Concept Plan



5.3 Strong Local Economy

5.3.1 Building Blocks Partnership Agreement Tranche 1

Responsible Officer	Director Community Wellbeing
Author	Pamela Trigilia, Community Infrastructure Coordinator Amelia Ryan, Manager Children & Families
In Attendance	Amelia Ryan, Manager Children & Families

Attachments

1. CONFIDENTIAL REDACTED - In-Principle Funding Agreement [5.3.1.1 - 2 pages]
2. CONFIDENTIAL REDACTED - Project Scope and Financial Implications [5.3.1.2 - 3 pages]

These attachments have been designated as confidential by the Director Community Wellbeing, under delegation from the Chief Executive Officer, in accordance with Rule 53 of the Governance Rules 2021 and sections 66(5) and 3(1) of the Local Government Act 2020 on the grounds that they contain Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

In particular the attachments contain information that requires approval from the Minister of Early Childhood and Pre-Prep prior to public correspondence or announcement of the projects or funding details.

Purpose

The purpose of this report is to:

- Present the recommended first tranche of early years infrastructure projects to be undertaken in response to the three-year-old kindergarten reform, as outlined in the 1st August 2022 correspondence from the Victorian School Building Authority (**Attachment One (Confidential)**) and
- Seek endorsement to enter into a Building Blocks Partnership (BBP) with respect to these two projects as outlined in the 1st August 2022 correspondence from the Victorian School Building Authority (**Attachment One (Confidential)**).

Brief Overview

The Building Blocks Partnership (BBP) is a long-term, in-principle agreement between the Victorian Department of Education and Training's (DET), (through the Victorian School Building Authority (VSBA)), and individual Councils for co-investment of an agreed infrastructure pipeline to implement to the Victorian Government's Three-Year-Old Kindergarten Reform program.

At its meeting on 16 May 2022, Council noted that a BBP will be negotiated by Council officers and DET and then brought to Council for consideration and endorsement.

This report presents two capital projects that form the first tranche of a BBP agreement. These two projects are being presented first due to timing requirements for delivery of these facilities. A description of these two projects is provided in the attached Project Scope and Financial Implications (**Attachment Two (Confidential)**). These projects are confidential due to requirements from DET to seek approval from the Minister of Early Childhood and Pre-Prep prior to public correspondence or announcement of the projects or funding details.

Negotiations with DET are continuing to secure funding for the remaining infrastructure interventions required to meet unmet kindergarten demand described in the *City of Whittlesea Kindergarten Reform Implementation Plan* and endorsed by Council on 16 May 2022. Once agreed, these additional capital projects will be brought to Council as subsequent tranches of the BBP.

Recommendation

That Council:

1. **Notes the attached 1st August 2022 correspondence from the Victorian School Building Authority (Attachment One (Confidential)) which outlines the indicative funding details for the two capital projects which describes the first tranche of the Building Blocks Partnership.**
2. **Authorises the Chief Executive Officer to enter into an agreement for the first tranche of the Building Blocks Partnership in accordance with the projects outlined in the 1st August 2022 correspondence from the Victorian School Building Authority (Attachment One (Confidential)).**
3. **Notes that Council officers will continue negotiations with the Department of Education and Training to develop a staged schedule of early years infrastructure projects, to inform a second tranche of the Building Blocks Partnership, which will be brought to Council for consideration and endorsement.**

Key Information

Background and timelines:

In January 2022, Council received an invitation from the Victorian School Building Authority (VSBA) to apply for kindergarten infrastructure funding at increased funding rates, for infrastructure projects in two targeted areas. The targeted areas were identified by the VSBA as requiring early infrastructure activation, to support the timely provision of kindergarten infrastructure required for the rollout of the three-year-old kindergarten reform.

In March 2022, Council submitted a proposal for two projects, both of which would provide an integrated service delivery model, maximising opportunities for social cohesion and improved health and developmental outcomes. Council first received in-principle support for these two projects in early May 2022 and again in August 2022 (**Attachment One (Confidential)**).

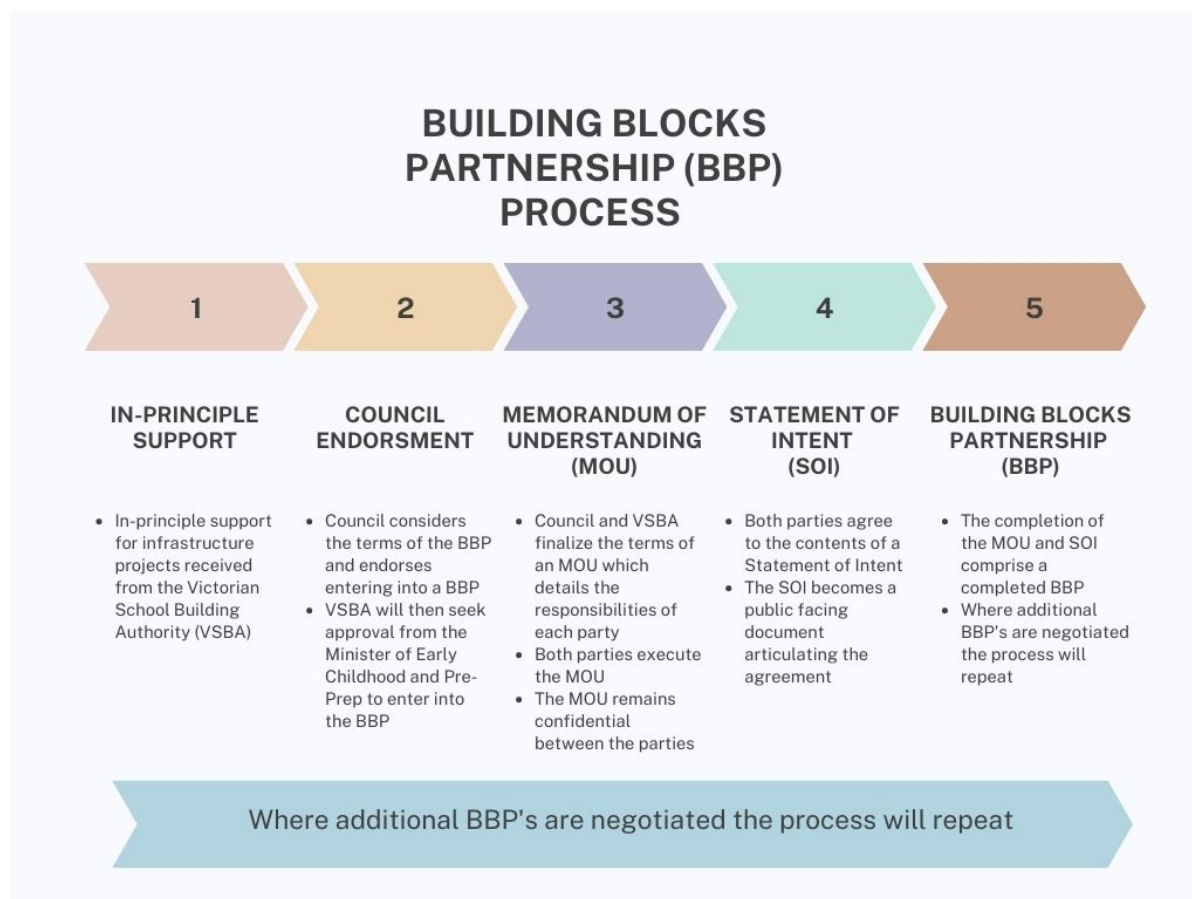
These capital projects are part of Council's planned community infrastructure project pipeline and:

- Were identified in the *City of Whittlesea Kindergarten Reform Implementation Plan* endorsed by Council on 16 May 2022 (including the delivery timeframes, and the in-principle additional funding offer from DET).
- Are included in Council's Long Term Financial Plan.

Over the past 3 months, officers have progressed planning and design of key facilities which need to be completed for the commencement of 2025. In accordance with the endorsed recommendation 6 of the *City of Whittlesea Kindergarten Reform Implementation Plan* report presented to Council on 16 May 2022; the mechanism to agree upon this funding is a BBP and is required to be presented to Council for consideration.

Building Blocks Partnership process and composition

The process by which a BBP agreement is negotiated and executed, and what comprises a BBP is outlined in **Figure 1** below.

Figure 1: Building Blocks Partnership Process

An executed BBP agreement is comprised of:

- A signed Memorandum of Understanding (MOU) which outlines the terms of the agreement, and remains confidential between the parties; and
- An agreed Statement of Intent (SOI) which is a public facing document that outlines the agreement between DET and the relevant Council on the agreed infrastructure projects, the funded kindergarten places created and an overall funding amount.

The MOU will outline which projects will be publicly announced in the SOI (usually those occurring within the next 4 years), and those which will remain agreed in-principle but not publicly announced to allow further planning to occur as the rollout of the reform continues and the rate of up-take becomes more well established.

Due to the sensitive nature of the negotiations and the requirement for approval by the Minister of Early Childhood and Pre-Prep prior to entering into a BBP, the project details and funding amounts are confidential and reflected in the attached correspondence from the Victorian School Building Authority (**Attachment One (Confidential)**). Once all relevant approvals of the BBP have occurred by both respective parties, a joint formal announcement will be made which will include the Statement of Intent detailing the projects and the funding amounts.

June 2022 Best Start, Best Life announcement

Demand for kindergarten services is projected to increase exponentially in the City of Whittlesea in response to population growth and the Victorian Government's three-year-old kindergarten reform, which seeks to provide children with access to two years of subsidised kindergarten.

In June 2022, the Victorian Government announced the Best Start, Best Life reform which includes making three and four-year-old kindergarten free (funded by the Victorian Government) and delivering a new year of universal Pre-Prep for four-year-old children, transitioning up to 30 hours per week across the next decade. The details of the impact of this reform announcement in the City of Whittlesea will require considerable additional analysis and is yet to be examined in detail. This process will commence once DET provides further information which is not expected until late 2022 to early 2023. It is anticipated that this will also require negotiation with DET to determine appropriate infrastructure interventions and funding streams.

Building Blocks funding

BBP funding can be negotiated in stages to identify and agree on potential infrastructure projects in 'tranches' to allow the progressive agreement of funding. Negotiations are continuing to secure funding for the infrastructure interventions required to meet unmet kindergarten demand in response to the three-year-old kindergarten demand, more broadly across the municipality. Once agreed, a subsequent tranche of projects will be presented to Council for endorsement and a subsequent BBP entered into.

Community Consultation and Engagement

Extensive consultation and stakeholder engagement has been undertaken as part of Council's planning and response to the Victorian Government's three-year-old kindergarten reform.

In late 2021, internal and external stakeholders were engaged via workshops and targeted meetings to provide feedback on the proposed interventions for transitioning to 15 hours of three-year-old kindergarten by 2029. The engagement results subsequently informed the *City of Whittlesea Kindergarten Reform Implementation Plan* endorsed by Council at its Meeting on 16 May 2022.

External stakeholders included:

- Early Years' service providers
- Early Years management bodies
- Three-year-old kindergarten reform External Reference Group
- Catholic and independent schools
- DET/VSBA

The engagement provided insights into the stakeholders' key interest areas, including:

- project delivery (interventions)
- design and planning (for infrastructure and service models)
- activation (how the reforms will be introduced).

Participants of the engagement were supportive of integrated models for service delivery, i.e., co-locating kindergarten, playgroups, and maternal and child health services, as is proposed for the two projects of the first tranche of the BBP. Additionally, respondents favoured multi-room kindergartens, to assist in maximising hours.

Kindergarten consultation

Community consultation is currently underway to assist Council to work with service providers to ensure responsive kindergarten service delivery. The consultation will include focus groups and surveys which aim to better understand family needs for kindergarten including preferences for group sizes, hours of operation, accessibility and inclusivity, proximity to other essential services, and quality of the kindergarten program.

The results will be shared with sessional kindergarten and long day-care providers in the City of Whittlesea to maximise opportunities for service improvement.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

Strong local economy

Our City is a smart choice for innovation, business growth and industry as well as supporting local businesses to be successful, enabling opportunities for local work and education

This project aligns to the following plans, policies, and strategies:

- Community Plan 2021-2025
- Whittlesea 2040, *a place for all*
- Kindergarten Reform Implementation Plan
- Kindergarten Infrastructure Services Plan
- Thriving Children, Young People and Families Strategy
- Early Years Policy
- Community Building Strategy
- Financial Plan 2021-2031

Increasing the City of Whittlesea's kindergarten capacity and co-locating kindergarten and Maternal and Child Health programs as is proposed in these Tranche 1 projects, ensures residents can easily access the support services they need close to home.

As per *Whittlesea 2040, a place for all*, Council aims to prioritise the delivery of essential community infrastructure, particularly in growth areas, so that sections of the community are not disadvantaged or miss out.

The *Community Plan 2021-2025* similarly identified that our community has growing and diverse support needs, with residents imploring Council to reduce barriers to services and facilities, to achieve improved health, wellbeing, and developmental outcomes.

The additional kindergarten infrastructure funding offered to Council will help address the challenges presented by surging population growth on the urban fringe and brings Council one step closer to achieving its vision of *a place for all*.

Integrated Planning Framework

Once finalised, it is intended that the early years section of Council's Long Term Community Infrastructure Strategy (LTCIS), which is currently being developed as part of Council's Integrated Planning Framework, will incorporate *City of Whittlesea Kindergarten Reform Implementation Plan* capital projects.

Considerations

Environmental

The proposed facilities will be designed in accordance with Council's Environmental and Sustainable Design Guidelines.

In addition to the Environmentally Sustainable Design (ESD) standards outlined in the Environmental and Sustainable Design Guideline, the following ESD measures will be incorporated into the centres, subject to engineering design optimisation, Australian Standards/National Building Code, and availability of products:

- Development to be powered by electricity only, with no gas connection
- Design roof and structure to maximise the installation of solar PV and solar hot water panel
- All lighting to be LED throughout
- All north facing glazing to have external shading device over glazing to minimise summer heat gain / maximise winter solar heat gain
- Glazing with a maximum (total system) U-value of 2.8
- Insulation in external walls and walls between conditioned and unconditioned spaces to be a minimum of R3.5
- Insulation in ceilings to be a minimum of R4.

Social, Cultural and Health

There is national and international evidence that two years of kindergarten delivered by qualified teachers delivers lifelong benefits to the child and the community. According to the Australian Early Development Census, in the City of Whittlesea, approximately 1 in 5 children are vulnerable on one developmental domain at the time of entering primary school.

The National Quality Framework identifies that early education and care shapes a child's future, laying the foundation for healthy development. Research has identified that positive learning experiences in the first five years of a child's life result in optimal brain development. Additionally, evidence from Australia and internationally shows that providing access to high-quality three-year-old kindergarten programs lays the foundation for high quality outcomes later in life.

Economic

Education is directly linked to long-term economic prosperity and the development of self-sufficient individuals. Evidence shows investment in early childhood education can help to strengthen the economy by developing a more highly skilled, productive, and higher paid workforce.¹ For every \$1 invested in early childhood education, Australia receives \$2 back over a child's life – through higher productivity and earning capacity, and reduced government spending on health, welfare, and crime.²

¹ PricewaterhouseCoopers Australia. (2019). A Smart Investment for a Smarter Australia. Melbourne, Victoria: The Front Project

² A Smart Investment for a Smarter Australia, PricewaterhouseCoopers & The Front Project

Financial Implications

Implementation of the first tranche of the Building Blocks Partnership will have financial implications for Council to consider, which are outlined in **(Attachment Two (Confidential))**. As negotiations for the Building Blocks Partnership continues, further opportunities for co-investment into early years infrastructure to meet growing demand will be presented to Council for its consideration.

Link to Strategic Risk

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

Planning for kindergarten demand in a growth area municipality poses some inherent complexities as we consider the high proportion of young families expected to call the City of Whittlesea home in the next 20 years, and the associated infrastructure required to support their early childhood development. The Victorian Government's three-year old kindergarten reform provides the additional challenge of accommodating an unprecedented surge in demand.

The first tranche of the Building Blocks Partnership allows for a co-investment approach to kindergarten infrastructure provision, contributing to the suite of interventions required to support the implementation of the Victorian Government three-year-old kindergarten reform.

The extent of Council's co-investment into early years infrastructure will need to be closely monitored in the context of the organisation's capital works program to maximise opportunities to co-locate services and potentially reduce Council's expenditure. The forecast operational impact of three-year old kindergarten reform has also been factored into Council's Long Term Financial Plan and will continue to be monitored.

Implementation Strategy

Communication

Following formal endorsement by Council and DET of a BBP, a joint formal announcement will be issued detailing the project details and funding agreed for the first tranche of projects.

Council's Strategic Projects department will work with the Communications & Engagement team to develop tailored Communications & Engagement Plans for each project, which will include a range of suitable channels and avenues to inform and consult with project and community stakeholders.

Communication for these projects will take into consideration the CALD (Culturally and Linguistically Diverse) profile of the local communities and customised action plans will be put in place to ensure that the communication methods are targeted and user-friendly.

Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* and Rule 47 of the Governance Rules 2021, 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

In response to the Victorian Government's commitment to implement three-year-old kindergarten for all children by 2029, Council seeks to maximise opportunities for co-investment into early years infrastructure to balance its ability to service the infrastructure needs of the whole municipality.

Although three-year-old kindergarten reform presents some challenges for Council, the Building Blocks Partnership process presents an opportunity for Council to partner with DET to facilitate an integrated approach to service delivery. DET's in-principle commitment to provide enhanced kindergarten funding for two infrastructure projects represents the first tranche of the BBP, which will be proceeded by subsequent agreements at the conclusion of the current negotiations.

Whilst there are many social, cultural, health and economic benefits associated with the Victorian Government's kindergarten reform, the extent of Council's co-investment will need to be closely monitored in the context of Council's capital and operational budget to support long term financial sustainability. This is particularly important in light of the June 2022 Best Start, Best Life announcement by the Victorian Government which has extended the scope of kindergarten reform.

5.4 Sustainable Environment

5.4.1 Petition - Cigarette butt litter education and request for cigarette butt bins

Responsible Officer	Director Infrastructure & Environment
Author	Simone Chetwynd-Brown, Unit Manager Resource Recovery
In Attendance	Amanda Dodd, Acting Director Infrastructure & Environment
Attachments	No Attachments

Purpose

The purpose of this report is to outline the response to a petition received from 237 residents, requesting that Council have education programs regarding the dangers of cigarette butt litter and to install cigarette butt bins around parks, shopping centres and schools in our municipality.

Brief Overview

A petition was received by Council on 27th June 2022 from 237 residents requesting that Council have education programs regarding the dangers of cigarette butt litter and to install cigarette butt bins around parks, shopping centres and schools in our municipality.

The petition was led by a grade six student at Lakeside College. The student organised the petition to help protect the environment and raise awareness with classroom friends and students, regarding the damage cigarette butts cause to the environment.

Council officers have contacted the lead petitioner by phone and email and the following locations were identified as being the target areas for further investigation.

These included:

- a) Westfield Plenty Valley Outdoor Food Court;
- b) Pacific Epping Plaza;
- c) Thomastown Recreation Centre;
- d) Mernda Junction Shopping Centre opposite the Bridge Inn Hotel;
- e) Galada Community Centre;
- f) Barry Road Community Centre; and
- g) Whittlesea showgrounds.

Recommendation

In response to the petition received from 237 residents regarding concerns with cigarette butt litter on 27 June 2022, that Council resolve to:

1. Thank the lead petitioner for bringing this to the attention of Council and for the interest in our environment. Advise the lead petitioner of Council's decision.
2. Note the inspections by Council officers at the key locations identified by the lead petitioner.
3. Note the following actions to be undertaken by Council officers:
 - a. Work with the landholders at Westfield Plenty Valley and Pacific Epping Plaza to install warning signs and conduct education and enforcement activities;
 - b. Install cigarette bins, warning signs and conduct education and enforcement activities at Thomastown Recreation Centre;
 - c. Install Council waste bins, cigarette bins, signage and conduct education and enforcement activities at Mernda Junction Shopping Centre, Galada Community Centre, and Barry Road Community Centre;
 - d. Note that no further action is required at Whittlesea Show Grounds;
4. Note that the school of the lead petitioner will be offered waste education activities.

Key Information

Council Officers contacted the lead petitioner to identify key sites of concern and visited each site throughout August. Each site was assessed for general cleanliness and for the presence of litter and cigarette butts. Officers have made the following findings and recommendations at each site based on resident use and current infrastructure.

a) Westfield Plenty Valley Outdoor Food Court

Onsite inspections of the food court and the shopping centre were conducted including entries, exits, carpark and surrounding area. Several cigarette butt bins are located around the shopping centre and outdoor seating areas. General waste bins are also located around the shopping centre, however there were a significant number of cigarette butts sighted around the shopping centre.

Place-Based Recommendations: Work with landholder to conduct education, warning signs and enforcement.

b) Pacific Epping Plaza

Onsite inspections were conducted of all entrances and exits inclusive of outdoor seating areas and carpark. Cigarette bins have been installed at all entrances and near outdoor seating areas. Areas inspected were clean and a very small amount of litter was observed.

Place-Based Recommendations: Work with landholder to conduct regular patrols, education / enforcement as required.

c) Thomastown Recreation Centre

Inspections were conducted on site, including all entry and exit points. Large amounts of cigarette butts were sighted on the ground near the centre entrance. One cigarette bin was located near the entrance and several Council bins were located within the facility.

Place-Based Recommendations: Install additional cigarette bins and warning signs and conduct education and enforcement activities.

d) Mernda Junction Shopping Centre

Onsite inspections were conducted of the shopping centre's entry, exits, carpark, and surrounding area. No cigarette butts were sighted during the inspection. Other outdoor seating areas located on Bridge Inn Road Mernda, were also inspected and no cigarette butts were observed. It was also noted that no Council waste bins were present.

Place-Based Recommendations: Council bins and cigarette bins be installed, and signage erected. Conduct education and enforcement activities.

e) Galada Community Centre

Onsite inspection conducted around the whole perimeter of the building including car park. A large amount of cigarette butts were sighted on the ground near the entrance of the centre. Customers were sighted smoking near and around the entrance and no waste or cigarette bins were seen.

Place-Based Recommendations: Install cigarette bins and erect signage, conduct education and enforcement activities.

f) Barry Road Community Centre

Onsite inspection conducted in the car park and surrounding area. Large amounts of cigarette butts sighted on the ground near entrance of centre. Customers were sighted smoking near and around the entrance, no waste or cigarette bins were located near the centre or around the seating area.

Place-Based Recommendations: Install cigarette bins and warning signs, conduct education and enforcement activities.

g) Whittlesea Showgrounds

Officers conducted onsite inspections of the outside perimeter of the Showground, during market day on a Monday morning. No cigarette butts were sighted at any of the entry and exit points of the show grounds. The Car park and surrounding area was clean and free from any litter and cigarette butts. An inspection was also conducted within the show ground and no litter or cigarette butts were seen. Market staff are active in keeping the area clean and provide general waste bins within the market.

Place-Based Recommendations: No further action required other than regular patrols.

Environmental education

Council Officers undertake a range of environmental education activities across the municipality as outlined in our Rethinking Waste Plan. Council will reach out to the school involved in the petition and offer education opportunities for the school and it's broader community.

Litter Enforcement Team

The City of Whittlesea has recently employed a new Litter Enforcement Team, one of the actions identified within our Rethinking Waste Plan. This team undertakes regular inspections across the municipality to identify and stop pollution impacting our community and environment. This team works with the Environmental Protection Agency (EPA) and placed-based Council officers to highlight litter hotspots and address these issues quickly.

Community Consultation and Engagement

Correspondence occurred with the lead petitioner and her family members. Broader community consultation did not occur. Taking action to protect our community from waste has been undertaken via the development and implementation of our Rethinking Waste Plan.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

Sustainable environment

We prioritise our environment and take action to reduce waste, preserve local biodiversity, protect waterways, and green space and address climate change

The actions proposed within this report align with our Rethinking Waste Plan under the stream of protect.

Considerations

Environmental

Litter, including cigarette butts, is a significant source of pollution in our community. Litter enters the stormwater system via drains and from there, to wetlands, rivers, beaches, and oceans. Toxic compounds seep from cigarette butts into aquatic ecosystems and can become toxic to fish and microorganisms. Many people do not know that most cigarette filters are made of plastic. Enabling residents to dispose of litter and cigarette butts in enclosed containers prevents them from entering the environment.

Social, Cultural and Health

Litter and cigarette butts are unsightly and reduce the character and amenity of the area.

Economic

No implications

Financial Implications

The cost is included in the current operating budget.

Link to Strategic Risk

Strategic Risk *Not linked to the risks within the Strategic Risk Register*

Implementation Strategy

Communication

Council Officers will advise the head petitioner and students that were involved, the findings of this report, including communication relating to the outcomes from their advocacy.

The lead petitioners' school will be offered waste education sessions.

An offer will be made to the lead petitioner to participate in media following the September Council meeting.

Critical Dates

The implementation of the recommendations from this report are not subject to critical dates.

Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* and Rule 47 of the Governance Rules 2021, 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 recognises the importance of community bringing issues such as litter and cigarette dumping to Council for action. Council notes the significant environmental issue of litter and cigarette butts and the impact that cigarette butts have on our aquatic wildlife.

Providing our community with safe disposal options for cigarette butts and other litter in the form of wind proof enclosures and butt bins, will minimise the impact that cigarette butts have on our ecosystems, while also increasing pride within our neighbourhoods.

We will continue to work alongside the community to address the important environmental issue of litter and cigarette dumping through improved infrastructure, signage, education, and enforcement activities.

5.4.2 Petition To Remove Trees on Eagles Nest and part of Corella Drive, Whittlesea

Responsible Officer	Director Infrastructure & Environment
Author	Will Jones, Senior Arborist Planning and Risk
In Attendance	Caroline Lintott, Manager Maintenance & Operations Will Jones, Senior Arborist Planning and Risk

Attachments

1. Tree assets relating to petition [5.4.2.1 - 1 page]
2. Independent Health Condition and Valuation Report [5.4.2.2 - 66 pages]
3. Independent Bushfire Risk Assessment [5.4.2.3 - 17 pages]

Purpose

The purpose of this report is to outline the response to a petition received from fourteen residents, requesting Council remove the Eucalyptus trees from Eagles Nest and a section of Corella Drive in Whittlesea.

Brief Overview

A petition was received by Council on 23 May 2022 from fourteen residents requesting Council replace the nature strip “gum” trees in Eagles Nest and part of Corella Drive, Whittlesea. Initially, no rationale was provided for the request, however subsequent correspondence was received detailing the reasoning behind the petition.

The concerns of the petitioners focussed on the “health and safety of the precinct” and the “environmental presentation and quality of surroundings”.

These points were further defined as concerns relating to,

- The “invasive nature” of Eucalyptus trees, with regards to leaf drop and other debris
- The “shallow root system” of Eucalyptus trees, with regards to a perceived risk of “uprooting” of entire trees
- Bush fire risk of Eucalyptus trees in general, and specifically the trees planted in Eagles Nest

Recommendation

In response to the Petition received from fourteen residents of Eagles Nest and Corella Drive, Whittlesea on 23 May 2022, requesting Council remove the *Eucalyptus* trees from Eagles Nest and a section of Corella Drive in Whittlesea that Council resolve:

1. That an independent arboricultural report and bush fire risk assessment was completed on the nature strip trees located in Eagles Nest and Corella Drive, Whittlesea, focussing on the appropriateness of the nature strip trees in line with the Street Tree Management Plan. Subsequently, it was concluded that there was no elevated risk of tree failure and no significant fire risk identified and as a result, all trees will be retained.
2. That an inspection of footpaths in Corella Drive and Eagles Nest has been completed and minor repair works in Corella Drive will be undertaken as part of Council's routine footpath maintenance program.
3. That Council Officers advise the Head Petitioner that the trees will be retained and continue to be monitored and maintained as part of Council's biennial inspection program and that minor footpath repair works in Corella Drive will be undertaken as part of Council's routine footpath maintenance program.

Key Information

The petition submitted by residents relates to a section of Corella Drive and Eagles Nest in the township of Whittlesea. The section of Corella Drive is planted with mature *Eucalyptus polyanthemos* (Redbox), whilst Eagles Nest is planted with mature *Eucalyptus mannifera* (Brittle Gum). The trees are approximately 15-20 years old and were planted as part of the housing development process.

The concerns raised by the petitioners were primarily to do with the effect of these trees on public safety in the precinct, and concerns regarding the environmental presentation and quality of surroundings. These points were further detailed by the petitioners in correspondence received after the submission of the petition.

The residents detailed concerns regarding,

- the safety of the footpaths due to mechanical lifting caused by tree roots.
- the perceived mess that the trees create (from falling leaves and twigs) and the required workload to maintain the presentation of their properties.
- the safety of the trees in wind, both the perceived possibility of limb drop and concerns about failure of the trees at the root-plate.
- the perceived heightened bush fire risk that the residents feel these trees present.

The trees in this area of Whittlesea are maintained under a biennial inspection schedule. The trees were last inspected by Council's tree maintenance contractor in May 2022, and their next inspection will be completed in February/March 2024. No tree works were recommended from the most recent inspections.

A footpath inspection has been completed by Council officers. Nine issues were identified in Eagles Nest, and all fell within compliance measurements (25mm). Six issues that fell outside tolerances were identified in Corella Drive. The repairs to these footpaths will be actioned as part of programmed footpath maintenance works.

A review of maintenance records has found that there have been instances of limb failure during wind in some of the trees concerned. These trees were inspected by Council's contracted arborist and found not to have an increased risk of failure. They continue to be inspected biennially.

As part of Council's response to this petition, the trees in Eagles Nest and Corella Drive, Whittlesea were also inspected by Ryder Arboriculture & Environment, with a detailed report provided to Council covering health, structure, tree risk assessment and bush fire risk. The report identified 15 (of the 42) trees required pruning actions classed as moderate priority, whilst 3 trees were identified as requiring pruning actions classed as low priority. The works identified by the independent report, are pruning actions that by design will gradually give these trees improved form and structure through advanced formative pruning techniques. The works identified as having a "moderate priority" will be assigned an elevated priority schedule and completed as part of the biennale zone maintenance in January-March 2024. The pruning actions assigned a "low priority" by the independent report will be reassessed for urgency during the biennale zone maintenance works in January-March 2024.

An independent Bushfire Risk Assessment was also completed by Terramatrix, with the report stating that the fuel within the nature strips, and the subject trees themselves, did not pose a significant fire risk, adding that it was unlikely that fire would spread far into the subdivision, even under elevated fire weather conditions. The report concluded that there was little justification based on bushfire threat to remove or manage the street trees more than is currently occurring. It recommended the continuation of understory fuel management, including mowing the grass, excluding the planting of shrubs or other ladder fuels beneath the canopies, and maintaining a minimum vertical separation of 2m from the ground to the first branch (which is already undertaken as part of biennial program).

Although the points raised by the petitioners are valid when replacing trees of poor health and higher risk, one of the overarching principles in the Street Tree Management Plan is to 'retain street trees through appropriate management' (Guiding Principle No 4).

The advantage of retaining these mature healthy trees is the current impact they already have in the local streetscape, providing clean air, carbon storage, managing and cleaning storm water run-off, providing habitat for indigenous wildlife, and affecting a cooler environment by providing shade and a windbreak, as well as other benefits as cited in the 'Benefit of Trees,' Greening Whittlesea Strategy.

Council's Arborist as well as the independent consulting Arborist assessments both validate the health and amenity value of the trees in line with both the Street Tree Management Plan and The Greening Whittlesea Strategy. All trees are deemed to be in good health. No tree was identified as presenting an elevated risk, and no trees were identified as requiring removal.

Community Consultation and Engagement

A request was made through the head petitioner, for an onsite meeting to discuss the concerns raised in the petition. The meeting took place on 6 July 2022 and was attended by Director Infrastructure & Environment – Debbie Wood, Unit Manager Parks & City Forest – Mark Corea, and Senior Arborist Risk & Planning – Will Jones and 5 signatories of the petition.

A commitment was made at this meeting to pursue an independent report regarding the health and safety of the trees concerned, including an assessment of the perceived bush-fire risk. These assessments have since been completed and are included as attachments on this report.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

High performing organisation

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

Considerations

Environmental

The retention of mature trees in urban streetscapes is a key tenet of the Greening Whittlesea Strategy (2021) and the subordinate Street Tree Management Plan (2019). A goal of the Greening Whittlesea Strategy is to increase canopy cover in urban areas by 20% over a 2019 benchmark. Every mature tree that is removed, impacts on the ability to achieve this goal. Replacement trees take considerable time to establish and reach maturity and will not be considered as achieving sufficient canopy cover until approximately five years after they are planted. The current trajectory for increasing canopy cover amid global climate change impacts, needs to be enhanced according to Greening Whittlesea Strategy, due to urban densification. This is despite Council planting 4,000 trees per year and developers handing over 6,000 trees per year. Council also removes approximately 1,500 trees per year, because of tree decline, death and storm damage.

Social, Cultural and Health

The Greening Whittlesea Strategy outlines the social, cultural and health benefits of street trees that are widely acknowledged and documented in academic literature.

Economic

The Greening Whittlesea Strategy outlines the economic benefits of street trees that are widely acknowledged and documented in academic literature.

Financial Implications

The cost is included in the current operational budget.

Link to Strategic Risk

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

A pro-active response to petitions and joint letters enables residents to have their concerns considered and independently evaluated. The trees concerned will be assessed arboriculturally to evaluate their appropriateness against the Street Tree Management Plan. In this case, the assessment included an analysis of the level of bush-fire risk that these trees present.

Implementation Strategy

Communication

Council Officers will advise the Head petitioner of the outcome of the independent arboricultural and fire risk assessment.

Critical Dates

The implementation of any works resulting from the independent assessment are not subject to any critical dates.

Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* and Rule 47 of the Governance Rules 2021, 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 request by the fourteen petitioners was considered and an independent arboricultural consultant report received. Where possible, mature canopy trees should be retained if they benefit the streetscape in which they are planted.

Mature canopy trees,

- contribute towards the overall canopy cover targets for the municipality,
- help to moderate hot temperatures by shading areas, cooling and moderating heat radiated from urban buildings, structures, or surfaces,
- may serve as a windbreak, as well as provide protection from rainfall,
- filter the air we breathe and remove airborne particulates whilst releasing oxygen into the atmosphere.

As there were no major concerns identified by either the independent Arborists report, independent Bushfire Risk Assessment, or Council's Arborist, the trees should be retained.





Assessment of trees in Eagles Nest,
Corella Drive, Bowerbird Place and
Mopoke Mews, Whittlesea

Health, Condition & Valuation Report

Prepared For: Whittlesea City Council
Will Jones
25 Ferres Boulevard
South Morang VIC 3752

Prepared By: Cameron Ryder
BHort (Hons)
AdvDipHort(Arb)

22 August 2022

C&R Ryder Consulting P/L
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1. Introduction

C&R Ryder Consulting has been engaged to complete an assessment of trees within the streets at Eagles Nest, Corella Drive, Bowerbird Place and Mopoke Mews, Whittlesea. The report was commissioned following a petition by the local residents raising concerns.

This report will provide:

- the findings of the assessment with regard to general health and condition
- recommended works and priority
- risk assessment
- valuation.

2. Tree Assessment Method

Cameron Ryder inspected the trees on Monday, 15 August 2022. The following data were collected for the trees:

- Unique ID (maintained from Whittlesea City Council tree inventory)
- Image of tree
- Botanic and common name
- Tree dimensions (Height x Width)
- Diameter at breast height (DBH)
- Age Class
- Health
- Structure
- Useful life expectancy (ULE)
- Risk Assessment (TRAQ)
- Recommended works & priority
- City of Melbourne Valuation
- Comments

For tree assessment descriptors, see Appendix 1.

Trees were located using GNSS and aligned to match Nearmap aerial imagery. Tree numbers have been transposed from images supplied by the client.

The trees were visually assessed from ground level, canopy widths were estimated, trunks measured with a diameter tape and tree heights measured with a laser range finder. No invasive tests were conducted or samples taken and any assessments of decay are qualitative only.

Tree risk assessment has used the International Society of Arboriculture, Tree Risk Assessment process (TRAQ) as detailed in Appendix 2

Tree valuation has used the City of Melbourne Method (Yau 1990). It has used base values from 2015 (no updated data was available) and excludes additional costs associated with tree removal and replacement and ecosystem services (iTree-eco values). This is detailed further in Appendix 3.



3. Site Map



Figure 1: Aerial image of all trees (Nearmap image date February 2022).



4. Tree Details

Table 1: Tree assessment summary.

ID	Botanical Name	Common Name	Origin	Height	Width	DBH	Age	Health	Structure	ULE	Risk	Value
10712	<i>Eucalyptus polyanthemos</i>	Red Box	Indigenous	13	8	42	Mature	Good	Fair	20+	Low	\$12,278
10713	<i>Eucalyptus polyanthemos</i>	Red Box	Indigenous	16	9	45	Mature	Good	Fair	11-20	Low	\$17,618
10714	<i>Eucalyptus polyanthemos</i>	Red Box	Indigenous	8	5	33	Semi-mature	Fair	Fair	20+	Low	\$7,580
10715	<i>Eucalyptus polyanthemos</i>	Red Box	Indigenous	17	9	65	Mature	Good	Poor	11-20	Low	\$29,406
10716	<i>Eucalyptus polyanthemos</i>	Red Box	Indigenous	12	10	53	Mature	Good	Fair	11-20	Low	\$19,551
10717	<i>Eucalyptus polyanthemos</i>	Red Box	Indigenous	11	7	45	Mature	Good	Poor	11-20	Low	\$14,094
10718	<i>Eucalyptus polyanthemos</i>	Red Box	Indigenous	9	9	44	Mature	Good	Poor	11-20	Low	\$13,475
10719	<i>Eucalyptus polyanthemos</i>	Red Box	Indigenous	13	8	41	Mature	Good	Fair	11-20	Low	\$11,700
10720	<i>Eucalyptus polyanthemos</i>	Red Box	Indigenous	15	8	49	Mature	Good	Fair	20+	Low	\$16,711
10721	<i>Eucalyptus polyanthemos</i>	Red Box	Indigenous	15	8	42	Mature	Good	Fair	20+	Low	\$12,278
10722	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	10	7	32	Mature	Good	Good	20+	Low	\$7,127
10723	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	11	10	55	Mature	Good	Good	20+	Low	\$21,054
10724	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	12	10	56	Mature	Good	Fair	20+	Low	\$21,827
10725	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	13	8	43	Mature	Fair	Good	20+	Low	\$16,086
10726	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	14	11	78	Mature	Good	Fair	11-20	Low	\$31,759
10727	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	10	10	55	Mature	Good	Good	20+	Low	\$26,318
10731	<i>Callistemon viminalis</i>	Weeping Bottle Brush	Australian	4	3	~15	Mature	Good	Fair	11-20	Low	\$1,398
10732	<i>Callistemon viminalis</i>	Weeping Bottle Brush	Australian	4	3	~15	Mature	Good	Fair	11-20	Low	\$1,398
10733	<i>Callistemon viminalis</i>	Weeping Bottle Brush	Australian	2	2	~10	Semi-mature	Good	Fair	11-20	Low	\$621
10734	<i>Callistemon viminalis</i>	Weeping Bottle Brush	Australian	5	4	~20	Mature	Good	Fair	11-20	Low	\$2,486



ID	Botanical Name	Common Name	Origin	Height	Width	DBH	Age	Health	Structure	ULE	Risk	Value
10738	<i>Eucalyptus polyanthemos</i>	Red Box	Indigenous	13	8	47	Mature	Good	Fair	20+	Low	\$19,219
10739	<i>Eucalyptus polyanthemos</i>	Red Box	Indigenous	15	8	52	Mature	Good	Fair	20+	Low	\$18,820
10740	<i>Eucalyptus polyanthemos</i>	Red Box	Indigenous	12	7	47	Mature	Good	Fair	20+	Low	\$15,375
10741	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	8	5	31	Mature	Good	Fair	20+	Low	\$6,689
10742	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	8	3	21	Mature	Good	Good	20+	Low	\$3,837
10743	<i>Eucalyptus nicholii</i>	Narrow-leaved Black Peppermint	Australian	12	9	60	Mature	Good	Good	20+	Low	\$31,320
10745	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	10	7	32	Mature	Good	Good	20+	Low	\$8,909
10746	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	10	8	33	Mature	Good	Good	20+	Low	\$9,474
10747	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	9	6	25	Mature	Good	Good	20+	Low	\$5,438
10748	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	8	7	38	Mature	Good	Good	20+	Low	\$12,563
10749	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	14	8	44	Mature	Good	Good	20+	Low	\$13,475
10750	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	13	8	49	Mature	Fair	Fair	20+	Low	\$16,711
10751	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	3	3	12	Semi-mature	Fair	Fair	11-20	Low	\$1,253
10753	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	14	8	57	Mature	Good	Good	20+	Low	\$28,267
10754	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	13	8	41	Mature	Good	Fair	20+	Low	\$14,625
10755	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	13	9	45	Mature	Fair	Fair	20+	Low	\$14,094
10757	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	13	8	43	Mature	Fair	Good	20+	Low	\$16,086
10758	<i>Eucalyptus polyanthemos</i>	Red Box	Indigenous	11	7	37	Mature	Good	Fair	20+	Low	\$11,910
10759	<i>Eucalyptus polyanthemos</i>	Red Box	Indigenous	12	8	42	Mature	Good	Fair	20+	Low	\$12,278
135093	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	12	6	31	Mature	Good	Good	20+	Low	\$8,361
175296	<i>Eucalyptus polyanthemos</i>	Red Box	Indigenous	8	2	18	Semi-mature	Good	Good	20+	Low	\$2,819
237998	<i>Eucalyptus mannifera</i>	Brittle Gum	Australian	4	2	17	Semi-mature	Good	Fair	20+	Low	\$2,514



5. Discussion

5.1 The Site

The subject site is a small portion of the estate at its northern end, centred around Corella Drive and comprising approximately 30 properties. Streets affected include Corella Drive, Mopoke Mews, Bowerbird Place and Eagles Nest. Brittle Gum *Eucalyptus mannifera* and Red Box *Eucalyptus polyanthemos* were the dominant species assessed (Figure 2 and Figure 3).

The trees are located in moderately wide verges, only minor damage was observed to footpaths. In general, the trees appear well adapted to the location and are well suited. There are relatively few, major defects, canopies are mostly dense and are starting to provide good cover to the streets. Overall, the trees provide significant amenity to an area with high levels of site coverage in private property.

The surrounding area is zoned General Residential and Significant Landscape Overlay Schedule 1 (SLO1) applies to the broader site. Within SLO1, no permit trigger applies to the removal of vegetation.

A review of Google Earth Pro aerial imagery suggests the tree were planted in or around 2005, making them approximately 17 years old (Figure 4).



Figure 2: Brittle Gum in Eagles Nest.



Figure 3: Red Box present in Corella Drive.

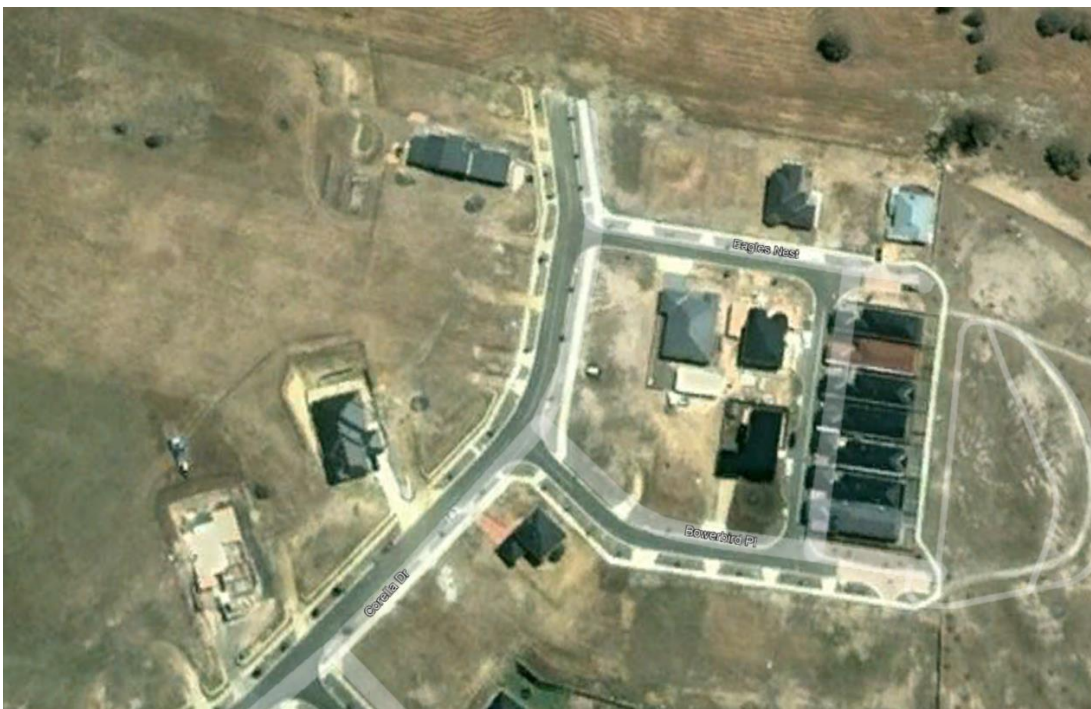


Figure 4: Google Earth Pro image of the site in 2005 with newly planted trees.



5.2 The Trees

42 trees were assessed at the site comprising:

- 16 trees in Corella Drive
- 14 trees in Bowerbird Place
- 4 trees in Mopoke Mews
- 8 trees in Eagles Nest.

Only 4 species were assessed at the site as detailed in Table 2.

Table 2: Tree species summary.

Botanical Name	Common Name	Origin	Count
<i>Eucalyptus mannifera</i>	Brittle Gum	Australian Native	21
<i>Eucalyptus polyanthemos</i>	Red Box	Indigenous	16
<i>Callistemon viminalis</i>	Weeping Bottle Brush	Australian Native	4
<i>Eucalyptus nicholii</i>	Narrow-leaved Black Peppermint	Australian Native	1
Total			42

Brittle Gum *Eucalyptus mannifera* is native to north-eastern Victoria and New South Wales. Generally found in higher altitudes, the tree occurs naturally in Victoria from the coastal hills around Orbost, to the alpine foothills near Beechworth and extends north along the Great Dividing Range to Rylstone in New South Wales (Nicolle 2006). The tree has a smooth, powdery, white trunk and adult foliage that is a dull green to blue-green (Slee et. al. 2020). The species has become a popular specimen tree in urban situations due to its attractive mottled white bark and moderate size at maturity.

Red Box *Eucalyptus polyanthemos* is not usually a large tree, being generally less than 20m tall. This tree occurs throughout a large part of Victoria and extending into New South Wales. Red box is essentially a woodland tree, but also occurs in dry forest country, particularly on stony slopes and on heavier soils (Kelly, Chippendale & Johnson 1969, Brooker & Kleinig 1999). It is easily recognised by the small dull, bluish grey, narrowly ovate to more or less orbicular crown leaves (Slee et. al 2020).

5.3 Health & Structure

Full tree details are provided in Appendix 4.

In general, the trees were performing well, all were assessed with either fair or good health. There was little sign of decline in the trees and they had established and grown well.

Structure was more variable with 3 trees assessed with poor structure (ID 10715, 10717, 10718), 24 trees having fair structure and 15 trees having good structure. The main reason for the reduction in structure ratings across the trees was the presence of multiple or codominant stems with or without included bark. This represents 2 issues, either:

1. Trees were not formatively pruned during establishment
2. Trees were lopped/failed during establishment.

Formative pruning is conducted early in a tree's life to reduce the incidence of defects and improve tree structure at maturity. It is a cost effective and proactive management process that can extend the ULE of trees. The main issue associated with many new plantings is the presence of codominant stems with or without included bark. If they are not pruned, they have a tendency to split at maturity and/or require significant management inputs to remedy (Ryder & Moore 2013, Ryder 2020). Figure 5 provides an example of where the tree probably wasn't formatively pruned it grew with 3 main stems. Significant pruning will be required over time to improve tree structure and extend the tree's life.



It is likely that some of the trees may have been lopped when semi-mature and subsequently regrown (Figure 6). Lopping is the indiscriminate cutting of branches in between nodes, it is poor pruning practice and condemned within the Australian Standard *Pruning of Amenity Trees* (AS4373-2007). It creates poor tree structure and can expose the tree to infection. In time the tree can become a hazard (Shigo 1991).

The lopping has resulted in the growth of epicormic stems. Epicormic growth is produced from dormant buds that lie beneath the bark of a tree, usually as a response from stress. This growth is not part of the tree's natural branching structure. As the resultant branches reach a large size, they can be prone to failure (Shigo 1991). Significant pruning is required over time to reconstruct a tree with a single stem and smaller branches.



Figure 5: Tree 10741 has grown with multiple stems



Figure 6: Tree 10718 was lopped and has regrown.

5.4 Risk Assessment

For assessing and rating risk, the International Society of Arboriculture Tree Risk Assessment procedure (Dunster 2013) was followed. This method uses potential for failure, likelihood of impacting a target and consequences to derive a risk rating.

For each tree, the assessment determined the tree part most likely to fail and result in the worst consequences. Based on consideration of the likelihood and consequences of likely failures, the risk rating for all trees is low (Table 3). This is due to a combination of:

- The generally small tree parts that were assessed as likely to fail
- Relatively low target occupancy
- Relatively low likelihood for major damage/injury.



The risk assessment is based on a timeframe of the next 2 years. The risk assessment factors are provided in Appendix 2.

Table 3: Tree Risk Assessment

ID	Tree Part	Likely Failure	Likely Impact	Likelihood Matrix	Consequences	Risk
10712	Branch 50-200mm	Possible	Low	Unlikely	Significant	Low
10713	Branch >200mm	Possible	Low	Unlikely	Significant	Low
10714	Branch 50-200mm	Possible	Low	Unlikely	Minor	Low
10715	Branch >200mm	Possible	Low	Unlikely	Severe	Low
10716	Branch >200mm	Possible	Very Low	Unlikely	Severe	Low
10717	Branch 50-200mm	Possible	Very Low	Unlikely	Significant	Low
10718	Branch 50-200mm	Possible	Very Low	Unlikely	Minor	Low
10719	Branch 50-200mm	Possible	Low	Unlikely	Significant	Low
10720	Branch 50-200mm	Possible	Low	Unlikely	Significant	Low
10721	Branch 50-200mm	Possible	Low	Unlikely	Minor	Low
10722	Branch 50-200mm	Possible	Low	Unlikely	Minor	Low
10723	Branch 50-200mm	Possible	Low	Unlikely	Minor	Low
10724	Branch 50-200mm	Possible	Low	Unlikely	Minor	Low
10725	Branch 50-200mm	Possible	Low	Unlikely	Minor	Low
10726	Branch 50-200mm	Probable	Low	Unlikely	Significant	Low
10727	Branch 50-200mm	Possible	Low	Unlikely	Minor	Low
10731	Branch <50mm	Possible	Very Low	Unlikely	Negligible	Low
10732	Branch <50mm	Possible	Very Low	Unlikely	Negligible	Low
10733	Branch <50mm	Possible	Very Low	Unlikely	Negligible	Low
10734	Branch <50mm	Possible	Low	Unlikely	Negligible	Low
10738	Branch 50-200mm	Possible	Low	Unlikely	Minor	Low
10739	Branch 50-200mm	Possible	Low	Unlikely	Significant	Low
10740	Branch 50-200mm	Possible	Low	Unlikely	Significant	Low
10741	Branch <50mm	Possible	Low	Unlikely	Negligible	Low
10742	Branch <50mm	Possible	Very Low	Unlikely	Negligible	Low
10743	Branch 50-200mm	Possible	Low	Unlikely	Minor	Low
10745	Branch 50-200mm	Possible	Medium	Unlikely	Minor	Low
10746	Branch 50-200mm	Possible	Medium	Unlikely	Minor	Low
10747	Branch <50mm	Possible	Very Low	Unlikely	Negligible	Low
10748	Branch 50-200mm	Possible	Low	Unlikely	Minor	Low
10749	Branch 50-200mm	Possible	Low	Unlikely	Minor	Low
10750	Branch 50-200mm	Possible	Low	Unlikely	Minor	Low
10751	Branch <50mm	Improbable	Very Low	Unlikely	Negligible	Low
10753	Branch 50-200mm	Possible	Low	Unlikely	Minor	Low
10754	Branch 50-200mm	Possible	Low	Unlikely	Minor	Low
10755	Branch 50-200mm	Possible	Medium	Unlikely	Minor	Low
10757	Branch 50-200mm	Possible	Medium	Unlikely	Minor	Low
10758	Branch 50-200mm	Possible	Low	Unlikely	Minor	Low
10759	Branch 50-200mm	Possible	Low	Unlikely	Significant	Low
135093	Branch <50mm	Possible	Low	Unlikely	Negligible	Low
175296	Branch <50mm	Possible	Low	Unlikely	Negligible	Low
237998	Branch <50mm	Possible	Very Low	Unlikely	Negligible	Low



5.5 Recommended Works

The trees were assessed for recommended works based on best practice management to extend the useful life of the tree assets and to mitigate risk:

- No trees require removal.
- 7 trees (ID 10726, 10731, 10732, 10733, 10734, 10751 & 237998) require minor pruning, including canopy lifting, formative pruning and damaged limb removal.
- 11 trees (ID 10713, 10715, 10716, 10717, 10718, 10719, 10720, 10739, 10740, 10741 & 10759) require specialised pruning including canopy/end weight reduction and structural pruning to regain a central leader.
- 24 trees (ID 10712, 10714, 10721, 10722, 10723, 10724, 10725, 10727, 10738, 10742, 10743, 10745, 10746, 10747, 10748, 10749, 10750, 10753, 10754, 10755, 10757, 10758, 135093 & 175296) do not require works.

A priority was attributed to the works:

- 15 trees (ID 10713, 10715, 10716, 10717, 10718, 10726, 10731, 10732, 10733, 10734, 10739, 10740, 10741, 10759 & 237998) were assessed as requiring moderate priority works to be completed within 12 months.
- 3 trees (ID 10719, 10720 & 10751) were assessed as requiring low priority works to be completed within the next 2 years.
- 24 trees were assessed as requiring no works.

All pruning and removal works should be completed by qualified arborists with a minimum Certificate III in arboriculture (or equivalent). All pruning completed is to be in accordance with AS4373-2007 *Pruning of Amenity Trees*. All pruning detail is provided in Appendix 4.

5.5.1 Works Definitions

Canopy Lift

A canopy lift usually involves pruning the lower canopy of the tree to ensure easy pedestrian and vehicle access. Generally accepted heights include 3m clearance for pedestrians and 4.5m clearance for vehicles.

Formative Pruning

Formative pruning is generally conducted on juvenile and semi-mature trees. The aim is to correct defects that are manifesting early rather than later in the tree's life when equipment and labour requirement is significantly greater. In general, formative pruning aims to reduce/remove multiple stems, codominant unions, included bark, crossing/rubbing branches or deadwood.

Canopy Reduction

Canopy reduction pruning is conducted when branches have become long and overextended. The intention is to reduce the overall canopy/branch size and subsequent forces upon branch unions. It is completed to try and reduce the potential for failure.

Reduction works should involve the removal of smaller branches on the outside of the canopy to reduce the overall size of the tree and forces upon the major branch unions. Pruning should be limited to branches 30-50mm in diameter where possible. In some cases, it may be a necessity to remove larger branches; however, this should be limited as much as possible. These works will need to be completed by a qualified and experienced arborist.



5.6 Valuation

Each tree has been valued in accordance with the methodology as detailed in Appendix 3.

The following example below has been calculated for Tree 10712 to detail how the valuation is completed. A summary table is provided for all trees below at Table 5. Full valuation details for each tree are provided at Appendix 4.

The total value for all trees within the streets is \$558,800.

The valuation is completed according to the formula:

$$\text{Value (V)} = \text{Basic Monetary Value (\$)} \times \text{Species Factor (S)} \times \text{Aesthetics (A)} \times \text{Locality (L)} \times \text{Condition (C)}$$

Table 4. City of Melbourne Valuation, Tree 10712

Factor	Rating	Score
Botanical Name	<i>Eucalyptus polyanthemos</i>	
Species Factor	Tree of medium life span (50 -150 years) fast growth rate	0.7
Aesthetics	Street or pathway plantings, regular spacing both sides	0.9
Locality	In outer suburb areas and residential streets	1.5
Tree Condition		0.8
• Trunk	solid and sound	5
• Growth	5-15cm twig elongation	2
• Structure	healthy, stable and sound	5
• Pest and Disease	no pest/disease infestation	3
• Canopy Development	full but unbalanced, lop-sided	3
• Life Expectancy	10-50 years	3
Tree Condition Rating	21/Good	
Trunk diameter and basic monetary value	Tree 10712 DBH=42	\$16,240.18

$$\text{Value} = \$16,240.18 \times (0.7 \times 0.9 \times 1.5 \times 0.8)$$

$$\text{Value} = \$16,240.18 \times (0.756)$$

$$\text{Value} = \$12,277^*$$

*Rounded to the nearest dollar.



Table 5: Tree valuation summary.

ID	Value	ID	Value
10712	\$12,278	10739	\$18,820
10713	\$17,618	10740	\$15,375
10714	\$7,580	10741	\$6,689
10715	\$29,406	10742	\$3,837
10716	\$19,551	10743	\$31,320
10717	\$14,094	10745	\$8,909
10718	\$13,475	10746	\$9,474
10719	\$11,700	10747	\$5,438
10720	\$16,711	10748	\$12,563
10721	\$12,278	10749	\$13,475
10722	\$7,127	10750	\$16,711
10723	\$21,054	10751	\$1,253
10724	\$21,827	10753	\$28,267
10725	\$16,086	10754	\$14,625
10726	\$31,759	10755	\$14,094
10727	\$26,318	10757	\$16,086
10731	\$1,398	10758	\$11,910
10732	\$1,398	10759	\$12,278
10733	\$621	135093	\$8,361
10734	\$2,486	175296	\$2,819
10738	\$19,219	237998	\$2,514
		Total	\$558,800



6. Conclusion

C&R Ryder Consulting Pty. Ltd. was engaged to complete an assessment of 42 trees in Eagles Nest, Corella Drive, Bowerbird Place and Mopoke Mews, Whittlesea. There is concern regarding the trees from surrounding residents. 4 species were assessed with Brittle Gum *Eucalyptus mannifera* and Red Box *Eucalyptus polyanthemos* being dominant.

All trees were assessed with fair to good health, they have generally established well, none were in significant decline. Tree structure was variable, 3 specimens had poor structure, 24 had fair structure and 15 had good structure. Life expectancy was generally long with all trees expected to have a longevity of at least 10-20 years or more.

All trees were assessed for recommended works, the following was recorded:

- No trees require removal
- 7 trees (ID 10726, 10731, 10732, 10733, 10734, 10751 & 237998) require minor pruning, including canopy lifting, formative pruning and damaged limb removal.
- 11 trees (ID 10713, 10715, 10716, 10717, 10718, 10719, 10720, 10739, 10740, 10741 & 10759) require specialised pruning including canopy/end weight reduction and structural pruning to retain a central leader.
- 24 trees (ID 10712, 10714, 10721, 10722, 10723, 10724, 10725, 10727, 10738, 10742, 10743, 10745, 10746, 10747, 10748, 10749, 10750, 10753, 10754, 10755, 10757, 10758, 135093 & 175296) do not require works.

A risk assessment was completed using the method as detailed by the International Society of Arboriculture. Given relatively small tree size, low target ratings and low likelihoods of major failures, all trees were assessed as low risk.

Using the City of Melbourne's formula for the amenity valuation of a tree, the combined worth of all trees was \$558,800. This formula uses a base value derived from the tree's trunk diameter and other site and tree factors to arrive at a valuation. Given the variation in size, tree value ranged from \$621-\$31,700. This value excludes the costs of removal and replacement or values associated with ecosystem benefits.

Overall, the trees provide significant amenity to the streets and broader neighbourhood. In an area with relatively high private property site coverage, they comprise the majority of the urban forest canopy in the area.

It is recommended that:

3. All trees are retained
4. The works as listed for each tree are completed per the recommended timeframes
5. The streets are inspected for additional planting opportunities
6. The trees are inspected every 4-5 years or as per council policy.



7. References

- AS 4373, 2007, *Australian Standard, Pruning of Amenity Trees*, 2nd Edition Standards Australia.
- Brooker M.I.H, Kleinig D.A, 1999 *Field Guide to Eucalypts Volume 1*, Second edition, Bloomings Books Melbourne Australia.
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- Nicolle, D., 2006, *Eucalypts of Victoria and Tasmania*, Bloomings Books, Melbourne.
- Ryder, C. M. & Moore, G. M., 2013, 'The Arboricultural and Economic Benefits of Formative Pruning Street Trees', *Arboriculture & Urban Forestry*, 39 (1), 17–24
- Ryder, C. M., 2020, 'Formative Pruning', Presentation delivered to Treenet, accessed 22 August 2022, <https://treenet.org/resource/formative-pruning/>
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- Slee, A. V., Brooker, M. I. H., Duffy, S. M. & West, J. G., 2020, *EUCLID Eucalypts of Australia Fourth Edition*, Centre for Australian National Biodiversity Research
- Yau, P., 1990, *City of Melbourne-Amenity value formula*, City of Melbourne, Australia



Appendix 1. Tree Assessment Descriptors

1.1 Image of tree

Digital image captured on the day of assessments.

1.2 Botanic Name/Common Name

The tree identified to genus and species level as well as the generally accepted common name for the tree.

1.3 Tree Dimensions

The height and width of the tree as estimated by the arborist in whole metres.

1.4 Diameter at Breast Height

The trunk diameter of the tree measured with a diameter tape at 1.4m above ground level.

1.5 Health

Very Good	The tree is demonstrating exceptional growth for the species, has a full, dense canopy and there is no sign of any pest or disease.
Good	The tree is demonstrating good growth for the species with respect to its location and broader context. The canopy is full and complete and there are no signs of pest or disease.
Fair	The tree may have shown a reduction in optimal growth and/or there may be some twiggy deadwood within the canopy. There may be the presence of some pests or diseases that are not causing a significant decline in the tree
Poor	The tree is in decline with little growth. There may be sections of the canopy missing and pests or diseases may be prevalent
Very Poor	The tree is in significant decline, with large sections of the canopy dead. This tree is very unlikely to recover.
Dead	The tree is dead

1.6 Structure

Good	The tree's structure is typical of the species with no significant hazards such as included bark, trunk decay, splits or tears. In general there will be a single trunk with scaffold and/or subordinate branches that display good attachments
Fair	There may be minor defects in the canopy, but the overall tree is still relatively free of significant issues. The tree may need minor pruning to fix minor defects. The canopy will be mostly symmetrical and typical of the species.
Poor	The tree will have 1 or more significant defect that may be able to be remedied with pruning. This tree is likely to have an atypical canopy and may contain defects such as included bark or codominant stems.
Very Poor	The tree has substantial defects associated with its primary trunk and scaffold structure that cannot be remedied with pruning or other measures. It is likely that this tree will require removal in the short term.
Hazardous	The tree has major defects and is likely to fail. It should be removed as soon as possible.



1.7 Useful Life Expectancy

20+	The tree is a healthy specimen in good condition. It is expected to provide a contribution to the landscape for at least another 20 years with an appropriate level of management.
10-20 years	The tree is a reasonably healthy specimen in good or fair condition. It is expected to provide a contribution to the landscape for 10-20 years with an appropriate level of management.
5-10 years	The tree is in fair condition or a short lived species. It is likely to provide contribution to the landscape for 5-10 years with an appropriate level of management at which point removal may need to be considered.
1-5 years	The tree is a poor specimen in decline and is likely to require removal within 1-5 years.
0 years	The tree is either dead or has substantial defects requiring its removal in the short term.



Appendix 2. Risk Assessment Appendix

2.1 Likelihood of Failure

Improbable	The tree or branch is not likely to fail during normal weather conditions and may not fail in many severe weather conditions within the specified timeframe
Possible	Failure could occur but it is unlikely during normal weather conditions within the specified timeframe
Probable	Failure may be expected during normal weather conditions within the specified timeframe
Imminent	Failure has started or is most likely to occur in the near future, even if there is no significant wind or increased load

2.2 Likelihood of Impacting a Target

Very Low	The likelihood of the failed tree or part impacting the target is remote.
Low	It is not likely that the failed tree or part will impact the target
Medium	The failed tree or part is as likely to impact the target as not
High	The failed tree or part will most likely impact the target

2.3 Consequences of Failure

Negligible	Consequences are those that involve low value property damage or disruption that can be replaced or repaired, not personal injury.
Minor	Consequences are those that involve low to moderate property damage, small disruptions to traffic or utility or minor injury.
Significant	Consequences are those that involve property damage of moderate to high value, considerable disruption or personal injury.
Severe	Consequences are those that could involve serious personal injury or death, damage to high value property or disruption of important activities.

2.4 Likelihood Matrix

Likelihood of Failure	Likelihood of Impacting a Target			
	Very Low	Low	Medium	High
Imminent	Unlikely	Somewhat Likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat Likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat Likely
Unlikely	Unlikely	Unlikely	Unlikely	Unlikely

2.5 Risk Rating Matrix

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low



Appendix 3. City of Melbourne Amenity Tree Valuation

3.1 Calculating A Tree's Amenity Value

The following formula has been prepared to assist with calculating the monetary amenity value of a City of Melbourne tree. In most cases this value will be charged to the developer by the City of Melbourne when a tree is removed. A charge of tree and stump removal, tree replacement, planting, 24 months maintenance and, where applicable, paving over of tree plot costs will also occur in most cases.

When young trees with a 5cm trunk diameter or less will be replaced by another tree, there will be no amenity value charge. The removal of trees with a trunk diameter greater than 5cm however, if replaced with another tree, will be calculated and charged, the average amenity value of a young replacement tree.

Tree amenity value formula:

$$\text{Value (V)} = \text{Basic Value (\$)} \times \text{Species (S)} \times \text{Aesthetics (A)} \times \text{Locality (L)} \times \text{Condition (C)}$$

Read through the following formula definitions to calculate the tree amenity value.

3.2 Basic Monetary Value (\$)

The basic monetary value of a tree is determined by matching the trunk diameter at breast height (DBH) with its corresponding value.

Table 6. Basic monetary value

DBH cm	\$	DBH cm	\$	DBH cm	\$
6	\$331.43	45	\$18643.08	85	\$66516.61
10	\$920.65	50	\$23016.03	90	\$74572.25
15	\$1804.46	55	\$27849.52	95	\$83088.23
20	\$3682.58	60	\$33143.23	100	\$92064.52
25	\$5754.03	65	\$38897.26	105	\$101501.13
30	\$8285.81	70	\$45111.61	110	\$111398.06
35	\$11277.90	75	\$51786.29	115	\$121755.32
40	\$14730.32	80	\$58921.29	120	\$132572.90
				150	\$207145.16
Basic Value (\$)					

3.3 Species Factor (S)

A tree is assessed according to its known natural life span and its rate of growth in a particular environment. For example, a long-lived tree will be scored higher than a short-lived tree. Significant features to the tree will also modify how the tree is scored. Judgement regarding species factor must be made by a qualified Arboriculturist.



Table 7. Species factor

Species Group	Characteristics	Score
1	trees of short life span (less than 50 years) fast growth rate <i>example: Prunus, Acacia, Virgillia, Laburnum</i>	0.5
2	trees of short life span (less than 50 years) slow growth rate <i>example: Malus, Crataegus, Eugenia, Waterhousia, Pyrus</i>	0.6
3	trees of medium life span (50 -150 years) fast growth rate <i>example: Populus, Liquidamber, Eucalyptus, Angophora, Grevillea, Melaleuca, Michelia, Salix, Casaurina, Hakea, Celtus, Acmena</i>	0.7
4	trees of medium life span (50 - 150 years) slow growth rate <i>example: Brachychiton, Fraxinus, Gleditsia, Lagunaria, Jacaranda, Shinus, Phoenix, Melia, Robinia, Lophostemon, Lirodendron, Agonis, Metrosideros, Syzygium</i>	0.8
5	trees of long life span (more than 150 years) fast growth rate <i>example: Cupressus, Platanus, Ficus, Pinus</i>	0.9
6	trees of long life span (more than 150 years) slow growth rate <i>example: Ulmus, Quercus, Sequoia, Ginko, Araucaria</i>	1.0
Modifiers	an ubiquitous species (grows like a weed) <i>example: Salix, Fraxinus rotundifolia, Pittosporum undulatum</i> dangerous (poor branch attachment) <i>example: Ulmus fastigiata, Eucalyptus nicholii</i> has undesirable characteristics (eg allergenic) <i>example: Lagunaria patersonii</i>	-0.1
	a rare species in the locality, a special precious cultivated variety, a 'significant tree' registered by the National Trust, has special historical or other significance	+0.1
Species Factor (S)		

*Trees named are only supplied as examples in Melbourne conditions

3.4 Aesthetics (A)

The aesthetic value of a tree is determined by the impact on the landscape if the tree were removed. This category is closely tied to the locality factor (L).

Table 8. Aesthetics

Factor	Value
contributes little to the landscape	0.5
one of a group of close plantings	0.6
wide plantings	0.7
irregular spacing between trees; regular spacing one side	0.8
street or pathway plantings, regular spacing both sides	0.9
solitary feature specimen tree	1.0
Aesthetics (A)	



3.5 Locality (L)

The locality factor is determined by the tree's geographical situation. Trees in a Capital City main street or boulevard score highest because of the stressful growing environment in which the tree has to survive. As the location becomes more rural, the significance of the tree diminishes.

Table 9. Locality

Factor	Value
in undeveloped bushland or open forest	0.5
in country areas and country roads	1.0
in outer suburb areas and residential streets	1.5
in inner city suburbs	1.75
in City Park or Reserve; significant street near City Centre	2.0
in City Garden, City Square, Mall or City Centre secondary street	2.25
City Centre Main Street, Principal Boulevard	2.5
Locality (L)	

3.6 Tree Condition (C)

The tree condition value is determined by the corresponding total score of the assessment criteria.

Table 10. Tree condition ratings

Assessment Criteria	Criteria Condition	Score
Trunk	solid and sound	5
	sections of bark damaged/missing	3
	extensive decay, hollow trunk	1
Growth	>15cm twig elongation this season	3
	5-15cm twig elongation	2
	<5cm twig elongation	1
Structure	healthy, stable and sound	5
	some deadwood and dead limbs	3
	extensive dieback and deadwood	1
Pests and Diseases	no pest/disease infestation	3
	minor symptoms of infestation	2
	advanced symptoms of infestation	1
Canopy Development	full balance canopy	5
	full but unbalanced, lop-sided	3
	unbalanced and lacking full canopy	1
Life Expectancy	>50 years	5
	10-50 years	3
	<10 years	1
Total Score		



Table 11. Overall condition rating

Rating		
6-9	very poor	0.2
10-13	poor	0.4
14-18	fair	0.6
19-22	good	0.8
23-26	excellent	1.0
Tree Condition (C)		

Table 12. Final value calculation

Sum Total	\$
Amenity value	
Less costs for replacement tree (if applicable)	
Amenity Value	
Total cost	

*Note: The Amenity Value Formula used by the City of Melbourne was derived from the formula (made by Dr. Peter Yau 1990) of the Maurer-Hoffman Formula. The basic monetary value of the tree was taken from the internationally accepted table of values devised by the American Council of Tree and Landscape Appraisers and the International Society of Arboriculture, which in the base year 1988 was \$US 27 per square inch trunk basal area. When converted to a value corresponding to centimetres in trunk diameter at breast height (DBH) the Basic Monetary Value table, updated in 2006 to reflect more current monetary values, should be relevant.



Appendix 4. Individual Tree Reports



Tree ID: 10712		Botanical Name: <i>Eucalyptus polyanthemus</i>	
Common Name:	Red Box	Height (m)	13
Origin:	Indigenous	Width (m):	8
	Age Class: Mature	DBH (cm):	42
<u>Risk Assessment</u>		Health:	Good
Likelihood of failure:	Possible	Structure:	Fair
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Significant		
Risk:	Low	Priority	None
Recommended Works: No works required			
Defects: included unions appear sound			
Comments:			
<u>Valuation</u>		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Good		0.8	
		Base Value:	\$16,240
		Tree Value:	\$12,278
<u>Condition Assessment</u>		Score	
Trunk:	solid and sound	5	
Growth:	5-15cm twig elongation	2	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full but unbalanced, lop-sided	3	
Life Expectancy:	10-50 years	3	
Total		21 / Good	



Adjacent Address: 55 Corella Drive, Whittlesea

Inspection Date: 15/08/2022

Easting: 333011.179 **Northing:** 5846339.915



Tree ID: 10713		Botanical Name: <i>Eucalyptus polyanthemus</i>	
Common Name:	Red Box	Height (m)	16
Origin:	Indigenous	Width (m):	9
	Age Class: Mature	DBH (cm):	45
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Fair
Tree part:	Branch >200mm	ULE (years):	11-20
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Significant		
Risk:	Low	Priority	Moderate-12 months
Recommended Works: Reduce branches with included unions 10-20%			
Defects:			
Comments:			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Excellent		1	
		Base Value:	\$18,643
		Tree Value:	\$17,618
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	>15cm twig elongation this season	3	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full balance canopy	5	
Life Expectancy:	10-50 years	3	
Total		24 / Excellent	



Adjacent Address: 55 Corella Drive, Whittlesea

Inspection Date: 15/08/2022

Easting: 333022.227 **Northing:** 5846352.489



Tree ID: 10714	Botanical Name: <i>Eucalyptus polyanthemos</i>	
Common Name: Red Box	Height (m): 8	
Origin: Indigenous	Width (m): 5	
Age Class: Semi-mature	DBH (cm): 33	
Risk Assessment		Health: Fair
Likelihood of failure: Possible		Structure: Fair
Tree part: Branch 50-200mm		ULE (years): 20+
Likelihood of impact: Low		
Likelihood matrix: Unlikely		
Consequences: Minor		
Risk: Low	Priority: None	
Recommended Works: No works required		
Defects:		
Comments:		
Valuation		Score
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7
Aesthetics: street or pathway plantings, regular spacing both sides		0.9
Locality: In outer suburb areas and residential streets		1.5
Condition: Good		0.8
Base Value:		\$10,026
Tree Value:		\$7,580
Condition Assessment		Score
Trunk: sections of bark damaged/missing		3
Growth: 5-15cm twig elongation		2
Structure: healthy, stable and sound		5
Pest and Disease: no pest/disease infestation		3
Canopy Development: full but unbalanced, lop-sided		3
Life Expectancy: 10-50 years		3
Total	19 / Good	



Adjacent Address: 57 Corella Drive, Whittlesea

Inspection Date: 15/08/2022

Easting: 333031.675 **Northing:** 5846376.019



Tree ID: 10715		Botanical Name: <i>Eucalyptus polyanthemos</i>	
Common Name:	Red Box	Height (m)	17
Origin:	Indigenous	Width (m):	9
	Age Class: Mature	DBH (cm):	65
<u>Risk Assessment</u>		Health:	Good
Likelihood of failure:	Possible	Structure:	Poor
Tree part:	Branch >200mm	ULE (years):	11-20
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Severe		
Risk:	Low	Priority	Moderate-12 months
Recommended Works: Reduce southern stem with included union			
Defects: included union starting to split			
Comments:			
<u>Valuation</u>		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Good		0.8	
		Base Value:	\$38,897
		Tree Value:	\$29,406
<u>Condition Assessment</u>		Score	
Trunk:	solid and sound	5	
Growth:	5-15cm twig elongation	2	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full but unbalanced, lop-sided	3	
Life Expectancy:	10-50 years	3	
Total		21 / Good	



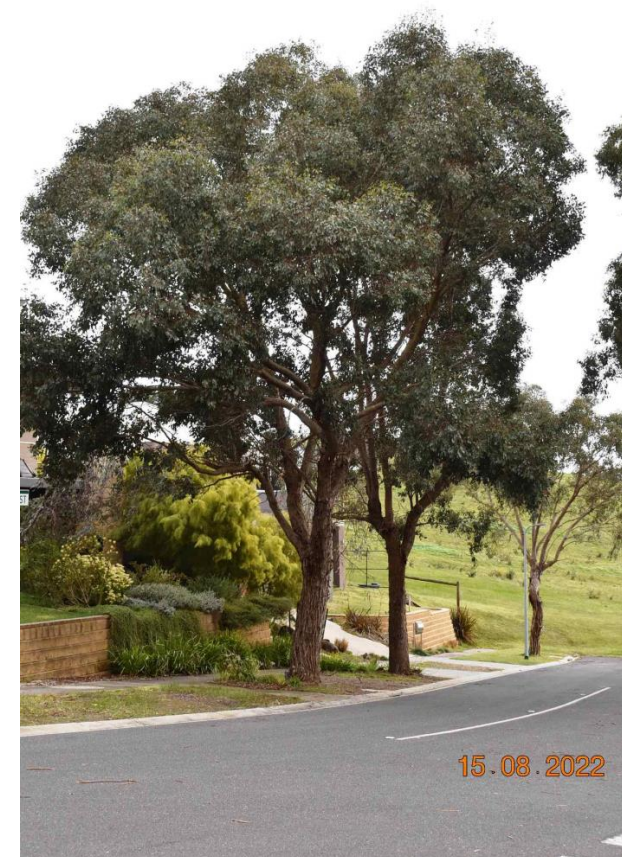
Adjacent Address: 61 Corella Drive, Whittlesea

Inspection Date: 15/08/2022

Easting: 333035.201 **Northing:** 5846402.491



Tree ID: 10716		Botanical Name: <i>Eucalyptus polyanthemus</i>	
Common Name:	Red Box	Height (m)	12
Origin:	Indigenous	Width (m):	10
	Age Class: Mature	DBH (cm):	53
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Fair
Tree part:	Branch >200mm	ULE (years):	11-20
Likelihood of impact:	Very Low		
Likelihood matrix:	Unlikely		
Consequences:	Severe		
Risk:	Low	Priority	Moderate-12 months
Recommended Works: Canopy width reduction 10-20%			
Defects: multiple, included unions			
Comments:			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Good		0.8	
		Base Value:	\$25,861
		Tree Value:	\$19,551
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	5-15cm twig elongation	2	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full but unbalanced, lop-sided	3	
Life Expectancy:	10-50 years	3	
Total		21 / Good	



Adjacent Address: 63 Corella Drive, Whittlesea

Inspection Date: 15/08/2022

Easting: 333037.027 **Northing:** 5846422.366



Tree ID: 10717		Botanical Name: <i>Eucalyptus polyanthemos</i>	
Common Name:	Red Box	Height (m)	11
Origin:	Indigenous	Width (m):	7
Age Class:	Mature	DBH (cm):	45
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Poor
Tree part:	Branch 50-200mm	ULE (years):	11-20
Likelihood of impact:	Very Low		
Likelihood matrix:	Unlikely		
Consequences:	Significant		
Risk:	Low	Priority	Moderate-12 months
Recommended Works: Reduce multiple stems to allow single stem to regain dominance			
Defects:	may have been lopped		
Comments:			
Valuation		Score	
Species factor:	trees of medium life span (50 -150 years) fast growth rate		0.7
Aesthetics:	street or pathway plantings, regular spacing both sides		0.9
Locality:	In outer suburb areas and residential streets		1.5
Condition:	Good		0.8
		Base Value:	\$18,643
		Tree Value:	\$14,094
Condition Assessment		Score	
Trunk:	sections of bark damaged/missing		3
Growth:	5-15cm twig elongation		2
Structure:	healthy, stable and sound		5
Pest and Disease:	no pest/disease infestation		3
Canopy Development	full but unbalanced, lop-sided		3
Life Expectancy:	10-50 years		3
	Total		19 / Good



Adjacent Address: 63 Corella Drive, Whittlesea

Inspection Date: 15/08/2022

Easting: 333035.930 **Northing:** 5846430.939



Tree ID: 10718	Botanical Name: <i>Eucalyptus polyanthemus</i>
Common Name: Red Box	Height (m): 9
Origin: Indigenous	Width (m): 9
Age Class: Mature	DBH (cm): 44
Risk Assessment	Health: Good
Likelihood of failure: Possible	Structure: Poor
Tree part: Branch 50-200mm	ULE (years): 11-20
Likelihood of impact: Very Low	
Likelihood matrix: Unlikely	
Consequences: Minor	
Risk: Low	Priority: Moderate-12 months
Recommended Works: Reduce multiple stems to allow single stem to regain dominance	

Defects: may have been lopped

Comments:

Valuation	Score
Species factor: trees of medium life span (50 -150 years) fast growth rate	0.7
Aesthetics: street or pathway plantings, regular spacing both sides	0.9
Locality: In outer suburb areas and residential streets	1.5
Condition: Good	0.8
Base Value:	\$17,824
Tree Value:	\$13,475

Condition Assessment	Score
Trunk: sections of bark damaged/missing	3
Growth: 5-15cm twig elongation	2
Structure: healthy, stable and sound	5
Pest and Disease: no pest/disease infestation	3
Canopy Development: full but unbalanced, lop-sided	3
Life Expectancy: 10-50 years	3
Total	19 / Good



Adjacent Address: 65 Corella Drive, Whittlesea

Inspection Date: 15/08/2022

Easting: 333032.226 **Northing:** 5846452.047



Tree ID: 10719		Botanical Name: <i>Eucalyptus polyanthemus</i>	
Common Name: Red Box		Height (m) 13	
Origin: Indigenous	Age Class: Mature	Width (m): 8	
<u>Risk Assessment</u> Likelihood of failure: Possible Tree part: Branch 50-200mm Likelihood of impact: Low Likelihood matrix: Unlikely Consequences: Significant Risk: Low Recommended Works: Reduce multiple stems to train single leader Defects: multistemmed at 3m Comments:		DBH (cm): 41	
		Health: Good	
		Structure: Fair	
		ULE (years): 11-20	
		Priority Low-2 years	
Valuation			
Species factor: trees of medium life span (50 -150 years) fast growth rate		Score 0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Good		0.8	
		Base Value: \$15,476	
		Tree Value: \$11,700	
<u>Condition Assessment</u>		Score	
Trunk:	solid and sound	5	
Growth:	>15cm twig elongation this season	3	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full but unbalanced, lop-sided	3	
Life Expectancy:	10-50 years	3	
Total		22 / Good	



Adjacent Address: 1 Eagles Nest, Whittlesea

Inspection Date: 15/08/2022

Easting: 333043.181 **Northing:** 5846448.474



Tree ID: 10720		Botanical Name: <i>Eucalyptus polyanthemos</i>	
Common Name:	Red Box	Height (m)	15
Origin:	Indigenous	Width (m):	8
	Age Class: Mature	DBH (cm):	49
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Fair
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Significant		
Risk:	Low	Priority	Low-2 years
Recommended Works: Reduce multiple stems to train single leader			
Defects: multistemmed at 3m, unions are included			
Comments:			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Good		0.8	
		Base Value:	\$22,105
		Tree Value:	\$16,711
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	>15cm twig elongation this season	3	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full but unbalanced, lop-sided	3	
Life Expectancy:	10-50 years	3	
Total		22 / Good	



Adjacent Address: 1 Eagles Nest, Whittlesea

Inspection Date: 15/08/2022

Easting: 333045.121 **Northing:** 5846437.217



Tree ID: 10721		Botanical Name: <i>Eucalyptus polyanthemos</i>	
Common Name:	Red Box	Height (m)	15
Origin:	Indigenous	Width (m):	8
	Age Class: Mature	DBH (cm):	42
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Fair
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Minor		
Risk:	Low	Priority	None
Recommended Works: No works required			
Defects:			
Comments:			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Good		0.8	
		Base Value:	\$16,240
		Tree Value:	\$12,278
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	>15cm twig elongation this season	3	
Structure:	healthy, stable and sound	5	
Pest and Disease:	minor symptoms of infestation	2	
Canopy Development	full but unbalanced, lop-sided	3	
Life Expectancy:	10-50 years	3	
Total		21 / Good	



Adjacent Address: 1 Eagles Nest, Whittlesea

Inspection Date: 15/08/2022

Easting: 333046.561 **Northing:** 5846427.363



Tree ID: 10722		Botanical Name: <i>Eucalyptus mannifera</i>	
Common Name:	Brittle Gum	Height (m)	10
Origin:	Australian Native	Width (m):	7
Age Class:	Mature	DBH (cm):	32
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Good
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Minor		
Risk:	Low	Priority	None
Recommended Works: No works required			
Defects: minor trunk lean			
Comments:			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Good		0.8	
		Base Value:	\$9,427
		Tree Value:	\$7,127
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	5-15cm twig elongation	2	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full but unbalanced, lop-sided	3	
Life Expectancy:	10-50 years	3	
Total		21 / Good	



Adjacent Address: 1 Eagles Nest, Whittlesea

Inspection Date: 15/08/2022

Easting: 333055.021 **Northing:** 5846414.982



Tree ID: 10723		Botanical Name: <i>Eucalyptus mannifera</i>	
Common Name:	Brittle Gum	Height (m)	11
Origin:	Australian Native	Width (m):	10
Age Class:	Mature	DBH (cm):	55
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Good
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Minor		
Risk:	Low	Priority	None
Recommended Works: No works required			
Defects:			
Comments:			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Good		0.8	
		Base Value:	\$27,850
		Tree Value:	\$21,054
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	5-15cm twig elongation	2	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full but unbalanced, lop-sided	3	
Life Expectancy:	10-50 years	3	
Total		21 / Good	



Adjacent Address: 3 Eagles Nest, Whittlesea

Inspection Date: 15/08/2022

Easting: 333072.978 **Northing:** 5846412.382



Tree ID: 10724		Botanical Name: <i>Eucalyptus mannifera</i>	
Common Name:	Brittle Gum	Height (m):	12
Origin:	Australian Native	Width (m):	10
Age Class:	Mature	DBH (cm):	56
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Fair
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Minor		
Risk:	Low	Priority	None
Recommended Works: No works required			
Defects: included unions			
Comments:			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Good		0.8	
		Base Value:	\$28,871
		Tree Value:	\$21,827
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	5-15cm twig elongation	2	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full but unbalanced, lop-sided	3	
Life Expectancy:	10-50 years	3	
Total		21 / Good	



Adjacent Address: 5 Eagles Nest, Whittlesea

Inspection Date: 15/08/2022

Easting: 333089.707 **Northing:** 5846410.733



Tree ID: 10725		Botanical Name: <i>Eucalyptus mannifera</i>	
Common Name:	Brittle Gum	Height (m)	13
Origin:	Australian Native	Width (m):	8
Age Class:	Mature	DBH (cm):	43
Risk Assessment		Health:	Fair
Likelihood of failure:	Possible	Structure:	Good
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Minor		
Risk:	Low	Priority	None
Recommended Works: No works required			
Defects:			
Comments:			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Excellent		1	
		Base Value:	\$17,023
		Tree Value:	\$16,086
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	5-15cm twig elongation	2	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full balance canopy	5	
Life Expectancy:	10-50 years	3	
Total		23 / Excellent	



Adjacent Address: 7 Eagles Nest, Whittlesea

Inspection Date: 15/08/2022

Easting: 333106.754 **Northing:** 5846408.017



Tree ID: 10726		Botanical Name: <i>Eucalyptus mannifera</i>	
Common Name:	Brittle Gum	Height (m)	14
Origin:	Australian Native	Width (m):	11
Age Class:	Mature	DBH (cm):	78
Risk Assessment		Health:	Good
Likelihood of failure:	Probable	Structure:	Fair
Tree part:	Branch 50-200mm	ULE (years):	11-20
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Significant		
Risk:	Low	Priority	Moderate-12 months
Recommended Works: Prune damaged limb over road			
Defects:	borer\bird damage		
Comments:	unusual bulge at base		
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Fair		0.6	
		Base Value:	\$56,012
		Tree Value:	\$31,759
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	5-15cm twig elongation	2	
Structure:	some deadwood and dead limbs	3	
Pest and Disease:	minor symptoms of infestation	2	
Canopy Development	full but unbalanced, lop-sided	3	
Life Expectancy:	10-50 years	3	
Total		18 / Fair	



Adjacent Address: 9 Eagles Nest, Whittlesea

Inspection Date: 15/08/2022

Easting: 333124.903 **Northing:** 5846405.994



Tree ID: 10727		Botanical Name: <i>Eucalyptus mannifera</i>	
Common Name:	Brittle Gum	Height (m)	10
Origin:	Australian Native	Width (m):	10
Age Class:	Mature	DBH (cm):	55
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Good
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Minor		
Risk:	Low	Priority	None
Recommended Works: No works required			
Defects:			
Comments:			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Excellent		1	
		Base Value:	\$27,850
		Tree Value:	\$26,318
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	5-15cm twig elongation	2	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full balance canopy	5	
Life Expectancy:	10-50 years	3	
Total		23 / Excellent	



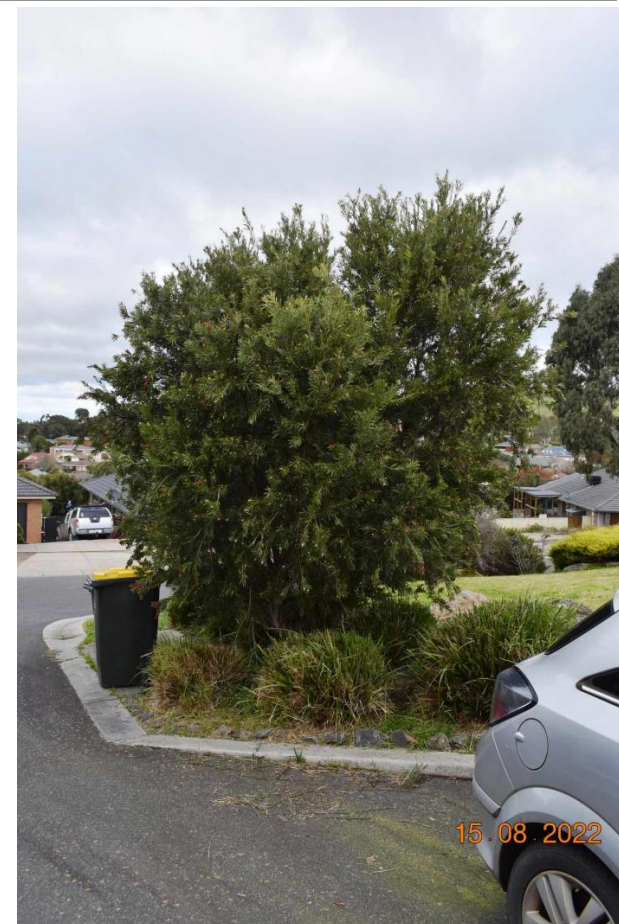
Adjacent Address: 11 Eagles Nest, Whittlesea

Inspection Date: 15/08/2022

Easting: 333139.799 **Northing:** 5846404.341



Tree ID: 10731	Botanical Name: <i>Callistemon viminalis</i>	
Common Name: Weeping Bottle Brush	Height (m): 4	
Origin: Australian Native Age Class: Mature	Width (m): 3	
Risk Assessment	DBH (cm): ~15	
Likelihood of failure: Possible	Health: Good	
Tree part: Branch <50mm	Structure: Fair	
Likelihood of impact: Very Low	ULE (years): 11-20	
Likelihood matrix: Unlikely		
Consequences: Negligible		
Risk: Low	Priority: Moderate-12 months	
Recommended Works: Formative prune, canopy lift		
Defects: multistemmed		
Comments:		
Valuation	Score	
Species factor: trees of short life span (less than 50 years) fast growth rate	0.5	
Aesthetics: street or pathway plantings, regular spacing both sides	0.9	
Locality: In outer suburb areas and residential streets	1.5	
Condition: Excellent	1	
	Base Value: \$2,071	
	Tree Value: \$1,398	
Condition Assessment	Score	
Trunk: solid and sound	5	
Growth: >15cm twig elongation this season	3	
Structure: healthy, stable and sound	5	
Pest and Disease: no pest/disease infestation	3	
Canopy Development: full balance canopy	5	
Life Expectancy: 10-50 years	3	
Total	24 / Excellent	



Adjacent Address: 1 Mopoke Mews, Whittlesea

Inspection Date: 15/08/2022

Easting: 333105.727 **Northing:** 5846332.836



Tree ID: 10732		Botanical Name: <i>Callistemon viminalis</i>	
Common Name:	Weeping Bottle Brush	Height (m)	4
Origin:	Australian Native	Width (m):	3
Age Class:	Mature	DBH (cm):	~15
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Fair
Tree part:	Branch <50mm	ULE (years):	11-20
Likelihood of impact:	Very Low		
Likelihood matrix:	Unlikely		
Consequences:	Negligible		
Risk:	Low	Priority	Moderate-12 months
Recommended Works: Formative prune, canopy lift			
Defects:	multistemmed		
Comments:			
Valuation		Score	
Species factor:	trees of short life span (less than 50 years) fast growth rate		0.5
Aesthetics:	street or pathway plantings, regular spacing both sides		0.9
Locality:	In outer suburb areas and residential streets		1.5
Condition:	Excellent		1
		Base Value:	\$2,071
		Tree Value:	\$1,398
Condition Assessment		Score	
Trunk:	solid and sound		5
Growth:	>15cm twig elongation this season		3
Structure:	healthy, stable and sound		5
Pest and Disease:	no pest/disease infestation		3
Canopy Development	full balance canopy		5
Life Expectancy:	10-50 years		3
	Total		24 / Excellent



Adjacent Address: 4 Mopoke Mews, Whittlesea

Inspection Date: 15/08/2022

Easting: 333109.290 **Northing:** 5846356.881



Tree ID: 10733	Botanical Name: <i>Callistemon viminalis</i>	
Common Name: Weeping Bottle Brush	Height (m): 2	
Origin: Australian Native Age Class: Semi-mature	Width (m): 2	
Risk Assessment	DBH (cm): ~10	
Likelihood of failure: Possible	Health: Good	
Tree part: Branch <50mm	Structure: Fair	
Likelihood of impact: Very Low	ULE (years): 11-20	
Likelihood matrix: Unlikely		
Consequences: Negligible		
Risk: Low	Priority: Moderate-12 months	
Recommended Works: Formative prune		
Defects: multistemmed		
Comments:		
Valuation	Score	
Species factor: trees of short life span (less than 50 years) fast growth rate	0.5	
Aesthetics: street or pathway plantings, regular spacing both sides	0.9	
Locality: In outer suburb areas and residential streets	1.5	
Condition: Excellent	1	
	Base Value: \$921	
	Tree Value: \$621	
Condition Assessment	Score	
Trunk: solid and sound	5	
Growth: >15cm twig elongation this season	3	
Structure: healthy, stable and sound	5	
Pest and Disease: no pest/disease infestation	3	
Canopy Development: full balance canopy	5	
Life Expectancy: 10-50 years	3	
Total	24 / Excellent	



Adjacent Address: 5 Mopoke Mews, Whittlesea

Inspection Date: 15/08/2022

Easting: 333110.883 **Northing:** 5846368.760



Tree ID: 10734		Botanical Name: <i>Callistemon viminalis</i>	
Common Name:	Weeping Bottle Brush	Height (m)	5
Origin:	Australian Native	Width (m):	4
Age Class:	Mature	DBH (cm):	~20
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Fair
Tree part:	Branch <50mm	ULE (years):	11-20
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Negligible		
Risk:	Low	Priority	Moderate-12 months
Recommended Works: Canopy lift			
Defects:	multistemmed		
Comments:			
Valuation		Score	
Species factor: trees of short life span (less than 50 years) fast growth rate			0.5
Aesthetics: street or pathway plantings, regular spacing both sides			0.9
Locality: In outer suburb areas and residential streets			1.5
Condition: Excellent			1
		Base Value:	\$3,683
		Tree Value:	\$2,486
Condition Assessment		Score	
Trunk:	solid and sound		5
Growth:	5-15cm twig elongation		2
Structure:	healthy, stable and sound		5
Pest and Disease:	no pest/disease infestation		3
Canopy Development	full balance canopy		5
Life Expectancy:	10-50 years		3
Total			23 / Excellent



Adjacent Address: 7 Mopoke Mews, Whittlesea

Inspection Date: 15/08/2022

Easting: 333113.148 **Northing:** 5846385.777



Tree ID: 10738		Botanical Name: <i>Eucalyptus polyanthemos</i>	
Common Name:	Red Box	Height (m)	13
Origin:	Indigenous	Width (m):	8
	Age Class: Mature	DBH (cm):	47
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Fair
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Minor		
Risk:	Low	Priority	None
Recommended Works: No works required			
Defects:			
Comments:			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Excellent		1	
		Base Value:	\$20,337
		Tree Value:	\$19,219
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	5-15cm twig elongation	2	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full balance canopy	5	
Life Expectancy:	10-50 years	3	
Total		23 / Excellent	



Adjacent Address: 2 Eagles Nest, Whittlesea

Inspection Date: 15/08/2022

Easting: 333046.121 **Northing:** 5846395.014



Tree ID: 10739		Botanical Name: <i>Eucalyptus polyanthemos</i>	
Common Name:	Red Box	Height (m)	15
Origin:	Indigenous	Width (m):	8
	Age Class: Mature	DBH (cm):	52
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Fair
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Significant		
Risk:	Low	Priority	Moderate-12 months
Recommended Works: Reduce branches with included unions 10-20%			
Defects:	included unions		
Comments:			
Valuation		Score	
Species factor:	trees of medium life span (50 -150 years) fast growth rate		0.7
Aesthetics:	street or pathway plantings, regular spacing both sides		0.9
Locality:	In outer suburb areas and residential streets		1.5
Condition:	Good		0.8
	Base Value:	\$24,894	
	Tree Value:	\$18,820	
Condition Assessment		Score	
Trunk:	solid and sound		5
Growth:	5-15cm twig elongation		2
Structure:	healthy, stable and sound		5
Pest and Disease:	no pest/disease infestation		3
Canopy Development	full but unbalanced, lop-sided		3
Life Expectancy:	10-50 years		3
	Total	21 / Good	



Adjacent Address: 2 Eagles Nest, Whittlesea

Inspection Date: 15/08/2022

Easting: 333042.867 **Northing:** 5846380.336



Tree ID: 10740		Botanical Name: <i>Eucalyptus polyanthemus</i>	
Common Name:	Red Box	Height (m)	12
Origin:	Indigenous	Width (m):	7
	Age Class: Mature	DBH (cm):	47
<u>Risk Assessment</u>		Health:	Good
Likelihood of failure:	Possible	Structure:	Fair
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Significant		
Risk:	Low	Priority	Moderate-12 months
Recommended Works: Reduce branches with included unions 10-20%			
Defects:	included unions		
Comments:	large scar on lower trunk		
<u>Valuation</u>		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Good		0.8	
		Base Value:	\$20,337
		Tree Value:	\$15,375
<u>Condition Assessment</u>		Score	
Trunk:	sections of bark damaged/missing	3	
Growth:	5-15cm twig elongation	2	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full but unbalanced, lop-sided	3	
Life Expectancy:	10-50 years	3	
Total		19 / Good	



Adjacent Address: 60 Corella Drive, Whittlesea

Inspection Date: 15/08/2022

Easting: 333039.615 **Northing:** 5846363.415



Tree ID: 10741		Botanical Name: <i>Eucalyptus mannifera</i>	
Common Name:	Brittle Gum	Height (m)	8
Origin:	Australian Native	Width (m):	5
Age Class:	Mature	DBH (cm):	31
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Fair
Tree part:	Branch <50mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Negligible		
Risk:	Low	Priority	Moderate-12 months
Recommended Works: Reduce 1 stem to allow single trunk to gain dominance			
Defects:	multistemmed		
Comments:			
Valuation		Score	
Species factor:	trees of medium life span (50 -150 years) fast growth rate		0.7
Aesthetics:	street or pathway plantings, regular spacing both sides		0.9
Locality:	In outer suburb areas and residential streets		1.5
Condition:	Good		0.8
		Base Value:	\$8,847
		Tree Value:	\$6,689
Condition Assessment		Score	
Trunk:	solid and sound		5
Growth:	5-15cm twig elongation		2
Structure:	healthy, stable and sound		5
Pest and Disease:	no pest/disease infestation		3
Canopy Development	full but unbalanced, lop-sided		3
Life Expectancy:	10-50 years		3
	Total		21 / Good



Adjacent Address: 60 Corella Drive, Whittlesea

Inspection Date: 15/08/2022

Easting: 333046.901 **Northing:** 5846342.159



Tree ID: 10742 **Botanical Name:** *Eucalyptus mannifera*

Common Name: Brittle Gum

Origin: Australian Native **Age Class:** Mature

Risk Assessment

Likelihood of failure: Possible

Tree part: Branch <50mm

Likelihood of impact: Very Low

Likelihood matrix: Unlikely

Consequences: Negligible

Risk: Low

Priority: None

Recommended Works: No works required

Defects:

Comments:

Valuation

Species factor: trees of medium life span (50 -150 years) fast growth rate **Score** 0.7

Aesthetics: street or pathway plantings, regular spacing both sides **Score** 0.9

Locality: In outer suburb areas and residential streets **Score** 1.5

Condition: Excellent **Score** 1

Base Value: \$4,060

Tree Value: \$3,837

Condition Assessment

Trunk: solid and sound **Score** 5

Growth: >15cm twig elongation this season **Score** 3

Structure: healthy, stable and sound **Score** 5

Pest and Disease: no pest/disease infestation **Score** 3

Canopy Development: full balance canopy **Score** 5

Life Expectancy: 10-50 years **Score** 3

Total 24 / Excellent



Adjacent Address: 60 Corella Drive, Whittlesea

Inspection Date: 15/08/2022

Easting: 333053.725 **Northing:** 5846335.613



Tree ID: 10743		Botanical Name: <i>Eucalyptus nicholii</i>	
Common Name:	Narrow-leaved Black Peppermint	Height (m):	12
Origin:	Australian Native	Width (m):	9
Age Class:	Mature	DBH (cm):	60
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Good
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Minor		
Risk:	Low	Priority	None
Recommended Works: No works required			
Defects:			
Comments:			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Excellent		1	
		Base Value:	\$33,143
		Tree Value:	\$31,320
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	>15cm twig elongation this season	3	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full balance canopy	5	
Life Expectancy:	10-50 years	3	
Total		24 / Excellent	



Adjacent Address: 3 Bowerbird Place, Whittlesea

Inspection Date: 15/08/2022

Easting: 333074.082 **Northing:** 5846326.513



Tree ID: 10745 **Botanical Name:** *Eucalyptus mannifera*

Common Name: Brittle Gum

Origin: Australian Native **Age Class:** Mature

Risk Assessment

Likelihood of failure: Possible

Tree part: Branch 50-200mm

Likelihood of impact: Medium

Likelihood matrix: Unlikely

Consequences: Minor

Risk: Low

Priority: None

Recommended Works: No works required

Defects:

Comments:

Valuation

Species factor: trees of medium life span (50 -150 years) fast growth rate **Score** 0.7

Aesthetics: street or pathway plantings, regular spacing both sides **Score** 0.9

Locality: In outer suburb areas and residential streets **Score** 1.5

Condition: Excellent **Score** 1

Base Value: \$9,427

Tree Value: \$8,909

Condition Assessment

Trunk: solid and sound **Score** 5

Growth: >15cm twig elongation this season **Score** 3

Structure: healthy, stable and sound **Score** 5

Pest and Disease: no pest/disease infestation **Score** 3

Canopy Development: full balance canopy **Score** 5

Life Expectancy: 10-50 years **Score** 3

Total 24 / Excellent



Adjacent Address: 1 Mopoke Mews, Whittlesea

Inspection Date: 15/08/2022

Easting: 333120.285 **Northing:** 5846321.433



Tree ID: 10746	Botanical Name: <i>Eucalyptus mannifera</i>	
Common Name: Brittle Gum	Height (m): 10	
Origin: Australian Native	Width (m): 8	
Age Class: Mature	DBH (cm): 33	
Risk Assessment	Health: Good	
Likelihood of failure: Possible	Structure: Good	
Tree part: Branch 50-200mm	ULE (years): 20+	
Likelihood of impact: Medium		
Likelihood matrix: Unlikely		
Consequences: Minor		
Risk: Low	Priority: None	
Recommended Works: No works required		
Defects:		
Comments:		
Valuation	Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate	0.7	
Aesthetics: street or pathway plantings, regular spacing both sides	0.9	
Locality: In outer suburb areas and residential streets	1.5	
Condition: Excellent	1	
	Base Value: \$10,026	
	Tree Value: \$9,474	
Condition Assessment	Score	
Trunk: solid and sound	5	
Growth: >15cm twig elongation this season	3	
Structure: healthy, stable and sound	5	
Pest and Disease: no pest/disease infestation	3	
Canopy Development: full balance canopy	5	
Life Expectancy: 10-50 years	3	
Total	24 / Excellent	



Adjacent Address: 1 Mopoke Mews, Whittlesea

Inspection Date: 15/08/2022

Easting: 333125.141 **Northing:** 5846320.380



Tree ID: 10747		Botanical Name: <i>Eucalyptus mannifera</i>	
Common Name:	Brittle Gum	Height (m)	9
Origin:	Australian Native	Width (m):	6
Age Class:	Mature	DBH (cm):	25
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Good
Tree part:	Branch <50mm	ULE (years):	20+
Likelihood of impact:	Very Low		
Likelihood matrix:	Unlikely		
Consequences:	Negligible		
Risk:	Low	Priority	None
Recommended Works: No works required			
Defects:			
Comments: rough bark			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Excellent		1	
		Base Value:	\$5,754
		Tree Value:	\$5,438
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	>15cm twig elongation this season	3	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full balance canopy	5	
Life Expectancy:	10-50 years	3	
Total		24 / Excellent	



Adjacent Address: 1 Mopoke Mews, Whittlesea

Inspection Date: 15/08/2022

Easting: 333136.837 **Northing:** 5846317.763



Tree ID: 10748		Botanical Name: <i>Eucalyptus mannifera</i>	
Common Name:	Brittle Gum	Height (m):	8
Origin:	Australian Native	Width (m):	7
Age Class:	Mature	DBH (cm):	38
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Good
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Minor		
Risk:	Low	Priority	None
Recommended Works: No works required			
Defects:			
Comments: trunk has a bend but is sound			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Excellent		1	
		Base Value:	\$13,294
		Tree Value:	\$12,563
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	>15cm twig elongation this season	3	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full balance canopy	5	
Life Expectancy:	10-50 years	3	
Total		24 / Excellent	



Adjacent Address: 1 Mopoke Mews, Whittlesea

Inspection Date: 15/08/2022

Easting: 333139.949 **Northing:** 5846318.500



Tree ID: 10749		Botanical Name: <i>Eucalyptus mannifera</i>	
Common Name:	Brittle Gum	Height (m)	14
Origin:	Australian Native	Width (m):	8
Age Class:	Mature	DBH (cm):	44
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Good
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Minor		
Risk:	Low	Priority	None
Recommended Works: No works required			
Defects:			
Comments:			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Good		0.8	
		Base Value:	\$17,824
		Tree Value:	\$13,475
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	>15cm twig elongation this season	3	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full but unbalanced, lop-sided	3	
Life Expectancy:	10-50 years	3	
Total		22 / Good	



Adjacent Address: 12 Bowerbird Place, Whittlesea

Inspection Date: 15/08/2022

Easting: 333128.568 **Northing:** 5846309.832



Tree ID: 10750		Botanical Name: <i>Eucalyptus mannifera</i>	
Common Name:	Brittle Gum	Height (m)	13
Origin:	Australian Native	Width (m):	8
Age Class:	Mature	DBH (cm):	49
Risk Assessment		Health:	Fair
Likelihood of failure:	Possible	Structure:	Fair
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Minor		
Risk:	Low	Priority	None
Recommended Works: No works required			
Defects:			
Comments: trunk is codominant and stable			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Good		0.8	
		Base Value:	\$22,105
		Tree Value:	\$16,711
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	5-15cm twig elongation	2	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full but unbalanced, lop-sided	3	
Life Expectancy:	10-50 years	3	
Total		21 / Good	



Adjacent Address: 12 Bowerbird Place, Whittlesea

Inspection Date: 15/08/2022

Easting: 333125.384 **Northing:** 5846310.208



Tree ID: 10751	Botanical Name: <i>Eucalyptus mannifera</i>	
Common Name: Brittle Gum	Height (m): 3	
Origin: Australian Native	Width (m): 3	
Age Class: Semi-mature	DBH (cm): 12	
Risk Assessment	Health: Fair	
Likelihood of failure: Improbable	Structure: Fair	
Tree part: Branch <50mm	ULE (years): 11-20	
Likelihood of impact: Very Low		
Likelihood matrix: Unlikely		
Consequences: Negligible		
Risk: Low	Priority Low-2 years	
Recommended Works: Canopy lift		
Defects:		
Comments: tree appears to be dwarfed		
Valuation	Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate	0.7	
Aesthetics: street or pathway plantings, regular spacing both sides	0.9	
Locality: In outer suburb areas and residential streets	1.5	
Condition: Excellent	1	
	Base Value: \$1,326	
	Tree Value: \$1,253	
Condition Assessment	Score	
Trunk: solid and sound	5	
Growth: 5-15cm twig elongation	2	
Structure: healthy, stable and sound	5	
Pest and Disease: no pest/disease infestation	3	
Canopy Development full balance canopy	5	
Life Expectancy: 10-50 years	3	
Total	23 / Excellent	



Adjacent Address: 10 Bowerbird Place, Whittlesea

Inspection Date: 15/08/2022

Easting: 333111.434 **Northing:** 5846311.711



Tree ID: 10753		Botanical Name: <i>Eucalyptus mannifera</i>	
Common Name:	Brittle Gum	Height (m)	14
Origin:	Australian Native	Width (m):	8
Age Class:	Mature	DBH (cm):	57
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Good
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Minor		
Risk:	Low	Priority	None
Recommended Works: No works required			
Defects:			
Comments: surface roots evident			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Excellent		1	
		Base Value:	\$29,912
		Tree Value:	\$28,267
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	>15cm twig elongation this season	3	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full balance canopy	5	
Life Expectancy:	10-50 years	3	
Total		24 / Excellent	



Adjacent Address: 6 Bowerbird Place, Whittlesea

Inspection Date: 15/08/2022

Easting: 333075.671 **Northing:** 5846317.280



Tree ID: 10754		Botanical Name: <i>Eucalyptus mannifera</i>	
Common Name:	Brittle Gum	Height (m)	13
Origin:	Australian Native	Width (m):	8
Age Class:	Mature	DBH (cm):	41
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Fair
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Minor		
Risk:	Low	Priority	None
Recommended Works: No works required			
Defects:			
Comments:			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Excellent		1	
		Base Value:	\$15,476
		Tree Value:	\$14,625
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	>15cm twig elongation this season	3	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full balance canopy	5	
Life Expectancy:	10-50 years	3	
Total		24 / Excellent	



Adjacent Address: 4 Bowerbird Place, Whittlesea

Inspection Date: 15/08/2022

Easting: 333058.812 **Northing:** 5846319.291



Tree ID: 10755		Botanical Name: <i>Eucalyptus mannifera</i>	
Common Name:	Brittle Gum	Height (m)	13
Origin:	Australian Native	Width (m):	9
Age Class:	Mature	DBH (cm):	45
Risk Assessment		Health:	Fair
Likelihood of failure:	Possible	Structure:	Fair
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Medium		
Likelihood matrix:	Unlikely		
Consequences:	Minor		
Risk:	Low	Priority	None
Recommended Works: No works required			
Defects: basal decay and canopy decline			
Comments:			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Good		0.8	
		Base Value:	\$18,643
		Tree Value:	\$14,094
Condition Assessment		Score	
Trunk:	sections of bark damaged/missing	3	
Growth:	5-15cm twig elongation	2	
Structure:	some deadwood and dead limbs	3	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full balance canopy	5	
Life Expectancy:	10-50 years	3	
Total		19 / Good	



Adjacent Address: 58 Corella Drive, Whittlesea

Inspection Date: 15/08/2022

Easting: 333050.817 **Northing:** 5846325.442



Tree ID: 10757		Botanical Name: <i>Eucalyptus mannifera</i>	
Common Name:	Brittle Gum	Height (m)	13
Origin:	Australian Native	Width (m):	8
Age Class:	Mature	DBH (cm):	43
Risk Assessment		Health:	Fair
Likelihood of failure:	Possible	Structure:	Good
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Medium		
Likelihood matrix:	Unlikely		
Consequences:	Minor		
Risk:	Low	Priority	None
Recommended Works: No works required			
Defects:			
Comments:			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Excellent		1	
		Base Value:	\$17,023
		Tree Value:	\$16,086
Condition Assessment		Score	
Trunk:	solid and sound	5	
Growth:	5-15cm twig elongation	2	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full balance canopy	5	
Life Expectancy:	10-50 years	3	
Total		23 / Excellent	



Adjacent Address: 58 Corella Drive, Whittlesea

Inspection Date: 15/08/2022

Easting: 333038.291 **Northing:** 5846336.871



Tree ID: 10758		Botanical Name: <i>Eucalyptus polyanthemus</i>	
Common Name:	Red Box	Height (m)	11
Origin:	Indigenous	Width (m):	7
	Age Class: Mature	DBH (cm):	37
<u>Risk Assessment</u>		Health:	Good
Likelihood of failure:	Possible	Structure:	Fair
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Minor		
Risk:	Low	Priority	None
Recommended Works: No works required			
Defects:			
Comments:			
<u>Valuation</u>		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Excellent		1	
		Base Value:	\$12,604
		Tree Value:	\$11,910
<u>Condition Assessment</u>		Score	
Trunk:	solid and sound	5	
Growth:	5-15cm twig elongation	2	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full balance canopy	5	
Life Expectancy:	10-50 years	3	
Total		23 / Excellent	



Adjacent Address: 58 Corella Drive, Whittlesea

Inspection Date: 15/08/2022

Easting: 333021.113 **Northing:** 5846335.660



Tree ID: 10759		Botanical Name: <i>Eucalyptus polyanthemos</i>	
Common Name:	Red Box	Height (m)	12
Origin:	Indigenous	Width (m):	8
	Age Class: Mature	DBH (cm):	42
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Fair
Tree part:	Branch 50-200mm	ULE (years):	20+
Likelihood of impact:	Low		
Likelihood matrix:	Unlikely		
Consequences:	Significant		
Risk:	Low	Priority	Moderate-12 months
Recommended Works: Reduce stem growth towards house by 10-20%			
Defects:	extended limbs		
Comments:			
Valuation		Score	
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7	
Aesthetics: street or pathway plantings, regular spacing both sides		0.9	
Locality: In outer suburb areas and residential streets		1.5	
Condition: Good		0.8	
		Base Value:	\$16,240
		Tree Value:	\$12,278
Condition Assessment		Score	
Trunk:	sections of bark damaged/missing	3	
Growth:	5-15cm twig elongation	2	
Structure:	healthy, stable and sound	5	
Pest and Disease:	no pest/disease infestation	3	
Canopy Development	full but unbalanced, lop-sided	3	
Life Expectancy:	10-50 years	3	
Total		19 / Good	



Adjacent Address: 56 Corella Drive, Whittlesea

Inspection Date: 15/08/2022

Easting: 333010.515 **Northing:** 5846323.810



Tree ID: 135093 **Botanical Name:** *Eucalyptus mannifera*

Common Name: Brittle Gum

Origin: Australian Native **Age Class:** Mature

Risk Assessment

Likelihood of failure: Possible

Tree part: Branch <50mm

Likelihood of impact: Low

Likelihood matrix: Unlikely

Consequences: Negligible

Risk: Low

Priority: None

Recommended Works: No works required

Defects:

Comments:

Valuation

Species factor: trees of medium life span (50 -150 years) fast growth rate **Score** 0.7

Aesthetics: street or pathway plantings, regular spacing both sides **Score** 0.9

Locality: In outer suburb areas and residential streets **Score** 1.5

Condition: Excellent **Score** 1

Base Value: \$8,847

Tree Value: \$8,361

Condition Assessment

Trunk: solid and sound **Score** 5

Growth: >15cm twig elongation this season **Score** 3

Structure: healthy, stable and sound **Score** 5

Pest and Disease: no pest/disease infestation **Score** 3

Canopy Development: full balance canopy **Score** 5

Life Expectancy: 10-50 years **Score** 3

Total 24 / Excellent



Adjacent Address: 2 Eagles Nest, Whittlesea

Inspection Date: 15/08/2022

Easting: 333060.329

Northing: 5846405.163



Tree ID: 175296	Botanical Name: <i>Eucalyptus polyanthemus</i>	
Common Name: Red Box	Height (m): 8	
Origin: Indigenous	Width (m): 2	
Age Class: Semi-mature	DBH (cm): 18	
Risk Assessment		Health: Good
Likelihood of failure: Possible		Structure: Good
Tree part: Branch <50mm		ULE (years): 20+
Likelihood of impact: Low		
Likelihood matrix: Unlikely		
Consequences: Negligible		
Risk: Low	Priority: None	
Recommended Works: No works required		
Defects:		
Comments:		
Valuation		Score
Species factor: trees of medium life span (50 -150 years) fast growth rate		0.7
Aesthetics: street or pathway plantings, regular spacing both sides		0.9
Locality: In outer suburb areas and residential streets		1.5
Condition: Excellent		1
		Base Value: \$2,983
		Tree Value: \$2,819
Condition Assessment		Score
Trunk: solid and sound		5
Growth: >15cm twig elongation this season		3
Structure: healthy, stable and sound		5
Pest and Disease: no pest/disease infestation		3
Canopy Development: full balance canopy		5
Life Expectancy: Greater than 50 years		5
Total		26 / Excellent



Adjacent Address: 55 Corella Drive, Whittlesea

Inspection Date: 15/08/2022

Easting: 333026.200 **Northing:** 5846361.236



Tree ID: 237998		Botanical Name: <i>Eucalyptus mannifera</i>	
Common Name:	Brittle Gum	Height (m)	4
Origin:	Australian Native	Width (m):	2
Age Class:	Semi-mature	DBH (cm):	17
Risk Assessment		Health:	Good
Likelihood of failure:	Possible	Structure:	Fair
Tree part:	Branch <50mm	ULE (years):	20+
Likelihood of impact:	Very Low		
Likelihood matrix:	Unlikely		
Consequences:	Negligible		
Risk:	Low	Priority	Moderate-12 months
Recommended Works: Formative prune			
Defects:	multistemmed		
Comments:			
Valuation		Score	
Species factor:	trees of medium life span (50 -150 years) fast growth rate		0.7
Aesthetics:	street or pathway plantings, regular spacing both sides		0.9
Locality:	In outer suburb areas and residential streets		1.5
Condition:	Excellent		1
		Base Value:	\$2,661
		Tree Value:	\$2,514
Condition Assessment		Score	
Trunk:	solid and sound		5
Growth:	>15cm twig elongation this season		3
Structure:	healthy, stable and sound		5
Pest and Disease:	no pest/disease infestation		3
Canopy Development	full balance canopy		5
Life Expectancy:	Greater than 50 years		5
	Total		26 / Excellent



Adjacent Address: 7 Mopoke Mews, Whittlesea

Inspection Date: 15/08/2022

Easting: 333132.240 **Northing:** 5846395.395



Bushfire Risk Assessment

Street trees in the
Eagles Nest Estate
Whittlesea VIC 3757

Prepared for
Ryder Aboriculture and Environment

September 2022

WWW.TERRAMATRIX.COM.AU



Eagles Nest tree assessment

Terramatrix project code: C&R_Ryder_Consulting_PtyLtd-2022-01 Fire Hazard Assessment-Whittlesea
 Cover image: One of the trees under assessment - *Eucalyptus mannifera* (Brittle Gum).

Version Control

Version	Date	Comments	Name
0.1	5/09/2022	Analysis, mapping and report compilation	Amalie Tibbits Manager, Bushfire Analysis and Research
0.1	6/09/2022	Peer review	Jon Boura Managing Director
1.0	6/09/2022	Hazard assessment report	To client

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GIS disclaimer

Spatial data was supplied by the State Government of Victoria. Care was taken with the creation of maps used in this report, however the accuracy cannot be guaranteed. Users of the maps should make appropriate enquiries to ascertain the usability of this information.



Eagles Nest tree assessment

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1 Introduction

This report provides Terramatrix's professional opinion regarding the bushfire risk posed by 43 street trees within the Eagles Nest area in Whittlesea VIC 3757.

The trees have been identified as 'of concern' to residents, however Terramatrix is unaware of the cause for concern and whether it relates specifically to bushfire risk alone. We understand Ryder Arboriculture and Environment Pty Ltd have provided arboricultural advice on the health and safety of the trees in question. This report is a supplement to their report.

The 43 trees are located within the nature strips of Bowerbird Place, Eagles Nest, Mopoke Mews and Corella Drive north of Plover Way. The study area has been defined as the roads and all residential buildings adjacent to the street trees. Approximately half of the study area is within a designated Bushfire Prone Area, covering the houses to the west of Corella Drive and on both sides of Eagles Nest. No part of the study area is covered by the Bushfire Management Overlay.

This report assesses the bushfire hazard of the street trees and the bushfire threat they pose within the context of this urban interface setting. The assessment draws on the methodology and assessment principles of AS 3959-2018 *Construction of buildings in bushfire-prone areas* (Standards Australia, 2020) and *Clause 53.02 Bushfire Planning* (Whittlesea Planning Scheme, 2018) to describe the bushfire hazard and evaluate the level of risk.

The report describes the local area and surrounds in terms of bushfire potential, and includes:

- A bushfire hazard landscape assessment, including a map that describes the bushfire hazard of the general locality more than 100m from the site; and
- A bushfire hazard site assessment, including a plan that describes the bushfire hazard within 100m of the site in accordance with the site assessment methodology of AS 3959-2018 *Construction of buildings in bushfire-prone areas*.

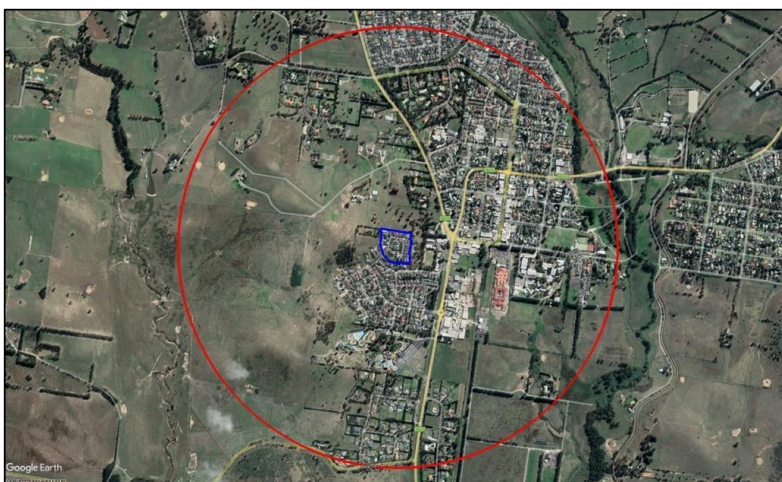


Figure 1 – Study site shown in blue outline, 1km buffer of site in red outline; Google Earth imagery date March 2022).



2 Bushfire Hazard Landscape Assessment

The Eagles Nest Estate is located on the western edge of the Whittlesea urban area, with residential development to the north-east, south and east (see Map 2). To the west and north west is grassland, with the immediate north zoned Rural Living Zone and to the west zoned Green Wedge Zone. The area is approximately 500m from the main commercial area of the township.

The northern and western residences lots within the study area are within a designated BPA. No part of the study site is covered by the BMO, with the closest BMO area approximately 2km to the south-east and the next closest more than 4.5km to the north-west. The BMO coverage corresponds with areas that have forested hills and thus would experience more severe fire behaviour, than areas just covered by the BPA, which are generally correspond with grasslands.

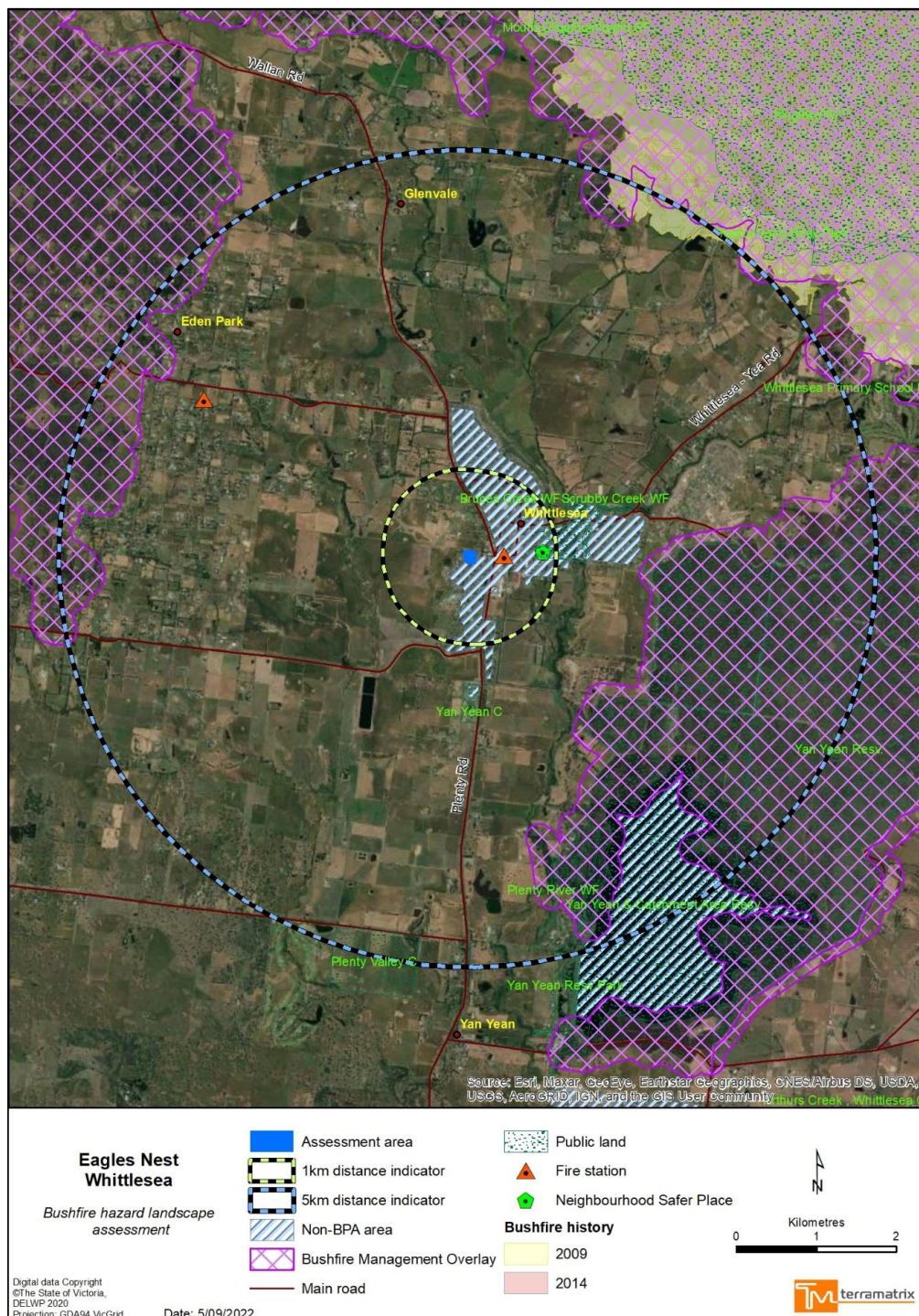
The most likely bushfire scenarios for a large landscape fire in Victoria, are an approach from those directions typically associated with the direction of the wind on severe or higher, fire danger days i.e. approach of bushfire from the north, north-west, west or south-west (Long, 2006).

The study area could be impacted by a fast-moving grassfire, burning under a north-westerly or south-westerly after a wind change. The fire behaviour would be of lesser intensity than a forest fire, but grassfires can spread quickly, covering significant areas in a short time under elevated fire weather conditions.

Whilst grassfires are dangerous, their potential to penetrate urban areas is limited. As such, the CFA advice for people living on the grassland fringes is to 'walk at least two streets back from the fire'. This distance is considered safe from fire attack. People who live two three streets from grassland are advised to stay where they are, as increased traffic on the road, particularly in smoky conditions, may be more dangerous than staying at their house.



Eagles Nest tree assessment



Map 1 - Bushfire Hazard Landscape Assessment Plan.



3 Bushfire hazard site assessment

3.1 Classified vegetation

Vegetation within the 100m assessment zone around the study site has been classified in accordance with the BMO/AS 3959 methodology. Classified vegetation is vegetation that is deemed hazardous from a bushfire perspective.

The classification system is not directly analogous to Ecological Vegetation Classes (EVCs) but uses a generalised description of vegetation based on the AUSLIG (Australian Natural Resources Atlas: No. 7 - Native Vegetation) classification system. The classification is based on the mature state of the vegetation and the likely fire behaviour that it will generate.

3.1.1 Grassland

Vegetation to the north and west of the study site matches the AS 3959-2018 classification of Grassland, which is defined as all forms of vegetation (except Tussock Moorlands) including situations with shrubs and trees, if overstorey foliage cover is less than 10%. Includes pasture and cropland (Standards Australia, 2020).

Grassland vegetation is considered hazardous, and therefore classifiable, when it is not managed in a minimal fuel condition. Minimal fuel condition means there is insufficient fuel available to significantly increase the severity of the bushfire attack (e.g. short-cropped grass, to a nominal height of 100 mm) (Standards Australia, 2020). Grassland areas are assumed to be unmanaged and classifiable unless there is 'reasonable assurance' that they will be managed in perpetuity, in a low threat state, no more than 100mm high.

3.2 Excluded vegetation and non-vegetated areas

Areas of low threat vegetation and non-vegetated areas can be excluded from classification in accordance with Section 2.2.3.2 of AS 3959-2018, if they meet one or more of the following criteria:

- (a) *'Vegetation of any type that is more than 100m from the site.'*
- (b) *Single areas of vegetation less than 1 ha in area and not within 100m of other areas of vegetation being classified vegetation.*
- (c) *Multiple areas of vegetation less than 0.25 ha in area and not within 20 m of the site, or each other, or of other areas of vegetation being classified vegetation.*
- (d) *Strips of vegetation less than 20 m in width (measured perpendicular to the elevation exposed to the strip of vegetation) regardless of length and not within 20 m of the site or each other, or other areas of vegetation being classified vegetation.*
- (e) *Non-vegetated areas, that is, areas permanently cleared of vegetation, including waterways, exposed beaches, roads, footpaths, buildings and rocky outcrops.*
- (a) *Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition¹, mangroves and other*

¹ Minimal fuel condition means there is insufficient fuel available to significantly increase the severity of the bushfire attack, recognisable as short-cropped grass for example, to a nominal height of 100mm (Standards Australia, 2020).



Eagles Nest tree assessment

saline wetlands, maintained lawns, golf courses (such as playing areas and fairways), maintained public reserves and parklands, sporting fields, vineyards, orchards, banana plantations, market gardens (and other non-curing crops), cultivated gardens, commercial nurseries, nature strips and windbreaks' (Standards Australia, 2020).

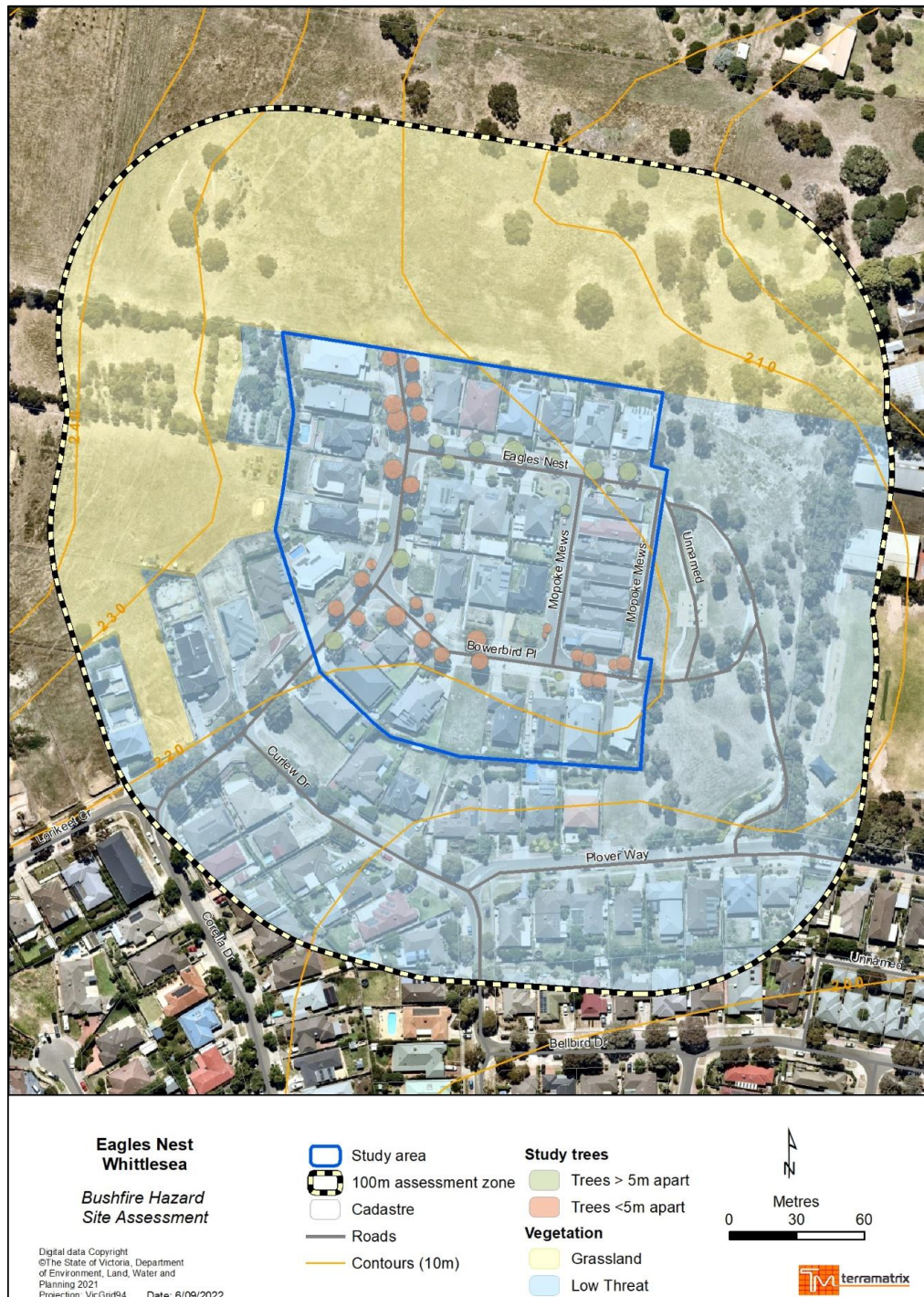
Low-threat areas excluded from classification include the managed gardens of properties in the study site and surrounding properties within the 100m assessment area. This includes the playground and parkland to the east, the playground of the Whittlesea Primary School to the east, and the grounds within Christ Church Whittlesea property to the north-east. Non-vegetated areas include the roads, driveways and structures within the 100m site assessment zone (see Map 1).

3.3 Topography

The topography on and around the site within the 100m assessment zone is relatively benign, with no significant changes in elevation that would exacerbate the bushfire attack. The land slopes down from the hill to the west of the study area towards the north-east (see Map 1).



Eagles Nest tree assessment



Map 2 – Bushfire Hazard Site Assessment Plan.



Eagles Nest tree assessment



Figure 2 – Looking behind the houses to the north of Eagles Nest.

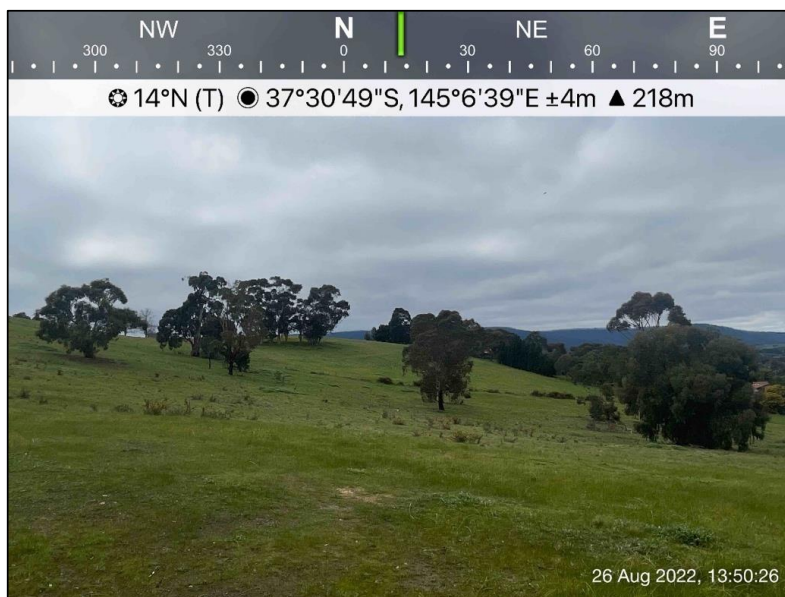


Figure 3 – Looking north from the end of Corella Drive.



Eagles Nest tree assessment



Figure 4 – Looking towards the playground from the eastern end of Eagles Nest.



Figure 5 – Typical streetscape of the study area.



4 Street tree and vegetation assessment

To assess whether the street trees pose a bushfire hazard, they were assessed against two vegetation standards used in bushfire building and planning in Victoria:

- AS 3959-2018 *Construction of buildings in bushfire-prone areas* (Standards Australia, 2020) – definition of classifiable (hazardous) vegetation; and
- Clause 53.02 Bushfire Planning (Whittlesea Planning Scheme, 2018) – performance standard for defensible space.

The two vegetation standards allow the trees, along with the other vegetation within the nature strips, to be assessed in different ways. The first looks at whether the vegetation would be classified under AS 3959-2018 as posing a bushfire hazard. The second, whether the vegetation meets the performance standard for defensible space.

4.1 AS 3959-2018 Classified vegetation

As described in Section 3, the AS 3959-2018 methodology classifies vegetation that is deemed hazardous from a bushfire perspective. Looking specifically at the vegetation within the nature strips, including the trees and understory, this vegetation would be considered low threat and excluded from classification in accordance with Section 2.2.3.2 of AS 3959-2018 criteria, subsection (f).

Whilst the trees are *Eucalyptus* species, natives that are generally associated with a perceived fire risk, their location within narrow (generally less than 4m) nature strips, with an understory of either mown grass or bare earth, means they do not constitute a significant fuel hazard.

The minimal ground fuel means if a fire burnt into the area, either spreading from the Grassland to the north or west or from ember attack from a fire further afield, it would likely burn with low flame height and intensity. A fire is unlikely to be sustained nor be able to spread far along the nature strips due to the lack of fuel continuity and fuel-free breaks created by the roads and driveways.

A fire in the grass would be highly unlikely to involve the tree canopies or even ignite leaves on the lower branches due to the lack of vertical continuity of fuel between the short-cropped grass and lower limbs. A worst-case scenario might see the fire climb the trunk of the trees, although the lack of bark hazard (discussed further below) would limit this.

4.2 Clause 53.02 defensible space

New houses constructed within the BMO are required to manage vegetation around the dwelling, creating an area of 'defensible space'. The aim of this area is to reduce bushfire attack on the house, including flame contact, radiant heat and ember attack, by limiting fuel load, fuel continuity (both vertical and horizontal), and preventing fuels being located close to vulnerable elements of the house.



Eagles Nest tree assessment

The vegetation within the defendable space area is managed in accordance with the performance standard as defined in Table 6 to Clause 53.02-5. An assessment of whether the trees and associated nature strip vegetation meet each of the requirements for vegetation management is provided in **Table 1**.

Table 1 - Assessment of vegetation against Table 6 of Clause 53.02-5.

Vegetation management requirement	Assessment
Grass must be short cropped and maintained during the declared fire danger period.	All grass beneath the trees was very short or absent at the time of inspection.
All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.	No significant areas of leaves or other vegetation debris was sighted during the site inspection.
Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.	The relates to the placement of flammable objects, such as wood heaps and garden furniture – thus not applicable.
Plants greater than 10 centimetres in height must not be placed within 3m of a window or glass feature of the building.	The nature strips are generally more than 3m from the houses. Plants within gardens were close (within 3m) of windows or other glass features.
Shrubs must not be located under the canopy of trees.	Shrubs beneath the street trees were generally absent. The only place where shrubs may be beneath the canopy are those within private gardens. In most cases, the vertical separation is enough that if the shrubs were alight, canopy ignition would still be unlikely
Individual and clumps of shrubs must not exceed 5m² in area and must be separated by at least 5m.	As above, no shrubs are present within the nature strips. It was observed that several private gardens had dense planting of shrubs that may not meet this standard.
Trees must not overhang or touch any elements of the building.	All trees are located away from the houses.
The canopy of trees must be separated by at least 5m.	In some locations (shown in orange on Map 2), tree canopies are closer than 5m. The implications of this are discussed below.
There must be a clearance of at least 2 metres between the lowest tree branches and ground level.	All the Eucalypts in the assessment have been managed so that the lowest branches are above 2m. The Callistemons along Bowerbird Place do not meet this standard.



Eagles Nest tree assessment

4.2.1 Bark hazard

There are five different species of street tree within the study area (Ryder Arboriculture and Environment Pty Ltd, 2022). The species, count of trees and their bark hazard (as per Hines *et al.*, 2010) are provided in **Table 2**.

Table 2 - Tree species, species count and species bark hazard.

Species	Number of individuals	Bark hazard
<i>Eucalyptus mannifera</i> (Brittle Gum)	21	Moderate
<i>Eucalyptus polyanthemos</i> (Red Box)	16	Moderate
<i>Callistemon viminalis</i> (Weeping Bottlebrush)	2	Moderate
<i>Callistemon viminalis</i> (Dawson River)	3	Moderate
<i>Eucalyptus nicholii</i> (Willow Leaf Peppermint)	1	High

All but one tree, the *Eucalyptus nicholii* (Willow Leaf Peppermint), have a maximum bark hazard of Moderate. According to Hines *et al.*, a fire burning under an FFDI 25 (a fire danger rating of High) will not climb the tree when the bark hazard is Moderate. Under elevated fire conditions, such as an FFDI 100 (a fire danger rating of Catastrophic) used in Victoria to determine bushfire building and planning response, there is potential for fires to climb the trees, igniting the bark and creating an ember source. Under this scenario, however, there is still a low likelihood a fire will burn a significant way up the tree, due to the minimal understory fuel. In addition, even if alight, the trees will not produce significant embers. The greatest threat to houses will be garden plants, mulch and other combustible elements closer to the houses.

4.2.2 Canopy separation

Many of the trees do not meet the 5m canopy separation required for BMO defensible space (see **Map 2**, trees denoted in orange are closer than 5m from a neighbouring tree). The objective of canopy separation is to reduce the likelihood of fire spread from canopy to canopy close to houses. In lower hazard BMO areas, covered by a Schedule, the canopy separation requirement is typically reduced to 2m.

The main fire threat to the Eagles Nest estate is from a grassfire. There is limited potential for any significant spread into the residential area, due to the low fuel hazard in the area and the fuel breaks created by the no fuel areas, such as roads, driveways and footpaths, that will impede fire spread.

The lack of ladder fuels, such as shrubs beneath the trees and insignificant bark hazard, further reduces the potential for fire to involve the tree canopies. For this reason, that the trees do not meet the BMO defensible space performance standard for canopy separation is not considered to increase the bushfire risk to neighbouring houses.

4.2.3 Residential gardens

Whilst the focus of the assessment was on the trees within the nature strips, it was observed during the site visit that the majority of gardens would not meet the standards for defensible space (see **Figure 7** for example). Although the study area is not within the BMO and therefore there wouldn't be any requirement for defensible space management, residents should be advised on a bushfire



Eagles Nest tree assessment

safe garden design. The CFA's publication *Landscaping for bushfire: Garden design and plant selection* (CFA, 2022) should be promoted to all residents living in bushfire prone areas within the municipality.



Figure 6 – The platy bark of a *Eucalyptus polyanthemos* (Red Box)

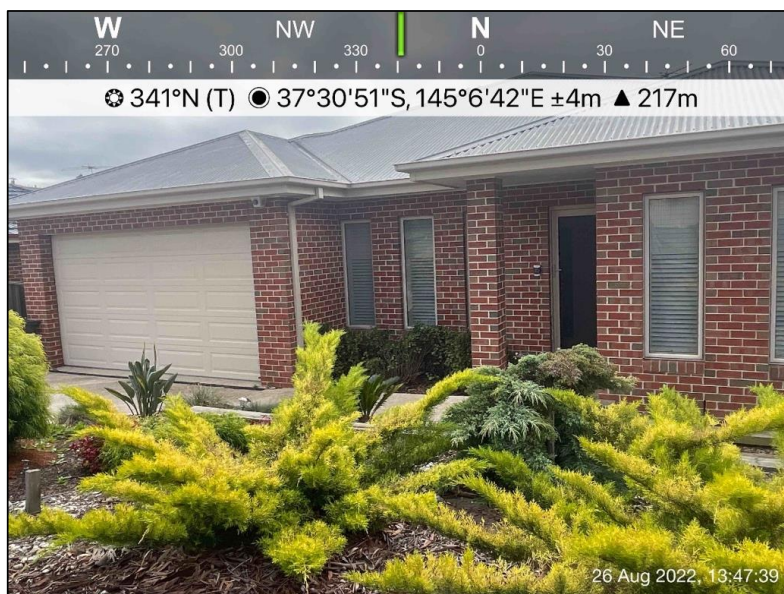


Figure 7 – An example of shrubs and combustibles mulch beneath windows in a residential garden.

4.3 Tree fall blocking roads



Eagles Nest tree assessment

There is potential for extreme winds typically associated with elevated fire weather to blow trees across roads. This potential exists for any tree, but tree fall is more likely in diseased or structurally unsound individuals. The arboricultural assessment by Ryder Arboriculture and Environment has not been cited by Terrmatrix.

CFA advice for people living on the grassland fringes is to 'walk at least two streets back from the fire' (my emphasis) to reduce congestion on the roads that may impede emergency response. It is unlikely that tree fall would hinder evacuation on foot.

5 Conclusion

This report assesses the bushfire threat posed by 43 street trees within the Eagles Nest estate, Whittlesea.

The site is in a Low to Moderate bushfire risk location, with the potential for a fast moving grassfire to impact the urban interface where this subdivision sits, but easy egress into the urban area which can provide protection from bushfire.

The fuel within the nature strips and the trees themselves do not pose a significant fire risk. It is unlikely that fire would spread far into the subdivision, even under elevated fire weather conditions. If a fire did spread into the residential area, the managed grass would restrict flame length and the potential for the fire to spread would be reduced by non-vegetated areas, such as roads and driveways.

The lack of understory fuel within nature strips and the Moderate bark hazard of the tree species, means it is unlikely a fire would be able to burn very far up the tree, with canopy involvement very unlikely.

In our opinion there is little justification based on bushfire threat to remove or manage the street trees more than is currently occurring. We recommend the continuation of understory fuel management, including mowing the grass and excluding the planting of shrubs or other ladder fuels beneath the canopies and maintaining a minimum vertical separation of 2m from the ground to the first branch.

Please note: The bushfire protection measures proposed in this document do not guarantee survival of the building or the occupants in the event of a bushfire. The client is strongly encouraged to develop and practice a bushfire survival plan including determining triggers for leaving early on days of severe or higher, fire danger. Information and assistance including a template for a Bushfire Survival Plan is provided on the CFA website at <http://www.cfa.vic.gov.au/plan-prepare/>



Eagles Nest tree assessment

6 References

CFA (2022) *Landscaping for bushfire: Garden design and plant selection*. Version 3. Country Fire Authority, June. Available at [https://www.cfa.vic.gov.au/ArticleDocuments/447/CFA%20Landscaping%20for%20Bushfire%20\(Version%203\).pdf.aspx?Embed=Y](https://www.cfa.vic.gov.au/ArticleDocuments/447/CFA%20Landscaping%20for%20Bushfire%20(Version%203).pdf.aspx?Embed=Y)

Long M (2006) A climatology of extreme fire weather days in Victoria. *Australian Meteorological Magazine*, **55**, 3-18.

Ryder Aboriculture and Environment Pty Ltd (2022) Tree description.xlsx spreadsheet.

Standards Australia (2020) *AS 3959-2018 Construction of buildings in bushfire-prone areas*. Incorporating amendment no.2, Standards Australia, North Sydney.

Whittlesea Planning Scheme (2018) *Clause 53.02 Bushfire Planning*. Available at <https://planning-schemes.api.delwp.vic.gov.au/schemes/vpp/53_02.pdf>.

5.5 High Performing Organisation

5.5.1 Whittlesea 2040 Indicators Review

Responsible Officer Executive Manager Governance & Strategy

Author Alessandra San Vicente, Corporate Planner

In Attendance Alessandra San Vicente, Corporate Planner

Attachments

1. Attachment 1 - Whittlesea 2040 Indicators [5.5.1.1 - 2 pages]
2. Attachment 2 - Community Plan p 30 FINAL [5.5.1.2 - 1 page]

Purpose

The purpose of this report is for Council to adopt the revised Whittlesea 2040 (W2040) indicators, after considering the proposed changes following community consultation.

Brief Overview

It is proposed to change the Whittlesea 2040 indicators as detailed in *Attachment 1*.

Council received 18 responses during the public consultation and engagement period. 15 responses were supportive of the proposed Whittlesea 2040 indicators and three respondents qualified their view by commenting on waste diversion, the Aboriginal Gathering Place and support for residents experiencing financial stress.

Following the community consultation and engagement between 15 July and 7 August 2022, it is proposed that:

- One indicator (workforce engagement) be moved from the Whittlesea 2040 indicators to the High-Performing Organisation Strategy (currently under development), and
- Another indicator (total waste per capita) be added to the Sustainable Environment Strategy (currently out for community consultation).

Recommendation

That Council:

1. **Notes the community engagement outcomes regarding the revised Whittlesea 2040 indicators**
2. **Adopts the revised Whittlesea 2040 indicators to replace the indicators currently included in Whittlesea 2040 A place for all and in the Community Plan 2021-2025.**

Key Information

Background

The shared long-term Council and community vision Whittlesea 2040 A place for all (W2040) was adopted in October 2018. It provides a clear picture of what Council and community want to achieve, outlined along four goals: Connected Community, Liveable Neighbourhoods, Strong Local Economy, and Sustainable Environment.

The Community Plan 2021-2025 incorporates the vision and expands it to include a fifth, enabling goal – High-Performing Organisation. The Community Plan further includes a comprehensive set of key initiatives Council is delivering in response to the vision and evolving community needs.

Progress is assessed towards these goals via a set of indicators referred to as W2040 indicators. These indicators help Council plan infrastructure, services, and programs to meet the diverse needs of our growing community. Council periodically report against the indicators in our Annual Report, thus increasing transparency and clarity.

Indicator Review

In the Community Plan 2021-2025 Council committed to reviewing and updating the W2040 indicators to:

- Ensure W2040 indicators are aligned to the most recent community and organisational needs
- Include indicators for the High-Performing Organisation goal which was introduced in 2019 and has been embedded into the Community Plan 2021-2025

The review identified 22 indicators across the five goals and 15 key directions of Council's strategic planning framework, compared to the 17 indicators originally established under our community vision Whittlesea 2040 A place for all.

During the public consultation and engagement period, 18 responses were received. 15 responses were supportive of the proposed Whittlesea 2040 indicators and three respondents qualified their view by commenting on waste diversion, the Aboriginal Gathering Place and support for residents experiencing financial stress.

Following the community consultation and engagement between 15 July and 7 August 2022, it is proposed that:

- One indicator (workforce engagement) be moved from the Whittlesea 2040 indicators to the High-Performing Organisation Strategy (currently under development), and

- Another indicator (total waste per capita) be added to the Sustainable Environment Strategy (currently under development).

Please refer to *Attachment 1* for the revised list of indicators.

It is proposed that Council notes the engagement outcomes and adopts the revised Whittlesea 2040 indicators to replace the indicators currently included in Whittlesea 2040 A place for all, and in the Community Plan 2021-2025. Please refer to *Attachment 2* for the redesigned page 30 of the Community Plan 2021-2025, to replace the page currently included.

Community Consultation and Engagement

In line with Council's Community Engagement Policy, community members had the opportunity to provide feedback regarding the Whittlesea 2040 Indicators review via Council's engagement platform <https://engage.whittlesea.vic.gov.au/> between Friday, 15 July 2022 and Sunday, 7 August 2022. The engagement opportunity was promoted via Council's website, and local media. Council received 18 community submissions, of which 15 were supportive and three were qualified with a comment.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

Connected communities

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

Liveable neighbourhoods

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

Strong local economy

Our City is a smart choice for innovation, business growth and industry as well as supporting local businesses to be successful, enabling opportunities for local work and education

Sustainable environment

Council will prioritise our environment and take action to reduce waste, preserve local biodiversity, protect waterways and green space and address climate change

High performing organisation

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

Considerations**Environmental**

The Whittlesea 2040 Indicators are part of the *Community Plan 2021-2025* and include indicators supporting environmental sustainability.

Social, Cultural and Health

The *Whittlesea 2040 Indicators* include measures to support health and wellbeing, commuting time, active travel, access to open space, and access to services and facilities.

Economic

The *Whittlesea 2040 Indicators* include measures that support the goal of strong local economy.

Financial Implications

No direct financial implications.

Link to Strategic Risk

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

A relevant framework of Whittlesea 2040 indicators ensures Council is responsive to community needs and priorities, and compliant with the legislative requirements of the *Local Government Act 2020* (Vic).

Implementation Strategy**Communication**

Following Council's adoption of the revised Whittlesea 2040 indicators we will communicate the outcomes via our engagement platform www.engage.whittlesea.vic.gov.au, local media and social media. We will incorporate the revised indicators into the electronic copies of the *Community Plan 2021-2025* and present the changes via our website. Further, we will integrate the indicators and measures in Council's integrated planning and reporting framework.

Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* and Rule 47 of the Governance Rules 2021, 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 2040 indicators provide a platform to measure progress towards meeting the goals and key directions outlined in our overarching vision of *Whittlesea 2040 A place for all*. The reviewed indicators will increase Council's capacity to respond to changing priorities as they arise and allocate resources where they are most needed.

This review has incorporated the newest community priorities as part of Council's vision to meet its commitment to review these indicators and measures as stated in the Community Plan 2021-25.

#	Key direction	Proposed indicator	Proposed measure	Review 2022
1	1.1 A socially cohesive community	Social cohesion	Residents average rating of social connection in the community	Not changed
2	1.2 A healthy and safe community	Physical activity	Percent of residents who do moderate to vigorous exercise for at least 2.5 hours a week	Not changed
3	1.2 A healthy and safe community	Mental health	Percent of residents who report that they experience high or very high levels of psychological distress	New
4	1.2 A healthy and safe community	Safety in public areas	Percent of residents who feel safe in their local neighbourhood	Not changed
5	1.3 A participating community	Civic Participation	Percent of residents who got involved in activities to influence decision makers	Not changed
6	2.1 Smart, connected transport network	Commuter travel time	Percent of workers who spent at least 90 minutes getting to and from work each day	Not changed
7	2.1 Smart, connected transport network	Ease of walking and cycling	Household rating for ease of local walking and cycling	Not changed
8	2.2 Well-designed neighbourhoods and vibrant town centres	Access to open space	Percent of households located within 400m of neighbourhood open space (minimum 1 ha)	New
9	2.2 Well-designed neighbourhoods and vibrant town centres	Access to services and facilities	Level of household satisfaction with access to services and facilities	Not changed
10	2.3 Housing for diverse needs	Housing affordability	Percent of housing affordable to very low and low-income households (divided into purchase and rent)	Data source changed
11	3.1 Increased local employment	Local jobs	Ratio of local jobs to residents in the workforce	Not changed
12	3.2 Education opportunities for all	Access to education	Level of household satisfaction with access to suitable local education options	Not changed
13	3.3 Successful, innovative local businesses	Gross Regional Product	Value of City of Whittlesea's local economy (Bn \$ per capita)	Measure changed
14	4.1 Valued natural landscapes and biodiversity	Biodiversity Protection	Hectares of on ground biodiversity actions	New
15	4.2 Climate ready	Tree canopy coverage	Percent of tree shade across the City of Whittlesea, divided into urban and rural areas	Measure changed
16	4.2 Climate ready	Carbon emissions	Total carbon emissions produced across the City of Whittlesea and total emissions per capita	New
17	4.3 Leaders in clean, sustainable living	Waste diversion	Percentage of kerbside collection waste diverted from landfill	New

#	Key direction	Proposed indicator	Proposed measure	Review 2022
18	5.1 Driving better community outcomes through improved service access, satisfaction and advocacy	Community satisfaction with Council decision-making	Community satisfaction with Council decision-making	New
19	5.1 Driving better community outcomes through improved service access, satisfaction and advocacy	Customer satisfaction	Percentage of customer interactions that customers rated positively	New
20	5.2 More informed Council decisions based on strong advice and community consultation and engagement	Community Engagement	Satisfaction with community consultation and engagement	New
21	5.3 More cost-effective investment through better return on investment, efficiency and an engaged workforce	Financial sustainability	Rates compared to adjusted underlying revenue	New

Council services

Council provides a range of important and valued services to support the community to be a *place for all*. Our services have been grouped under 26 service headings as outlined below. For each service we ensure the work that is undertaken is aligned to deliver the Community Plan and that the services adapt to the changing needs of our growing community. Our services may be further refined as we continue to improve our services.



How we will measure our progress

We will use the Community Vision: *Whittlesea 2040 A place for all* indicators to measure our progress on the Community Plan. We will report on these annually to the Community. We reviewed the indicators to increase Council's capacity to respond to changing priorities as they arise and allocate resources where they are most needed.

Goal 1 Connected community

- Social cohesion
- Physical activity
- Mental health
- Safety in public areas
- Civic participation

Goal 2 Liveable neighbourhoods

- Commuter travel time
- Ease of walking and cycling
- Access to open space
- Access to services and facilities
- Housing affordability

Goal 3 Strong local economy

- Local jobs
- Access to education
- Gross regional product

Goal 4 Sustainable environment

- Biodiversity protection
- Tree canopy coverage
- Carbon emissions
- Waste diversion

Goal 5 High-performing organisation

- Community satisfaction with Council decision making
- Customer satisfaction
- Community engagement
- Financial sustainability

5.5.2 Governance Rules Review Post Community Consultation

Responsible Officer	Executive Manager Governance and Strategy
Author	Nicole North-Vanner, Internal Assurance and Governance Advisor
In Attendance	Samantha Boyle, Unit Manager Governance and Risk

Attachments

1. DRAFT Governance Rules July 2022 FINAL [5.5.2.1 - 36 pages]

Purpose

The *Regulatory Legislation Amendment (Reform) Act 2022* introduced new provisions into the *Local Government Act 2020* requiring Council Governance Rules (Rules) to include procedures relating to virtual meetings. While incorporating this requirement, we took the opportunity to refresh the Rules to make them easier to understand.

The purpose of this report is to provide Council with the results of the community consultation submissions and the subsequent amendments to the Rules (attached).

Brief Overview

The Rules guide the way Council Meetings are conducted, decisions are made and communicated, and how the election of the Mayor and the Deputy Mayor are managed. The draft Rules provide structure and guidance on community participation in Council's decision-making processes.

The Rules were open for community consultation between 25 July and 21 August 2022. Most feedback received related to the proposed removal of the religious prayer and its replacement with a Diversity Statement. Feedback from the community and representative groups was mixed. However, most supported the proposal with minor changes that have been incorporated into the Rules.

Recommendation

That Council:

1. Adopt the draft updated Governance Rules (which have been updated in consideration of feedback received during the consultation period)
2. Write to submitters thanking them for their contribution and confirm their specific feedback on the revised Governance Rules was considered.

Key Information

The Rules have been revised to include procedures relating to virtual meetings and to make Council decision-making processes easy to understand to encourage community participation.

The Rules went out for community consultation from 25 July to 21 August 2022. The feedback received from community and community groups was mixed, particularly in relation to the proposed removal of the religious prayer and inclusion of the diversity statement. However, most respondents supported the proposed changes and provided additional feedback, some of which has been incorporated into the Rules.

Community Consultation and Engagement

Community consultation was conducted through formal networks, as well as through Council's engagement platform. Council consulted with the:

- Whittlesea Interfaith Network
- Whittlesea Multicultural Network
- Whittlesea Reconciliation Group.
- Youth Advisory Committee and
- Whittlesea Disability Network (no feedback was received from this Network).

Feedback from these networks was overwhelmingly supportive of the changes and highlighted some further amendments to improve the proposed diversity statement and acknowledgement of traditional owners.

Community feedback focused on the proposed changes relating to the removal of the religious prayer and inclusion of the diversity statement. There were 12 responses:

- Six (6) were in favour of the proposed changes; and
- Six (6) were not in favour of the proposed changes and five (5) provided reasons:
 - Two (2) were not in favour of removing the religious prayer and replacing it with a diversity statement.
 - Two (2) were not in favour of including a Diversity Statement; and
 - One (1) proposed changes to several rules.

Accordingly, the Rules were amended to incorporate:

- Minor changes to the Diversity Statement emphasising 'active participation' and 'community consultation'
- The Taungurung people into the Statement to Acknowledge Traditional Owners
- An increase in the time allowed for each public question and submission from two (2) to three (3) minutes per person

- Further clarification of the Mayor and Deputy Mayor voting process.
- Links to relevant forms and policies.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

High performing organisation

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

Clear Governance Rules promote effective management of Council Meetings and decision-making processes and de-mystify proceedings, enabling community participation.

Considerations

Environmental

No implications

Social, Cultural and Health

The amended Rules will facilitate Council Meetings and improve community access and understanding.

Economic

No implications

Financial Implications

Any costs associated with amending the Rules are covered in the existing Council operating budget.

Link to Strategic Risk

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

The efficiency and effectiveness of decision-making processes, especially during Council Meetings, would be affected if Council fails to regularly review the Rules. Council may be found in breach of legislative requirements if it fails to review the Rules and incorporate relevant changes in legislation.

Implementation Strategy

Once the Rules are endorsed by Council, the community will be made aware of the changes and how to engage with Council meetings and decision-making processes through Council's formal communications channels. The Rules will come into effect from 20 September 2022.

Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* and R47 of the Governance Rules 2021, 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, notes that Nicole North-Vanner has a general conflict of interest in relation to this report because a family member provided feedback during the community consultation period. The feedback and analysis were reviewed by an independent staff member to ensure integrity is maintained.

Conclusion

The Rules have been amended to include legislative changes and to guide and encourage community participation in Council decision-making processes. Community provided feedback during the consultation period, which has been incorporated into the Rules. It is recommended that Council approve the Rules to come into effect from 20 September 2022.



Governance Rules

September 2022

A place for all



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1. Purpose of Council Meetings

R100 The City of Whittlesea's Governance Rules (**Governance Rules**) provide a decision-making framework to achieve best community outcomes. The Governance Rules are based on the overarching governance principles (**Governance Principles**) of the *Local Government Act 2020* (Vic) (**Act**) that guide Council decisions so that they are lawful, sustainable, strategic, innovative, are considerate of regional, state and federal government plans, financially viable, and transparent.

2. Scope

R200 The Governance Rules will be applied to the decision-making processes of:

1. Council, at a Council Meeting
2. A Delegated Committee, at a committee meeting
3. The Chief Executive Officer (**CEO**) under delegation
4. A Council Officer with sub-delegation.

R201 The decision-making process must demonstrate the application of the Strategic Planning Formula (Appendix 1) including the:

1. Overarching Governance Principles & Supporting Principles
2. Community Engagement Principles guided by the Community Engagement Policy
3. Strategic Planning Principles guided by the Community/Council Plan and Community Vision
4. Financial Management Principles guided by the Financial Policies
5. Service Performance Principles guided by the Complaints Policy
6. Public Transparency Principles guided by the Public Transparency Policy
7. Election Period Principles guided by the Election Period Policy (Appendix 2).

3. Commencement & Amendment

R300 The Governance Rules commence on 20 September 2022 and all others are revoked.

R301 Governance Rules relating to the *Nomination and Election of Mayor and Deputy Mayor*, the *Motion of Dissent*, and the *Council Decisions During Election Period* are not applicable until after the 2024 General Election.

R302 The Governance Rules may be amended by the CEO to reflect legislative or operational changes, as required, and will be notified to Council, Delegated Committees and Council Officers exercising a power or function under delegation; and if so, no community consultation will be required.



4. Council Decision Making

Decisions Reserved Exclusively for Council Consideration

R400 The Council cannot delegate approval of the following:

- Election of Mayor or Deputy Mayor
- The CEO's appointment and employment
- Governance Rules
- Delegated Committees
- Council Vision
- Council Plan (Community Plan)
- Local Laws
- Community Engagement Policy
- Public Transparency Policy
- Procurement Policy
- Asset Plan
- Financial Plan
- Revenue & Rating Plan
- Financial Policies that give effect to the Act's financial principles
- Complaints Policy
- Annual Report
- Annual Budget
- Borrowing money
- Any other exclusive powers that may be legislated over time.

Annual Schedule of Council Meetings – date, time, location and form

R401 The CEO will consult with Council in November annually to plan the Annual Schedule of Council Meetings for the next calendar year. The Annual Schedule of Council Meetings will include the planned date, time, location and form of each Scheduled Council Meeting, which can be:

1. Physical:
 - a. At the Council Chambers in the Civic Centre, or
 - b. At another Council community venue within the Municipality (at least twice a year); or
2. Remote, using a web-based meeting application, or
3. Hybrid by holding the Council Meeting at the Civic Centre or another venue within the municipality, and enabling remote access to Councillors, the CEO, Council Officers, community members or third parties, with prior approval from the CEO.

R402 The Annual Schedule of Council Meetings will be endorsed by the Council by (or during) December annually and will:

1. Be published on Council's website as soon as practical after Council's endorsement; and
2. Include at a minimum, two (2) Council Meetings at a venue which is not the Council Chambers.

R403 The Annual Schedule of Council Meetings can be changed by the CEO after consultation with the Mayor and will be republished.



- R404** Council Meetings will be open to public and all discussions and decision-making will be publicly available unless the Agenda item contains Confidential Information, and if so, the Chairperson will request:
1. Members of the public to Leave the Meeting for the duration of the Confidential Agenda items, discussions and decisions
 2. Council staff, except the CEO and Council Officer delegates, to Leave the Meeting for the duration of the Confidential discussions and decision.
- R405** An Agenda item or other Council business that is declared confidential by the CEO or Delegate, will be presumed confidential unless the Council resolves otherwise.
- R406** The CEO can, in response to an emergency or other circumstance:
1. Change the Council Meeting location or meeting form (online web-based application, hybrid or in person meeting), or
 2. Adjourn, cancel or postpone a Council Meeting and will:
 - a. Consult with the Mayor (if possible and practical)
 - b. Give notice to Councillors and the public as soon as practical
 - c. Publish the relevant details on the Council website as soon as possible; and
 - d. Report on the circumstances at the next Council Meeting.
- R407** The Mayor can request the CEO, or delegate to approve an Additional Council Meeting by notice containing:
1. The proposed date, time, form and location for the Additional Council Meeting; and
 2. The reason the business to be transacted at the Additional Council Meeting cannot be considered at the next Scheduled Council Meeting.
- R408** A Councillor can request the CEO or delegate to approve an Additional Council Meeting by notice containing:
1. Confirmation of the agreement of at least two (2) other Councillors;
 2. The proposed date, time, form and location for the Additional Council Meeting; and
 3. The reason the business to be transacted at the Additional Council Meeting cannot be considered at the next Scheduled Council Meeting.
- R409** The CEO can declare an Additional Council Meeting and must disclose to Council:
1. The proposed date, time, form and location for the Additional Council Meeting; and
 2. The reason that the business to be transacted at the Additional Council Meeting cannot be left to be considered at the next Scheduled Council Meeting.



- R410** The CEO, or delegate, will either approve or refuse the request for an Additional Council Meeting within three (3) working days of receiving the request.
- R411** The CEO will determine the location, date, time and form of the Additional Council Meeting, within three (3) working days of receiving the request (where possible) and will:
1. Give notice to Council and the public as soon as practical
 2. Publish the relevant details on the Council website before the planned meeting commencement time.
- R412** The business of Additional Council Meetings must be limited to:
1. Attendance and Apologies
 2. Declarations of conflict of interest (where applicable)
 3. The business listed in the Additional Council Meeting notice
 4. Any other matter determined by the CEO or by Council resolution.
- R413** The council will ensure reasonable adjustments are made for Councillors and members to encourage participation at Council Meetings.

Councillor attendance in person or virtual by approval

- R414** Councillor attendance at Council Meetings will be in person, so that Councillors can contribute to the discussion and debate and can vote by way of raising their hand, unless the meeting is held completely in virtual form or the Councillor has prior approval to attend virtually.
- R415** Councillors can request to attend Council Meetings virtually, however, attendance will only be recognised if they can contribute to the discussion and debate and vote by visibly physically raising their hand or raising their hand by electronic means.
- R416** Councillor requests to attend Council Meetings virtually, must be:
1. Submitted to the Chairperson as soon as practicable
 2. Approved by the Chairperson after consideration to whether the Councillor can:
 - a. Adequately contribute to discussion and debate
 - b. Be seen by participants so that they can see the raising of the Councillor's hand to vote
 3. Notified to the CEO allowing sufficient time for technical adjustments prior to the Council Meeting.



Agenda preparation and publishing

- R417** The CEO will decide the form of the Agenda and requirements for Council Officer Reports to address the Strategic Planning Formula (see Appendix 1).
- R418** The CEO and/or delegate and the Mayor will meet to consider the Agenda prior to drafting.
- R419** The CEO will take into consideration any advice from the Mayor before developing the Council Meeting Agenda, including items for decision and noting.
- R420** The CEO will prepare the Agenda for publishing and distribute it at least three (3) days before the Council Meeting by:
1. Sending the published Agenda electronically to the Council, unless otherwise arranged in exceptional circumstances and in consideration of any reasonable adjustments required
 2. Notifying the public of the published Agenda on Council's website.
- R421** The CEO can, prior to the Council Meeting, seek the Chairperson's approval to withdraw an Agenda item, and if approved, will notify Council and the Community about the reasons for the withdrawal by:
1. Reporting the reasons for the withdrawal at the Council Meeting
 2. Publishing the change on the Council website if possible.
- R422** Councillors will engage with the community for feedback and can submit an item for discussion and decision (other than a planning application *see Delegations Policy) to the CEO or delegate using the Notice of Motion Form (Appendix 4) for incorporation into the Agenda. Councillors will:
1. Consult with community members prior to the Council Meeting
 2. Be respectful of community views and Council Officer's recommendations on Agenda items
 3. Attend Council Meetings and participate in debate and discussion
 4. Demonstrate respect for the Chairperson's role and the duty of other Councillors to contribute to decision-making
 5. Apply the Strategic Planning Formula to decision making
 6. Act in accordance with the Councillor Code of Conduct.
- R423** The CEO will incorporate the Councillor's Agenda item if the Notice of Motion form is received at least two (2) days prior to the intended Council Meeting. Otherwise, if the Notice of Motion form is received after that time, it will be incorporated into the next possible Scheduled Council Meeting.



The Chairperson will chair the Council Meeting

- R424** The CEO will Chair the first Council Meeting of a newly elected Council until the Mayor and Deputy Mayor (if any) are elected.
- R425** The Chairperson will be the Mayor once elected.
- R426** If the Mayor is absent from the Council Meeting, the Deputy Mayor will assume the role of Chairperson.
- R427** If both the Mayor and Deputy Mayor are absent, then the Council will appoint a Chairperson by resolution. The CEO will chair the process for conducting the vote to elect the Chairperson.
- R428** The CEO, or delegate, may participate in the Council Meeting to support the Chairperson in clarifying the intention of an unclear motion to enable implementation; or assist with procedural issues.

Nominations and election of Mayor and Deputy Mayor (if any)

- R429** If the Mayoral role is vacant, the CEO will decide the time, date, location and form for the election to be held, which must be at a Council Meeting open to the public and within one month of the Mayoral vacancy and/or Declaration of Result from the election.
- R430** Any Councillor is eligible for election or re-election to the role of Mayor or Deputy Mayor (if any).
- R431** Each Councillor is entitled to one (1) nomination and may nominate themselves for the role of Mayor and/or Deputy Mayor (if any).
- R432** A nominee that has not nominated themselves, must declare whether they accept or decline the nomination.



- R433** At the Council Meeting, the CEO will invite nominations for the Mayoral role and:
1. If only one (1) nomination is received, the CEO will declare the nominee Mayor; or
 2. If two (2) nominations are received, invite the nominees (in order of nominations) to speak for up to three (3) minutes; and:
 - a. Will call for Councillors to vote on the nominees
 - b. Will elect the Councillor who has an Absolute Majority of the total number of elected Councillors.
 - c. Where an Absolute Majority is not reached a second vote will be conducted.
 - d. Where there is still no Absolute Majority, the Council can hold an election for Mayor, at a time and date that is no later than five (5) business days from the resolution.
 3. If three (3) or more nominations are received, invite the nominees (in order of nominations) to speak for up to three (3) minutes; and:
 - a. Will call for Councillors to vote on the nominees
 - b. Will elect the Councillor who has an Absolute Majority of the total number of elected Councillors.
 - c. Where an Absolute Majority is not reached the nominee with the lowest number of votes will be eliminated from the vote.
 - d. Further votes will be conducted according to R433 subrule 3a, b and c until an Absolute Majority reached.
 - e. Where there are only two candidates remaining and there is still no Absolute Majority, Council can hold an election for Mayor, at a time and date that is no later than five (5) business days from the resolution.
- R434** If the Deputy Mayoral role is vacant, Council may resolve to establish a Deputy Mayor.
- R435** If resolved, the Chairperson will invite nominations for the Deputy Mayoral role, and the provisions of Rule 433 will apply but with reference to Deputy Mayor in replacement of Mayor.
- R436** The election of the Mayor and/or Deputy Mayor will be carried out by a show of hands or an electronic method (as determined by the CEO) that enables those observing to see who a Councillor has voted for at the time the vote is taken.
- R437** The Mayor and/or Deputy Mayor once elected can make a ceremonial speech to talk about Council/Community Plan priorities.



Addressing the Chairperson and referencing titles

R438 When addressing a Council Meeting a person must:

1. Do so through the Chairperson
2. Refer to the Mayor as “Mayor” and Deputy Mayor as “Deputy Mayor”
3. Refer to the CEO, after the general election and before a Mayor is elected, as “Chairperson” or “Chair”
4. Refer to a Councillor who has been appointed to the role of Chair at a Council Meeting as “Chairperson” or “Chair”
5. Refer to a Councillor as “Councillor [surname]”, and while Administrators are appointed “Administrator [surname]”
6. Refer to a Council Officer by their first and last names and position title when they are being introduced for the first time, and then subsequently all participants can refer to them by their first name.
7. Refer to any other person courteously and in accordance with the Code of Conduct.

Opening the Council Meeting

R439 The Chairperson will open the Council Meeting with:

1. A Statement to Acknowledge Traditional Owners; and
2. The Diversity Statement.

R440 The Chairperson will run the Council Meeting and will guide the Council through the Agenda items unless they decide to make a Procedural Motion to change the Agenda’s order of business.

R441 All apologies will be:

1. Submitted to the Chairperson in writing prior to the Council Meeting, or
2. Advised by another Councillor for submission at the meeting on their behalf; and the Chairperson will:
 - a. Confirm attendance; and
 - b. Note apologies.

R442 A Councillor who is not In Attendance at a Council Meeting and has not submitted an apology or approved Leave of Absence will be recorded as absent and may cease to be a Councillor if absent for four (4) consecutive meetings without leave in accordance with section 35 of the Act.



R443 The Chairperson will ask Councillors to disclose any Conflict of Interest with any Agenda items and:

1. Councillors will disclose any Conflict of Interest, at the start of the meeting and when the Agenda item is read out, which will be discussed and noted in the Council Meeting Minutes; and will:
 - a. State the type of conflict either:
 - i. General
 - ii. Material:
 - b. Disclose the circumstances that gave rise to the Conflict of Interest; and
 - c. Leave the meeting prior to consideration and voting on the Agenda item for which they have a Conflict of Interest.
2. Councillors can seek policy advice from Council Officers to enable them to manage a Conflict of Interest.

R444 The Chairperson will:

1. Ask Councillors to confirm the previous Council Meeting Minutes or raise any inaccuracy by referencing the Council Meeting Minutes and proposing an amendment for decision (Motion)
2. Ask for another Councillor to agree to put the amendment to a vote; and if so, the decision will be put to a vote (Seconder).

R445 The Chair may seek advice from the CEO on matters related to the operation of the meeting procedure and/or Governance Rules during the Council Meeting, and may, if required, adjourn the meeting to do so.

Council Meeting debate and discussion

R446 Councillors must remain seated during debate and discussion.

R447 The CEO can ask a Council Officer to give a verbal report on an Agenda item and the Council Officer:

1. Can only speak for five (5) minutes unless granted an extension to seven (7) minutes
2. Can only make comments that are relevant to the report's content
3. Cannot debate on the report.

R448 Councillors will have the opportunity to ask questions to the CEO or delegate.

**R449** The Chairperson will:

1. Ask for a Councillor (Mover) to put forward an Agenda item for discussion and decision (Motion)
2. Ask for a Councillor to agree to the Agenda item (Seconder)
3. Invite discussion and debate on the Agenda item.
4. Invite Councillors to:
 - a. Vote on the decision (Resolution); or
 - b. Propose:
 - i. An amendment to the Motion for agreement by the Mover and Seconder (and if agreed, it becomes the Motion); or
 - ii. An Alternate Motion; and if so, the Councillor will state the Alternate Motion to be seconded by another Councillor.
5. Any number of amendments to a Motion may be proposed, but only one (1) amendment may be accepted by the Chairperson, which must be dealt with before moving to a subsequent amendment or Alternate Motion.
6. At any time during debate, a Councillor may foreshadow a Motion to inform Council of their intention to move a Motion or Alternate Motion on an item in the Agenda at a later stage in the Meeting. A Foreshadowed Motion has no procedural standing (unless moved as an actual Motion) and merely assists the flow of the Meeting.

R450 The Chairperson may adjourn the Council Meeting for the time required to prepare a Motion or an Alternate Motion, and:

1. A Motion or Alternate Motion which does not conform to the requirements of this rule can be rejected by the CEO
2. Will be read aloud by the proposer or can be written out by the proposer and given to the Chairperson to be read out
Will be displayed so that all Councillors and community members can read it before a debate takes place, or a vote is taken.

R451 The Chairperson will allow the following speaking times, unless the Council has decided on an extension of time to a maximum of two (2) additional minutes:

1. Five (5) minutes for the Councillor who put forward the Agenda item or amendment (mover of the Motion)
2. Three (3) minutes for another Councillor to also present the Agenda item (seconder of the Motion)
3. Each Councillor has the opportunity to ask questions of the Mover of the Motion or the CEO or delegate, for two (2) minutes



4. Two (2) minutes for the Mover to reply or conclude.
5. After the Mover has replied the Motion will be immediately put to a vote without any further discussion or debate.

R452 The Chairperson can allow the CEO or Councillor to clarify a misrepresentation or misunderstanding or to respond to a request for more information.

Respectful debate and discussions

R453 A Councillor will listen and participate in discussion and debate respectfully in accordance with the Code of Conduct and will not:

1. Make any defamatory, indecent, abusive, offensive, or disorderly statement; and if requested by the Chairperson will unreservedly withdraw the statement
2. Interrupt others while speaking, however, the Chairperson can interrupt on a Point of Order.

R454 Where discussion is adjourned by a resolution, the Councillor moving the adjournment has the right to speak first when the discussion is resumed.

R455 When exercising a right of reply, a Councillor must not introduce new or additional matters.

R456 The Chairperson can adjourn, postpone or cancel a Council Meeting, if order cannot be obtained and will report on the circumstances of the adjournment, postponement, or cancellation at the next Council Meeting.

Quorum

R457 A Council Meeting can be postponed in the absence of a majority of Councillors, by the CEO if a Quorum:

1. Is not present within 30 minutes after the Council Meeting's commencement; or
2. Cannot be formed during the meeting.

R458 Where a Quorum cannot be reached because a majority of Councillors have declared a conflict of interest, Council can use an alternative decision-making method of either:

1. Splitting the matter into separate parts so that a Quorum might be reached for each part; or
2. Making decisions on component parts of a matter, which will be resolved when a Quorum can be reached at a future meeting; or
3. Establishing a Delegated Committee made up of the Councillors who are not conflicted and any other suitable people.
4. A decision made by a Delegated Committee in these circumstances will be reported to the next Council Meeting.



Decisions and voting

R459 Each Councillor:

1. Is entitled to one (1) vote and abstaining from the vote is considered a vote against the Agenda item for decision
2. Will indicate their vote by a show of hands unless Council decides on an alternative method if the method of voting is clearly visible to everyone at the Council Meeting.

R460 Council Meeting decisions require a majority of votes of those Present and Eligible to Vote to be approved (carried).

R461 The Chairperson has the deciding vote if there is an equal number of votes on a decision.

R462 A Councillor can call for a division immediately after a decision is approved (Motion is carried) and before the Council Meeting has moved to the next Agenda item. If so, the Chairperson will:

1. Ask each Councillor who agrees with the Motion to raise their hand; and
 - a. The Chair will call out the names of each Councillor with their hands raised
 - b. Results will be recorded in the Meeting Minutes.
2. Ask each Councillor who disagrees with the Motion to raise their hand;
 - a. The Chair will call out the names of each Councillor with their hands raised
 - b. Results will be recorded in the Meeting Minutes.
3. Call out the names of Councillors who abstained. These details will be recorded in the minutes.

R463 A Councillor can question the Chairperson's ruling by calling a Motion of Dissent, and if so, the Chairperson will ask for a Seconder and if it's Seconded:

1. The Deputy Mayor will assume the role of Chairperson; and will
 - a. Put questions to the Mayor
 - b. Put questions to the mover of the Motion of Dissent
 - c. Invite debate on the Motion of Dissent
 - d. Put the Motion of Dissent to a vote to be decided by a majority vote.
2. The Mayor will then resume the role of Chairperson.



Rescission of previous resolution

R464 A Councillor can request the CEO to consider approving a Notice of Motion to Rescind or Amend a previous resolution which will:

1. Be in writing by the proposing Councillor and seconded by another Councillor;
2. Indicate the reason for the request, either:
 - a. The previous resolution was made in error of law
 - b. The previous resolution was made in error of a material fact, or
 - c. There has been a significant change of circumstance since the resolution; and
3. Be received by the CEO by 12pm on the working day following the Council Meeting or more than three (3) months since the resolution.
4. A Motion that would conflict with or have the effect of nullifying a previous resolution will not be considered unless submitted in accordance with this rule.

R465 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.

R466 A Councillor may withdraw a Notice of Motion to rescind or amend a previous resolution.

Councillor/CEO Reports

R467 The Mayor and Deputy Mayor can each provide a verbal or written report on activities including representation on committees and participation in community events for up to five (5) minutes, which may be extended by a further three (3) minutes by resolution.

R468 Councillors can provide a verbal or written report on activities including representation on committees and participation in community events for up to three (3) minutes, which may be extended by a further three (3) minutes by resolution.

R469 The CEO can provide a verbal or written report about Council business and events for up to five (5) minutes, which may be extended by a further three (3) minutes by resolution.

Questions or discussions on the interpretation of the Governance Rules

R470 A Councillor can at any time during the meeting, ask the Chairperson to interpret the Governance Rules and make a ruling.



R471 The Chairperson, on receiving a request to interpret the Governance Rules, will suspend any Agenda item discussions and:

1. Can consult with the CEO or CEO's delegate before giving a ruling; and
2. May adjourn the meeting to do so.

Closing the meeting

R472 A Council Meeting will finish by 10:30pm unless extended by Council resolution to 11:00pm. If Council Meeting business is not concluded by 11:00pm the Chairperson can adjourn the meeting and will announce a date, time and place for the meeting to continue, which must be within seven (7) days.

R473 The Closure or the Adjournment of the Council Meeting will be recorded in the Council Meeting Minutes.

R474 Council Meetings (or part of it) will be closed to the public for Confidential discussions and community members and Council Officer's not required will be asked to Leave the Meeting.

5. Community Participation

Public Question Time

R500 Community members are encouraged to provide input into Council's decision-making through Public Question Time, engagement forums or by contacting Councillors directly in advance of Council Meetings.

R501 Council will hold Public Question Time for up to 30 minutes at each Scheduled Council Meeting, to enable community members to ask questions, make statements or read out a Petition or Joint Letter to Council and will:

1. Accept a maximum of two (2) written questions or statements from each person or entity, which will be read out during Public Question Time if the Chairperson determines there is adequate time; and
2. The question or statement:
 - a. Is no more than 200 words in length per question or statement; and
 - b. Contains the name, address and contact details (phone or email address) of the person or entity submitting the question or statement.
3. Allow each community member three (3) minutes in total (not per question or statement) to ask their question or make their statement and the Chair can censure a person who:
 - a. Is discourteous or disrespectful of the Council and its processes, or



- b. Debates or joins Council discussions unless responding to a direct question from a Councillor; or
- c. Asks questions that may (or are intended to) prejudice, insult, or defame someone; or
- d. Exceeds the time limit.

R502 The Council can resolve to extend Public Question Time during a Council Meeting.

R503 The Council will not hold Public Question Time during the Election Period.

R504 Public Question Time will not be available during Meetings closed to the public.

R505 The Council will ensure community members can make a submission to Public Question Time and will make reasonable adjustments to enable participation. Assistance may include physical assistance and/or translation services.

R506 The CEO can determine that a Public Question Time submission, Petition or Joint Letter, received in advance of the meeting, which is operational in nature, is instead addressed directly through Council's service operations or complaint handling program.

R507 Priority will be given to questions or statements that relate to Agenda items and those submitted prior to 12pm on the day of the Council Meeting. Any questions submitted after 12pm on the day may be read if there is sufficient time and otherwise, will be carried-over to the next Council Meeting.

Hearing of Public Submissions

R508 Public submissions can be heard during Public Question Time.

R509 If there is insufficient time to hear all public submissions during Public Question Time:

- 1. Public question time can be extended,
- 2. The hearing of submissions can be deferred to later in the meeting, or
- 3. The Council Meeting can be adjourned to a later date to hear and consider submissions.

R510 The Chairperson will ensure each community member is given three (3) minutes (in total – not per submission) to make their submission and the Chair can censure a person who:

- 1. Is discourteous or disrespectful of the Council and its processes, or
- 2. Debates or joins Council discussions unless responding to a direct question from a Councillor; or
- 3. Makes statements that may (or are intended to) prejudice, insult, or defame someone; or
- 4. Exceeds the time limit.



R511 The Chairperson will ask community members who interrupt or disturb the Council Meeting to stop the behaviour, and if the behaviour continues, may ask the person to leave the Council Meeting.

R512 The Chairperson can read the prepared submission for the community member if:

1. Asked to by the community member, or
2. The submitter is unable to read the submission.

6. Reasonable adjustments

R600 Council will ensure reasonable adjustments are made to encourage community member participation at Council Meetings using Council's *Guide to Minimum Accessibility Requirements for Community Meetings, Consultations and Events*.

7. Recording of Council Decisions

Minutes, footage and record keeping

R700 The CEO will determine the form of Council Meeting Minutes, which will include:

1. Opening items of the Council Meeting as per Agenda preparation and publishing
2. Date, time and place of the Council Meeting, the time it commenced, ended and any times at which it was adjourned and/or resumed
3. Names of the Councillors and whether they were present, an apology or on leave of absence
4. Councillor arrival and departure times during the Council Meeting
5. Any actions taken in relation to Conflict of Interest
6. Name and title of Council Officer's presenting
7. Formal reports by Councillors appointed as a Council representative of another body/committee
8. Proposed motion or amendment
9. Names of Councillors who move and second any motion or amendment
10. Whether the proposed motion or amendment, which is seconded is carried or lost
11. Where a Division is called, the names of every Councillor, the way their vote was cast; and if they abstained
12. First name and suburb of a person who submitted a Petition or Joint Letter and the discussion topic
13. Details of questions or statements made during Public Question Time
14. Details of failure to achieve a Quorum
15. The reason for any adjournment and the time the Council Meeting was adjourned
16. Any other matter, which the CEO thinks should be:
 - a. Recorded to clarify the intention of the Council Meeting, or



b. Redacted to protect Council against any civil legal claim.

R701 Once confirmed by the Chairperson, the Minutes of a Council Meeting will be saved electronically and stored in accordance with Public Records Office Victoria standards.

R702 The CEO will ensure the electronic confirmed Council Meeting Minutes are:

1. Provided to each Councillor at least three (3) days before the next Council Meeting
2. Published on Council's website within two (2) weeks of the Council Meeting
3. Available on Council's website for at least 12 months
4. Recorded electronically by Council
5. Recorded electronically and stored in accordance with Public Records Office Victoria standards.

R703 The CEO can decide to publish footage of the Council Meeting on Council's website and any other electronic application determined by the CEO. If the footage is published it:

1. Can be redacted to protect Council against any civil legal claim; and
2. Will be Copyright Protected.

8. Council decisions during Election Period

R800 Council cannot make a Major Policy Decision during an Election Period.

R801 Council can resolve to apply to the Minister if there are extraordinary circumstances requiring a Major Policy Decision during the Election Period, and a decision cannot be made until Ministerial approval is granted.

R802 A Major Policy Decision made during the Election Period without Ministerial approval is invalid.

R803 Council will be insured to compensate anyone for loss or damage while acting in good faith of a Major Policy Decision, which is deemed invalid.

9. Compliance with the Governance Rules

R900 The CEO or delegate can inform the Chairperson during the Council Meeting of any operational, financial or risk implications arising from a proposed resolution and any non-compliance with the Governance Rules, law or custom and the Chairperson:

1. Can ask the CEO or delegate to advise the Council on the implications or the non-compliance and guide how compliance can be achieved.
2. Will ensure the Meeting Minutes record details of the implications and how it was dealt with.



R901 The Councillor Code of Conduct applies to all Councillor conduct and behaviour, especially during Council Meetings and Delegated Committee Meetings, and requires Councillors to discharge their duty with integrity.

R902 The Staff Code of Conduct applies to the conduct and behaviour of Council Staff during the performance of their role and requires them to discharge their role with integrity.

10. Delegated Committee Meetings

R1000 These rules apply to any Delegated Committee established by the Council and:

1. Any reference to “Chairperson” in these Governance Rules is to be read as the Chairperson of the Delegated Committee
2. Any reference to “Councillor” in these Governance Rules is to be read as Member.

R1001 The Mayor can appoint a Councillor as the Chair of a Delegated Committee, which will replace any previous Council appointment if it is consistent with Council’s *Public Transparency Policy* and the Code of Conduct’s pledge to work together in the best interest of our community and to discharge responsibilities to the best of our ability and judgement.

R1002 The Delegated Committee will establish a Terms of Reference or Charter, which can amend any of these Governance Rules for the purposes of that Committee, except for the rules in Section 7 - Recording of Council decisions.

R1003 The established Terms of Reference or Charter must outline the processes for regularly informing the Council of decisions, outcomes and activities.

11. Decisions made by the CEO and Council Officers

R1100 The CEO can make decisions on behalf of Council under delegation in the Instrument of Delegation, from Council using the Strategic Planning Formula to inform decision-making.

R1101 Council Officers can make decisions on behalf of Council under sub-delegation in the Instrument of Delegations, using the Strategic Planning Formula to inform decision-making.

R1102 Council Officers will manage conflicts of interest using the Staff Conflict of Interest Policy & Guidelines.



12. Definitions

1200 In these Governance Rules, the following words and phrases mean:

Words	Meaning/Definition
Absolute Majority	The number of Councillors, which is greater than half the total number of elected Councillors/members of the delegated committee.
Act	<i>The Local Government Act 2020.</i>
Additional Council Meeting	An additional Council Meeting called by Councillors.
Agenda	A document containing the date, time, place and form of a Meeting and a list of business to be transacted at the Meeting.
Alternate Motion	A Motion that is different from the original Motion.
Authorised Officer	An Officer who is authorised by the Chief Executive Officer or Council under section 224 of the Act.
Chairperson	<p>The Councillor that has been appointed as Council's Chairperson or Delegated Committee Chairperson. The Councillor elected Mayor will be appointed as Council's Chairperson.</p> <p>The Chairperson plays a crucial role in providing an orderly, respectful, transparent and constructive meetings by ensuring all Councillors and members of Delegated Committees have the opportunity to be heard, matters are adequately discussed, meeting procedures are followed appropriately, and statutory requirements are adhered to.</p> <p>The Chairperson is an independent leader of meetings and generally does not participate in debate or move or second motions. The Mayor will act consistently with the adopted Councillor Code of Conduct and transparency commitments of the Council.</p> <p>Specific duties and discretions of the Chairperson are outlined throughout these Governance Rules.</p>
CEO	the Chief Executive Officer and includes an Acting CEO.
Conflict of Interest	Has the same meaning as section 126 (2) of the Act. A person has a conflict of interest if the person has a general conflict or a material conflict (see sections 127 and 128 of the Act).
Conflict of Interest Policy	Means the conflict of interest provisions of the Councillor Code of Conduct Policy or the Conflicts of Interests (Employee) Policy
Confidential Information	Has the same definition as in section 3(1) of the Act for example any information or decision making around tenders, security information, planning information that might encourage land speculation, law enforcement information, information that is legally privilege, personal information that is unreasonable to disclose, private commercial information.



Words	Meaning/Definition
Copyright Protected	A notice in place, which alerts a person that the footage or material is copyright protected.
Council	The Whittlesea City Council.
Council Meeting	Includes a Scheduled Council Meeting and an Additional Council Meeting.
Council Officer	A member of Council Staff.
Council Staff	A Council Officer but does not include a member of the Executive Leadership Team.
Councillor	A person who holds the office of Member of Council or a person appointed as an Administrator for City of Whittlesea under the Act. An Administrator performs the role of a Councillor for the purposes of section 28 of the Act. Reference to persons appointed as Administrators is a reference to persons elected as Councillors of Council, as the case may be. Councillors have a duty to participate in Council Meetings and provide good decision-making.
Councillor Code of Conduct	the code of conduct developed and adopted by Council under section 139 of the Act, which relates to the conduct of elected Councillors.
Declaration of Result	The result of the election in accordance with s.284 of the Act.
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 established by Council.
Delegated Committee Meeting	A meeting of a Delegated Committee.
Deputy Mayor	Has the same meaning as section 21 of the Act. The Deputy Mayor can exercise any powers of the Mayor if the Mayor is absent or unwell or the Mayoral role is vacant.
Diversity Statement	A statement to reflect the purpose of the governance process to ensure decision making is reflective of the diverse community and Council's vision: A Place for All. <i>"At the City of Whittlesea we are proud of our diversity and the many cultures, faiths and beliefs that make up our community. We strive to be an inclusive welcoming City that fosters active participation, wellbeing and connection to each other and this land. We commit as a Council to making informed decisions to benefit the people of the City of Whittlesea now and into the future, to support our community's vision of A Place For All."</i>
Division	A procedure to enable a Councillor to set aside a result of the vote announced by the chairperson, to be replaced by the outcome of a more conscious and transparent show of hands. A Division ensures the names of Councillors voting for and against are recorded in the Council Meeting Minutes.



Words	Meaning/Definition
Election Period	Starts 32 days before the Council general election and ends 6pm on election day (see also the Election Period Policy).
Foreshadowed Motion	A notification to inform Council of the Councillor's intention to raise a Motion at a later stage. It has no procedural standing.
In Attendance	A Councillor who is able to participate in a Council Meeting. This includes being able to be seen by all participants, contribute to discussion and debate and are able to vote.
Instrument of Delegation	The instrument that is approved by Council, which gives the CEO the ability to do certain things, including spend up to a certain amount of money, enter into contracts and make decisions without Council approval.
Instrument of Sub-Delegation	The instrument that is approved by the CEO, which gives Council Officers, the ability to do certain things, including spend up to a certain amount of money, enter into contracts and make decisions without Council approval.
Joint Letter	Correspondence addressed to Council, which is signed personally (or by a representative) by at least three (3) people from different addresses stating the address of each signatory; and explaining the matter and the remedy sought, which is not in the formal written Petition format.
Leave of Absence	A request from a Councillor to be absent from a Council Meeting for more than four (4) Meetings with CEO approval (section 35(1)(e) of the Act).
Leave the Meeting	Request for Councillors, community member's and Council Officers to leave the meeting either by temporarily suspending online access or by physically leaving the Council Meeting location.
Major Policy Decision	Any decision that: (a) 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 (b) 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 (c) the Council considers could be reasonably deferred until the next Council is in place; or (d) the Council considers should not be made during an election period (section 69 of the Act)
Mayor	The Councillor elected to be the Mayor under section 25 of the Act.
Member	A Councillor or Member of a Delegated Committee.
Motion of Dissent	A motion that seeks to correct what may have been a mistake of fact or interpretation by the Chairperson.
Mover	A Councillor who is moving a Motion.
Notice of Motion	A notice setting out the text of a motion, which a Councillor proposes to move at a Council Meeting.



Words	Meaning/Definition
Petition	<p>A written statement addressed to Council signed personally (except in the case of illness or disability where it can be signed by a representative) by at least twelve people of separate addresses:</p> <ol style="list-style-type: none"> Stating the address of each signatory, Stating the matter and remedy or relief sought, and Other requirements specified on the Petition Template or on our website. <p>If it does not meet the formal requirements, it will be considered a Joint Letter.</p>
Point of Order	A point of order occurs when someone draws attention to a Governance Rules violation in a Council Meeting.
Present and Eligible to Vote	<p>Includes:</p> <ol style="list-style-type: none"> All Councillors attending the Council Meeting who do not have a conflict of interest in the Agenda item Councillors who attend the Council Meeting virtually and because of technical difficulties or otherwise are not present at the time voting is called.
Procedural Motion	A procedural motion relates to how the meeting is conducted and can be used to change the sequence of the Agenda, accept minutes, stop discussions for an immediate decision, prevent a decision being made or to postpone a decision (see Procedural Motion Appendix 3).
Quorum	At a Council Meeting or Delegated Committee Meeting means an Absolute Majority of Councillors or Members of the Delegated Committee, as the case requires.
Seconder	A Councillor who is supporting the Motion.
Staff Code of Conduct	The code of conduct developed and adopted by Council under section 139 of the Act, which relates to the conduct of Council Officers.
Statement to Acknowledge Traditional Owners	<i>"On behalf of Council, I recognise the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan and Taungurung people as the Traditional Owners of lands within the City of Whittlesea. I would also like to personally acknowledge Elders past, present and emerging."</i>
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.



Appendix 1 – Strategic Planning Formula

Must apply this column to decision-making for all decisions	Must apply these columns where relevant to decision-making				
Overarching Governance Principles	Community Engagement Principles	Strategic Planning Principles	Financial Management Principles	Service Performance Principles	Public Transparency Principles
Lawful	Any decision likely to affect human rights to be considered against the Charter of Human Rights & Responsibilities 2006 & the Equal Opportunity Act 2010.	In accordance with the Council / Community Plan.	Australian Standards & Legislation		Council decision making processes are transparent except when the Council is dealing with information that is confidential in accordance with <i>the Local Government Act 2020</i> or any other Act.
Achieve best outcomes for the community into the future	A community engagement plan clearly defines objectives and scope The community engagement plan is implemented.	Addresses the community vision and demonstrates benefit. Monitors performance through reporting. Identifies and manages implementation risks.	Considers the financial impact to the community.	Services provided are accessible, equitable, diverse and represent community need. Fair and effective processes for considering and responding to service performance complaints.	Written record of a decision affecting the rights of a person will record the opportunity provided to the person to have their views considered.
Economically, socially and environmentally sustainable		Ensures sufficient finances and resources to implement the strategy.	Identifies, monitors and manages financial risks. Financial risks must be monitored and managed prudently having regard to economic circumstances.	Quality and costs standards for services provide good value to the community.	Reported in the Annual Report and other Performance Reporting
Community engagement in strategic planning & decision making	Managed in accordance with Council's Community Engagement Policy.				Council information must be publicly available unless it's confidential. Council information must be understandable and accessible to members of the municipal community.
Innovation & continual improvement		Strategies are informed with data		Performance is analysed for continual improvement.	
Collaboration with other Councils/ Government /Statutory bodies	Networked to increase reach	Granting opportunities	Economy of scale		
Financially viable			Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with financial policies and strategic plans		
Consistent with regional, state & national plans					
Transparent	Community has access to objective, relevant & timely information to inform participation. Participants are given reasonable support to enable meaningful and informed engagement. Participants are informed how the community engagement will influence Council decision making.		Accounts and records that explain the financial operations & financial position are to be kept.		Managed in accordance with Council's Public Transparency Policy. Council information must be publicly available unless— (i) the information is confidential by virtue of this Act or any other Act; or (ii) public availability of the information would be contrary to the public interest. Public awareness of the availability of Council information must be facilitated.



Appendix 2 – Election Period Policy

Policy statement

This Policy demonstrates Council's compliance with the election period provisions of the *Local Government Act 2020 (Act)* and demonstrates how we will:

- Responsibly and transparently continue Council business during the 'caretaker' period.
- Prevent the Council making any significant new policies or decisions that could unreasonably bind a future Council.
- Prevent any decisions from being made that 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.

Objective

The objective of the Policy is to:

- Assist Council in continuing to make fair, transparent decisions during the Election Policy Period.
- Establish procedures to prevent Council from making Major Policy Decisions or using significant resources 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;
- Place limits on public consultation and the scheduling of Council events during the election period.

Scope

This Policy relates to behaviour and decision making during the 'caretaker' period for all Councillors and Council Staff.

Key linkages

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

This policy has clear linkages to section 69 of the *Local Government Act 2020*.



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 ending 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

The Chief Executive Officer (CEO) or Delegate will ensure as far as possible, that:

- All Councillors and Council Officers are aware of this policy, at least 30 days before the start of the election period; and
- Major policy decisions or significant decisions are resolved before the start of the election period, or deferred, where appropriate, for determination by the incoming Council.

2. Decisions by Council

2.1 Major Policy Decisions

2.1.1 Tender Decision

If Council accepts a tender prior to the election period, the contract documents can be executed 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.

Council can continue to make town planning decisions under the *Planning and Environment Act 1987* during the election period and they will still be processed in accordance with usual practices and statutory timelines.

2.1.2 Prohibition on Council

Council or a Council Officer under delegation is unable to make Major Policy Decisions and any major policy decision made during the election period is deemed to be invalid under the Act and may be compensable.

2.1.3 Extraordinary Circumstances

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.



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:

- Decisions that would affect voting in an election; and
- Decisions that could reasonably be made after the election.

The 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 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

Public consultation activities may be necessary during the election period to ensure that the community is continuing to be consulted in decision making processes. Where it is within Council's control to do so, Council will seek to avoid actions which will require Councillor public consultation during the election period. Councillors will not attend or be involved in public consultation.

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

3.2 Council Events

Council will ensure that any significant Council events are scheduled to occur outside the election period. Where a Council event must be held during the election period, Councillor involvement will be minimised.



4. Council Publications

4.1 Prohibition on Publishing Material during the Election Period

The Chief Executive Officer will only certify electoral advertisements and information about the election process.

A Councillor or Council Officer will not print, publish or distribute, or be involved in the printing, publishing or distribution of an electoral advertisement, handbill, pamphlet or notice during the election period if the electoral advertisement, handbill, pamphlet or notice has not been certified by the Chief Executive Officer.

4.2 Certification of Publications

Election process 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 and video footage);
- 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 the Council;
- Media releases;
- Material to publicise a function or event; and
- Any publication or distribution of Councillor's speeches.

Application should be made to the Chief Executive Officer who will seek certification of the publication of election advertisements.

Copies of all certified documents and applications will be retained for three (3) years by the City of Whittlesea.



4.3 Prohibited Material

'Electoral matter' 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's therefore likely that "electoral matter" will include material which:

- 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

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

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

4.6 Annual Report

Council is required to produce and put on public display a copy of its Annual Report. The Annual Report may be published by the CEO, or delegate during the election period. The Annual Report will not contain any electioneering or material that could promote individual Councillors.

The Annual Report does not require certification by the CEO; 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 CEO, or delegate, unless they are printed or published for wider distribution.



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 CEO, or delegate.

Staff responsible for administering Council's social media sites will monitor them 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 Councillor misusing their position 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 may be prosecuted.

5.2 Role of Executive Assistant to Mayor

The Mayor's Executive Assistant cannot be asked to undertake any tasks connected directly or indirectly with a Councillor's election campaign. .

5.3 Use of Council Equipment by Councillors

Councillors (including those standing for re-election) must give back all Council owned equipment (such as laptops, printers, security passes etc.) prior to 6pm on the day of the election. The timing is to be agreed prior to the election period. Councillors standing for re-election must not use Council equipment such as printers 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 relate to a candidate's election campaign.

5.5 Council Branding

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

5.6 Cessation of Ward Specific Publications

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



5.7 Officers' Discretion

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 CEO or Delegate.

6. Media Services

6.1 Restriction on Services

During the election period, the Council's Public Affairs and Customer Service Departments' 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 CEO, or delegate approval and certification.

6.2 Media Releases/Spokespersons

Media releases will minimise references to specific Councillors and will not promote a Councillor as an election candidate. The CEO or Delegate will be referenced instead.

Media releases will require certification by the CEO or delegate.

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

In accordance with the staff Code of Conduct, 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 CEO or 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 CEO or Delegate.



7.2 Candidate Information

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

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

Candidates will complete and submit an Election Campaign Donation Return in the prescribed form within 40 days after election day. The return must contain details of any campaign donation or gift valued at more than the gift disclosure threshold (currently \$500 as at June 2022) which was received between the date 30 days after the previous election and the date 30 days after the current election.



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.

Words	Meaning/Definition
Councillor	A person who holds the office of Member of Council or a person appointed as an Administrator for City of Whittlesea under the Act. An Administrator performs the role of a Councillor for the purposes of section 28 of the Act. Reference to persons appointed as Administrators is a reference to persons elected as Councillors of Council, as the case may be. Councillors have a duty to participate in Council Meetings and provide good decision-making.
Election period	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.
Inappropriate decisions	Includes any of the following: a) decisions that would affect voting in an election; or b) decisions that could reasonably be made after the election.
Public consultation	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.
Publish	By any means, including by publication on the Internet.
Major Policy Decision	Is defined by the Act to mean a decision a) Relating to the employment or remuneration of a CEO, other than a decision to appoint an acting CEO; b) To terminate the appointment of a CEO; To enter into a contract the total value of which exceeds 1% of Council's total revenue from rates and charges in the preceding financial year.
Significant decision	In the context of this policy, significant decisions include: a) decisions that may irrevocably commit the incoming Council to substantial expenditure or to other significant actions; and b) decisions that may have an irrevocable and significant impact on the municipality or a significant section of the community.



Appendix 3 – Procedural Motions

Procedural Motion	Form	Who can move or second	Is a seconder required?	Matter in respect of which motion may be moved	When is the motion prohibited	Effect if carried	Effect if lost
Adjournment of debate to later hour/date	That this matter be adjourned until _____	Any Councillor	Yes	Any matter	When another 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 Councillor	Yes	Any matter	When another 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 Councillor	Yes	Any Meeting	When another Councillor is speaking	Council Meeting adjourns immediately until the proposed time (or date)	Council Meeting continues unaffected
Adjournment of Meeting indefinitely	That this Meeting be adjourned until further notice	Any Councillor	Yes	Any matter	When another Councillor is speaking	Council Meeting adjourns until further notice	Council Meeting continues unaffected
The Closure	That the question be now put	A 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	A Councillor who has not moved, seconded or spoken to the motion or any amendment of it	Yes	Any matter	During the election of the Mayor/Deputy Mayor	Motion and amendments not further discussed or voted on until: (a) Council resolves to take the question from the table at the same Council Meeting (b) Matter is placed on an Agenda and the Council resolves to take the question from the table	Debate continues unaffected
Proceeding to the Next Business	That the Meeting proceed to the next business	A Councillor who has not moved, seconded or spoken to the matter to which the motion relates	Yes	Any matter		(a) If carried in respect of a motion, its effect is to remove that motion from consideration (b) If carried in respect of an amendment, its effect is to dispose of the amendment and debate resumes upon the substantive motion	Debate resumed at point of interruption
Suspension of Standing Orders	That Standing Orders be suspended to ...' (reason must be provided)	Any Councillor	Yes	To allow full discussion or clarification of an issue		The rules of the meeting are temporarily suspended for the specific reason given in the motion No debate or decision on any matter, other than a decision to resume Standing Orders, is permitted	The meeting continues unaffected
Resumption of Standing Orders	That Standing Orders be resumed	Any Councillor	Yes		When standing orders have not been suspended	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 Councillor	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



Appendix 4 – Key Forms and References

The table below includes references to key forms and other documentation referred to in the Governance Rules.

Administrator Code of Conduct	Administrator - Whittlesea Council
Community Engagement policy	A Voice For All - Community Engagement Policy 2021 - Whittlesea Council
Complaints Policy	Complaints Policy - Whittlesea Council
Code of Conduct for Staff and Others	Code of Conduct for staff and others - Whittlesea Council
Council Meetings	Council Meetings - Whittlesea Council
Dates	
Questions to Administrators	
Council Meeting procedures	
Agenda and Minutes	
Live stream details	
Notice of Motion	GPN 1 Notices of Motion.docx
Petitions and Joint Letters	Petitions and joint letters to Council - Whittlesea Council
Public transparency policy	Publicly available documents - Whittlesea Council
Staff conflict of Interest Policy	Conflict of Interest (Staff) Policy.pdf

5.5.3 Walking and Cycling Plan

Responsible Officer	Director Infrastructure & Environment
Author	Catherine Thwaites, Coordinator Strategic Transport
In Attendance	Arashdeep Singh, Manager Urban Design & Transport Catherine Thwaites, Coordinator Strategic Transport

Attachments

1. Co W Walking and Cycling final [5.5.3.1 - 20 pages]

Purpose

The purpose of this report is to seek Council adoption of the City of Whittlesea Walking and Cycling Plan (2022-2027).

Brief Overview

The Walking and Cycling Plan was developed to guide the City of Whittlesea on improvements to walking and cycling conditions in the municipality, to raise awareness about the opportunities for walking and cycling and to increase the level of walking and cycling participation. The Plan presents direction for planning and delivery of active travel over the next five years, including delivering and maintaining active travel infrastructure in and around local neighbourhoods, activity centres, schools, and public transport.

Recommendation

That Council adopt the City of Whittlesea Walking and Cycling Plan 2022-2027 (attached).

Key Information

The key directions of the Walking and Cycling Plan were derived from transport planning best practices and feedback from the community. The key directions are:

1. Make active travel safer
2. Encourage and promote active travel
3. Build and maintain a high-quality network
4. Monitor active travel in the future

Community Consultation and Engagement

The Draft Walking and Cycling Plan was exhibited to the community via Council's engagement page (www.engage.whittlesea.vic.gov.au) in February 2022.

Over 130 submissions were received. A key theme that emerged from the submissions was that the community does not find active travel infrastructure comfortable and want Council to expand the network as well as making it safer.

A pop-up session was held at the Summer Series event in Doreen. The feedback at this event included advice on routes that the community use for active travel and locations that require maintenance.

The key themes that emerged from the community engagement were:

- The community walk more than cycle.
- There is a low level of female participation in cycling in the municipality.
- According to the survey, the community feels that there is not enough lighting of shared paths at night.
- There is a shortage of shade provided by trees during the day.
- Around 50% of participants pointed out the lack of safe pedestrian and cyclist crossings for busy streets.
- The community showed interest in local active travel infrastructure and improvement, particularly after the lockdowns. They want Council to work on the missing footpath links to make active travel more convenient.

The final plan will be presented to the public following endorsement by Council.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

Liveable neighbourhoods

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

Walking and cycling connect local neighbourhoods. It is the most convenient and sustainable form of transportation. It serves as the beginning or end of a trip made by public transport and helps in reducing emissions. The Walking and Cycling Plan aims to provide better active travel connections in local neighbourhoods and to town centres and parks. This will help reduce traffic congestion and provide opportunities for incidental exercise to the community.

Considerations

Environmental

Walking and cycling as modes of transport have been identified as crucial to reducing greenhouse gas emissions and mitigating climate change in Victoria's Climate Change Framework. In the City of Whittlesea, on road transport emissions make up 28% of the total greenhouse gas emissions produced in the municipality, second behind only electricity use. This is higher than the average across the rest of Australia and emissions will continue to increase as the population grows. This is a common theme amongst growth areas in Australian cities. Investing in active travel will have a significant impact on the future of the municipality and it is critical in moving towards achieving zero net emissions. A cyclist who rides 10km to and from work each day will save approximately 1.5 tonnes of greenhouse gas emissions per year. This is a significant reduction in our per capita emissions in the City of Whittlesea.

Health

In terms of health and well-being within City of Whittlesea:

- 51 per cent of residents are overweight
- 35.5 per cent do less than 1 hour of physical activity per week

Walking and cycling are great means of integrating exercise into our daily routine, and by walking and cycling for transport, people can engage in physical activity without investing extra time, money, or commitment in making it happen. Transport options that provide incidental exercise offer people with busy lives a means of reducing their risk of disease and ill health. Active travel for recreation is also an important and enjoyable means of getting daily exercise to maintain health and wellbeing.

Economic

Active transport is often undervalued because it is inexpensive, difficult to measure and has a low status compared with motorized travel. The most obvious benefits of active travel are usually ignored, such as public health. Taking up active travel as the primary mode of transport brings with it potential vehicle cost savings e.g., ownership costs, operating costs, long term mileage related costs, insurance and parking costs and residential parking costs. Not just that, there are also public cost savings as like savings on pollution emissions and public parking costs, which are higher at peak times.

Active travel can also increase public transport usage, which, in the long term, will generate more revenue. An increase in revenue can set forth more money to spend on improvements to public transport system. This means public transport can offer increased frequency, improvised routes, and better services.

Financial Implications

The implementation of the plan and the priority projects once approved will be subject to Council's Budget Process and grant applications.

Link to Strategic Risk

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

The plan provides a priority listing for bicycle and walking infrastructure network upgrades, ensuring the delivery of infrastructure is strategically planned and prioritised based on the following criteria:

- Connectivity – to local destinations and the strategic importance of links
- Permeability – intersecting bicycle routes and directness of route
- Quality – type of facility proposed and if a crossing facility is provided

Implementation Strategy

Communication

The Walking and Cycling Plan will be a public document available on Whittlesea's website after being endorsed by Council.

Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* and Rule 47 of the Governance Rules 2021, 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 Walking and Cycling Plan will enable the City of Whittlesea to plan and deliver the active travel infrastructure aspirations for our residents.



Walking and Cycling Plan 2022-2027

Purpose of Document

The purpose of the Walking and Cycling Plan is to improve walking and cycling conditions in the municipality, raise awareness about the opportunities for walking and cycling and increase the level of walking and cycling participation.

Whilst private transportation is the most preferred mode of transport in most of the outer suburbs, the City of Whittlesea is committed to providing safe active travel infrastructure by planning, developing, managing and promoting footpaths, shared paths and bike lanes throughout the municipality. The Walking and Cycling Plan (2022-2027) outlines four key directions and a suite of actions aimed at improving conditions to enable more walking and cycling across the municipality.

What is active travel?

Active travel involves walking, cycling, scooting or other active ways of getting to and from a location as an alternative to motorised transport.

The Walking and Cycling Plan has been developed by:

- Reviewing previous Walking and Cycling Plans
- Examining current walking and cycling trends in the municipality and researching how it could be improved.
- Engaging community and stakeholders to identify problems, understand their needs and prioritize action plans based on the active travel needs of the community.
- Reviewing the work that has already been done by Council in active travel like missing links, public space activation, online maps etc. to encourage more people to walk and cycle.
- Creating an evaluation framework to monitor active travel trends in the community.

Rationale for investing in active travel

City of Whittlesea residents experience a number of barriers to uptake of Active Travel, unique to its size (covering an area of approximately 489 square kilometers) and growth that differentiate it from the inner city Local Government Areas. In particular:

- long distances to key destinations
- time spent traveling to work each day limiting access to personal time for recreation
- lack of infrastructure
- wait time to cross busy roads
- missing links in the footpath network
- access to open space
- lack of tree canopy cover

The City of Whittlesea's Bicycle Plan (2016-2020) set out Council's commitment to provide more bicycle infrastructure and encourage more people to ride their bikes throughout our municipality. Council has been able to substantially increase investment in cycling infrastructure, including shared user paths for both cyclists and pedestrians.

This plan builds upon the work undertaken in the previous bicycle plan, while taking into consideration the following:

Whittlesea is growing



The City of Whittlesea is one of the fastest growing municipalities in Victoria and Australia. The City's current population is approximately 242,000 people. Over the past five years, the number of residents increased by 38,796 people. By 2041, the City's Population is forecast to increase to approximately 388,417 (an increase of almost 66 per cent). This puts pressure on the existing road network, requiring the need to look at increasing active travel as a viable option for people in our community.

State Government target



The Victorian Government's new Climate Change Strategy has set a target of 25 per cent of trips to be active travel (walking or cycling) by 2030. This is up from the current target of 18 per cent.

Health Benefits



Transport options that provide incidental exercise offer people with busy lives a means of staying active, providing increased health benefits such as reduced risk of diseases and ill health associated with lack of physical activity.

This is an important factor in our municipality where:

- ✓ 51 per cent of residents are overweight
- ✓ 35.5 per cent do less than one hour of physical activity per week



Economic Benefits



A range of economic benefits can be realised through an increase in active travel participation, including increased public transport usage, reduced vehicle operating costs, reduced health costs, and potential for changes to land-use planning to cater for more public spaces.

Active Travel in response to COVID-19



Covid-19 and its precautionary measures have required people to work from home, and stay local, increasing the opportunity for those who have never walked or cycled, to make it a part of their daily routine.

Environmental Sustainability



Walking and cycling as modes of transport have been identified as crucial to reducing greenhouse gas emissions and mitigating climate change in Victoria's Climate Change Strategy.

20-minute neighborhoods (Plan Melbourne)



Active travel is an integral part in delivering the 20-minute Neighbourhood plan by giving people the ability to meet most of their needs within a 20-minute walk, cycle or local public transport trip from their home.

Policy Context

Policy statement and principles

The City of Whittlesea is committed to adopting active travel for a wide variety of trips and for benefits around health, recreation and environment by ensuring walking and cycling is made easier for all ages and abilities.

The policy principles are designed to guide and underpin the Walking and Cycling Plan:

- Walking and cycling should provide a highly efficient transport option for short and medium length trips within the municipality.
- Walking and cycling should contribute to health, economic and environmental outcomes.
- Walking and cycling infrastructure should be focused on facilities suitable for all age groups and all abilities.
- Supporting infrastructure including wayfinding signage, bicycle parking and missing links should be provided in key locations across the municipality.
- Walking and cycling networks should extend the catchment of public transport stations and interchanges.
- We will work in partnership with our community and stakeholders to achieve positive community outcomes.
- We are committed to delivering accessible information, facilities, programs and services that encourage people to build social connections and participate in community life and to make walking and cycling a viable, safe and enjoyable experience.

Guiding policies and strategies

Whittlesea 2040: A Place for All:

The Whittlesea 2040 long term vision was adopted by Council in 2018 to guide all of Council's work and future partnerships with the community and others. Whittlesea 2040 identifies four goals to help us achieve our vision. Goal 2 guides the work in the Walking and Cycling Plan.



Goal 1: Connected community



Goal 2: Liveable neighbourhoods

- Smart, connected transport network
- Well-designed neighborhoods and vibrant town centers
- Housing for diverse needs



Goal 3: Strong local economy



Goal 4: Sustainable environment



Integrated Transport Strategy (2014)

The Integrated Transport Strategy (2014) sets out Council's role in the provision of walking and cycling to provide appropriate infrastructure and promotion to support access to local activities and services and for recreation and to support community wellbeing.

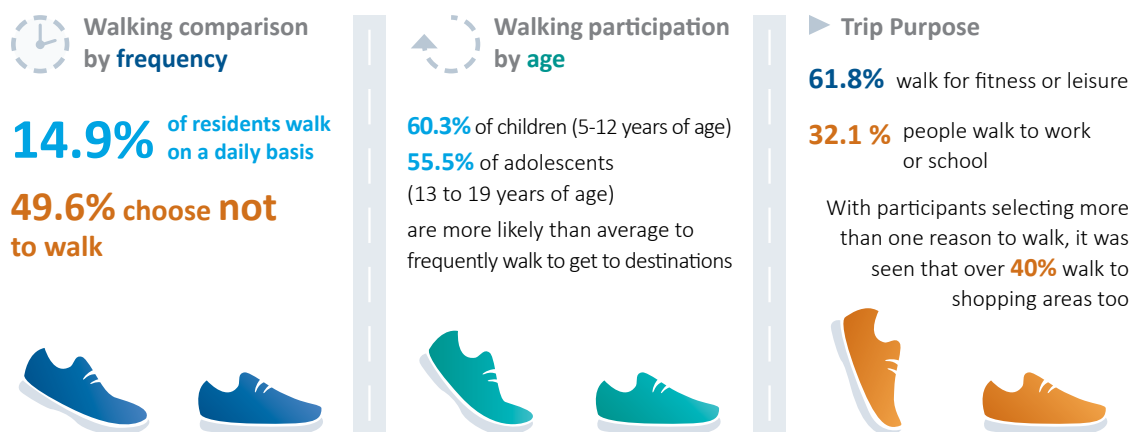
Other related strategies that are aligned with the Walking and Cycling Plan include:

- Northern Regional Trails Strategy 2016
- Active Whittlesea Strategy 2019-2028
- Open Space Strategy 2014
- 20-Minute Neighborhoods-Plan Melbourne

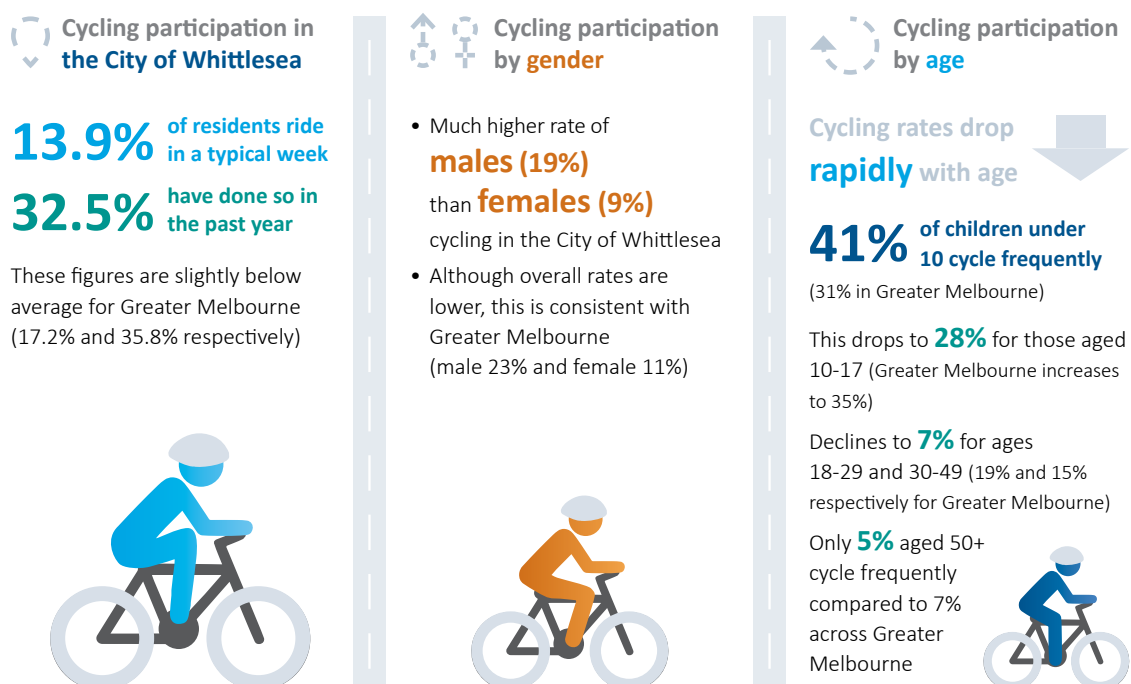
Walking and cycling in Whittlesea

Current levels of active travel participation are low in the City of Whittlesea. Walking and cycling is mostly undertaken for recreational purposes – 8.9 per cent of all trips are by Walking in the City of Whittlesea, in comparison to 16.4 per cent across Greater Melbourne, and 0.6 per cent are by bicycle (1.7 per cent across Greater Melbourne). Below is a summary of current active travel participation:

WALKING TRENDS IN THE CITY OF WHITTLESEA



CYCLING TRENDS IN THE CITY OF WHITTLESEA



Cycling Network

- The cycling network in the City of Whittlesea currently consists of approximately 860km of off road cycling infrastructure.
- This made up of approximately 524km of on-road facilities, 855km of off-road facilities and 150km of informal cycling routes (on-road).
- The development of the network is guided by three levels of networks
 - Metropolitan Trails Network
 - Strategic Cycling Corridors (Strategic Bicycle Routes)
 - Municipal Bicycle Network

Current cycling network

524km of on-road facilities,
855km of off-road facilities and
150km of informal cycling routes (on-road).

Feedback on walking and cycling

WalkSpot 2017

- This survey highlighted the main issues people faced when walking:
 - Footpath issues such as missing links were the primary demotivator in walking.
 - Issues with the speed of traffic.
 - Lack of pedestrian crossings was of particular concern for people with children or prams.

National Cycling Participation Survey 2018

- Key issues identified include:
 - Low rates of cycling participation, largely due to an unwillingness to cycle for transport
 - An increase in the proportion of cyclists feeling uncomfortable
 - Deterioration of cycling conditions
 - Distance, too many items to carry and preference for other transport modes

BikeSpot 2020

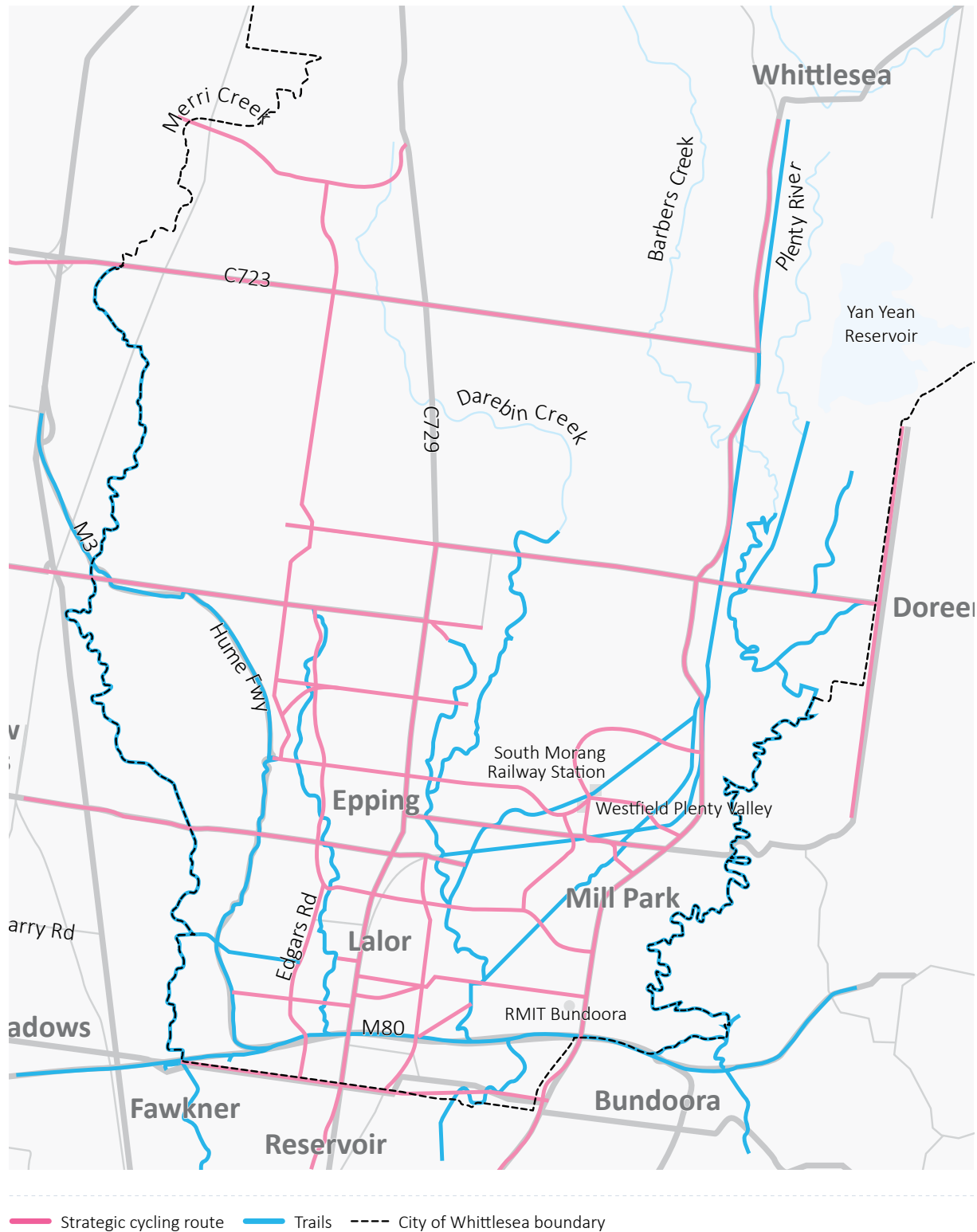
- The main issue identified in this survey reiterated concerns around real and perceived lack of safety, with 106 out of 114 submissions highlighting safety concerns.

Key issues identified through BikeSpot 2020 include:

- No bicycle lanes in some areas
- Bicycle lanes ending/unsafe bicycle lanes
- Dangerous intersections
- Narrow bicycle lanes



Ultimate Cycling Routes



Bicycle Plan (2016-2020)

The City of Whittlesea Bicycle Plan 2016-2020 (WBP) was established to support cycling in order to achieve a range of benefits including economic, environmental, health, access and mobility, and community inclusion. It detailed key directions, measures and targets, identified key objectives and listed actions for stimulating greater bicycle use within the municipality.

The WBP was ambitious in nature and contained a large and diverse number of infrastructure proposals and other supporting actions to encourage cycling which varied in terms of cost, scale, complexity and other aspects. The WBP (2016-2020) pointed out that there was lack of connected infrastructure and low level of safety for cyclists which limits participation. The key directions for the plan covered safety, encouragement and promotion of cycling. It focused on building and maintaining a high-quality network by offering better recreational trails, transport routes, signage, end-of-trip facilities and better maintenance of the network. The plan also ensured that the progress across each key direction was measured and monitored through investment in cycling infrastructure, participation and perception of cycling and monitoring cyclist volumes on key routes.

Over
\$750,000
invested in missing links
between 2016-2020.

Over
\$5 million
in cycling infrastructure
projects between
2016-2020



Investments in walking and cycling infrastructure

Council investment

Council has invested over \$5 million, or approximately \$5 per resident as a five-year average, in infrastructure projects between 2016-2020, in line with the City of Whittlesea Bicycle Plan.

This includes:

- Shared user paths on the Darebin Creek Trail, Plenty Road, McDonalds Road and the Henderson's Creek Trail
- Over \$750,000 in missing links
- Bus stop improvements
- DDA upgrades

Projects such as the revitalisation of Rochdale Square, Lalor shops and Thomastown Activity Centre along High Street. These improvements have also assisted in encouraging greater levels of active travel and use of public spaces.

External funding

Council received \$2.33 million in external funding from the State Government as a result of regional advocacy with our northern metropolitan Council neighbours that was enabled by the Northern Regional Trails Strategy. This strategy is focused on identification of trail improvement projects within the Northern Region. Funding was allocated for sections of the Edgars Creek Trail, Yan Yean Pipe Track and Henderson's Road Drain Trail.

There are several road upgrades being carried out across the municipality, which will include appropriate walking and cycling infrastructure. They include State Government funded upgrades of Epping Road (Memorial Avenue to Craigieburn Road), Plenty Road Stage 2 (Bush Boulevard to Bridge Inn Road), Bridge Inn Road (east of Plenty Road), Yan Yean Road Stage 2 (Kurrag Road to Bridge Inn Road) and Childs Road. The Plenty River Trail, managed by Parks Victoria, will be built in stages from late 2022, and will connect University Hill in Bundoora to Plenty Gorge Park in Doreen.

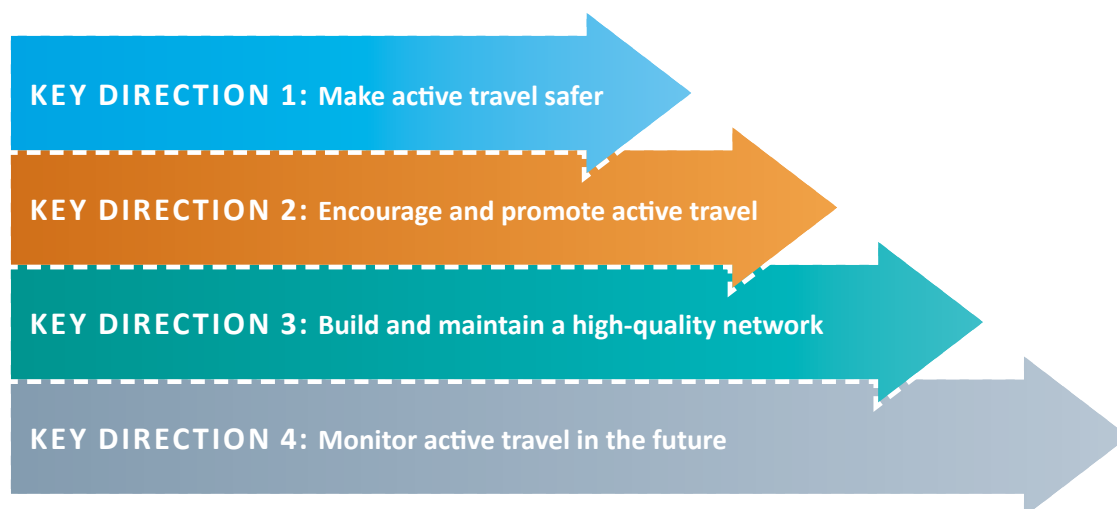
\$2.33 million

received from the Victorian Government



Key Directions

The key directions of the Walking and Cycling Plan (2022-2027) have been derived from transport planning best practice and feedback from the community. The key directions are:



A list of actions have been developed to implement the Key Directions via Council's role as provider, advocate and facilitator. Council is able to undertake specific actions directly, such as those that relate to Council assets. Council also acts as a facilitator, working with external organisations to develop programs which assist the community and with developers in greenfield estates to

ensure delivery of appropriate infrastructure for new communities. Council is an advocate that seeks the best outcomes for the community on projects like arterial road upgrades so that provision is made for all road users, including walkers, cyclists and public transport users.



Walking and Cycling Plan 2022-2027 11



Action Plan List

Key Direction 1: Make active transport safer	<p>Council commits to walking and cycling safety as integral to all capital works projects.</p> <p>Undertake Walking Audits at locations with high pedestrian use to identify pedestrian safety and priorities, and to improve accessibility, to inform Council investment, external funding opportunities and advocacy with State Government.</p> <p>Undertake Cycling Audits to identify cycling safety issues and opportunities for enhanced connectivity to inform Council investment, external funding opportunities and advocacy with State Government.</p>
Key Direction 2: Encourage and promote active travel	<p>Promote local area walkability to nearby facilities and attractions like activity centres, schools and parks by promoting local catchments through online maps.</p> <p>Promote new and improved cycling infrastructure and transport connectivity to local facilities and attractions.</p> <p>Update Council's walking and cycling maps and distribute maps at appropriate events.</p> <p>Engage with schools to promote active transport related programs such as Walk to School and Ride2School.</p> <p>Provide support to the Whittlesea Bicycle User's Group and help facilitate community programs around cycling and opportunities to increase female participation. Facilitate the formulation of a Walking Advocacy Group to represent community interests and issues around walking.</p>
Key Direction 3: Build and maintain a high-quality network	<p>Deliver:</p> <ul style="list-style-type: none"> - Key bicycle and walking infrastructure network priorities (see table below) - Missing footpath links - Crossing points to improve local connections and safety - Informal cycling routes through local roads - Wayfinding signage - Seek opportunities to deliver shade, lighting, resting spots and cycle repair stations along Principal routes in the municipality <p>Collaborate with State Government agencies to:</p> <ul style="list-style-type: none"> - Represent community interests for active transport priority and safety as part of State Government capital works projects including road widenings and public transport improvements - Apply for funding for shared user paths and trails, safety and connectivity improvements - Improve active transport priority and comfort on arterial roads through the provision of more pedestrian and cyclist crossings and appropriate design and traffic speeds in activity centres <p>Maintain Council's active transport network so that it is free of debris and obstacles/ barriers and meets pavement quality standards.</p>
Key Direction 4: Monitor active travel in the future	<p>Monitor active travel usage, behaviour and feedback from the community via surveys and pedestrian and cyclist counts.</p>

Current Walking and Cycling Projects

Rank	Project	Stage
1	Yan Yean Pipe Track – Childs Road to McDonalds Road	Construction 2023/24
2	High Street Shared Path – Keon Parade to Childs Road	Design
3	Yan Yean Pipe Track – Darebin Creek Trail to Childs Road	Construction 2022/23
4	Childs Road Shared Path – High Street to Plenty Road	Feasibility/ Design
5	High Street Shared Path – Childs Road to Memorial Avenue	Feasibility
6	Kingsway Drive – Suncroft Drive to High Street	Feasibility
7	McDonalds Road Shared Path – Scarborough Drive to E6 Easement	Design
8	Dalton Road Shared Path – Buckingham Court to Grand Parade	Feasibility
9	Edgars Creek Trail – Main Street to German Lane	Construction 2022/23
10	Main Street – Galada Tamboore Trail to High Street	Feasibility
11	Ferres Boulevard Shared Path – McDonalds Road to Findon Road	Design
12	Barry Road Shared Path – Whittlesea Public Gardens to Edgars Road	Design
13	Dalton Road Shared Path - Cooper Street to Grand Parade and a crossing to access Darebin Creek Trail	Construction
14	Dalton Road Shared Path – Parklands Drive to Wood Street	Construction
15	Yan Yean Pipe Track - Bridge Inn Road to Hazel Glen Drive	Construction
16	Findon Road Shared Path – Epping Road to Glendale Avenue	Design
17	Edgars Road Shared Path – Deveny Road to Cooper Street	Design
18	Tramoo Street – Mount View Road to High Street	Feasibility
19	Paschke Crescent-Curtain Avenue to Dalton Road	Feasibility
20	Plenty Road Shared Path – Enterprise Drive to M80 Ring Road	Design
21	Alexander Avenue – Thomastown Station to Dalton Road	Feasibility
22	The Boulevard-McKimmies Road to Darebin Creek Trail	Feasibility
23	Davisson Street Shared Path – McDonalds Road to Cooper Street	Construction
24	Edgars Road-Rosedale Drive-German Lane Shared Path	Feasibility
25	High Street Shared Path – Findon Road to Park Street (eastern side)	Design
26	Bruce's Creek Reserve Shared Path – Kinglake Views to Yea Road	Construction 21/22
27	Plenty Road Shared Path – Municipal Boundary to M80 Ring Road	Feasibility
28	Transmission Line Shared Path – Childs Road to Centenary Drive	Design
29	Edgars Creek Trail – Mahoney's Road to M80 Ring Road	Design
30	Yan Yean Pipe Track – Hazel Glen Drive to Yan Yean Reservoir	Feasibility

The above priority projects have been determined by the following criteria:

- **Connectivity:** to local destinations and the strategic importance of links (in accordance with the State Government's Strategic Cycling Corridors)
- **Permeability:** intersecting bicycle routes and directness of route
- **Quality:** type of facility proposed and if a crossing facility is provided

The priority listing will be subject to Council's budget processes and assist with applications for external grant funding.

Current Advocacy Priorities

Rank	Project	Stage
1	Mernda to Whittlesea Shared Trail	Feasibility
2	Cooper Street Shared Path - Edgars Road to Merri Creek	Design

Walking and Cycling Projects

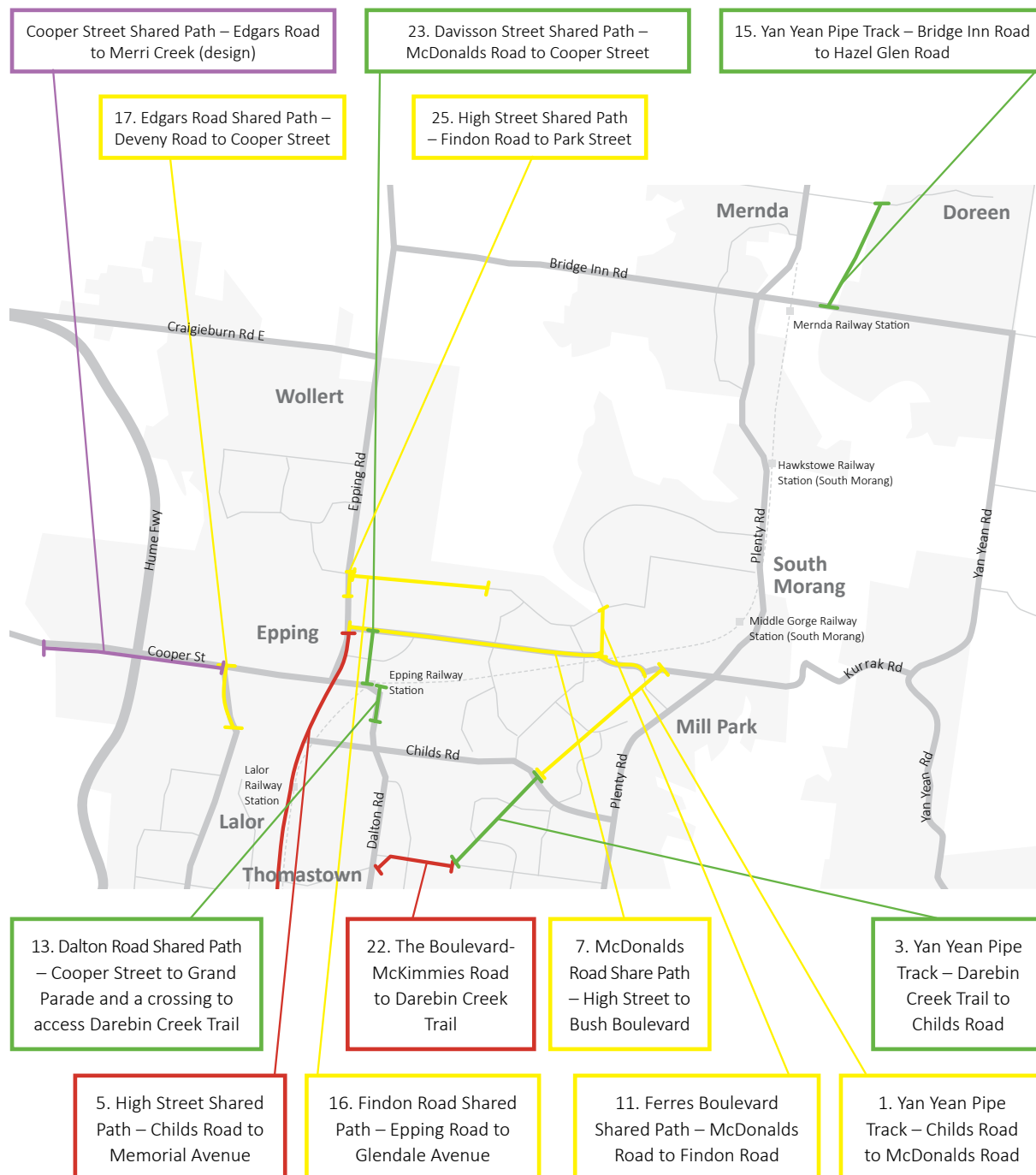
NORTHERN PRIORITY PROJECTS



Project details/stages

— Feasibility Stage — Under Construction — Advocacy Project

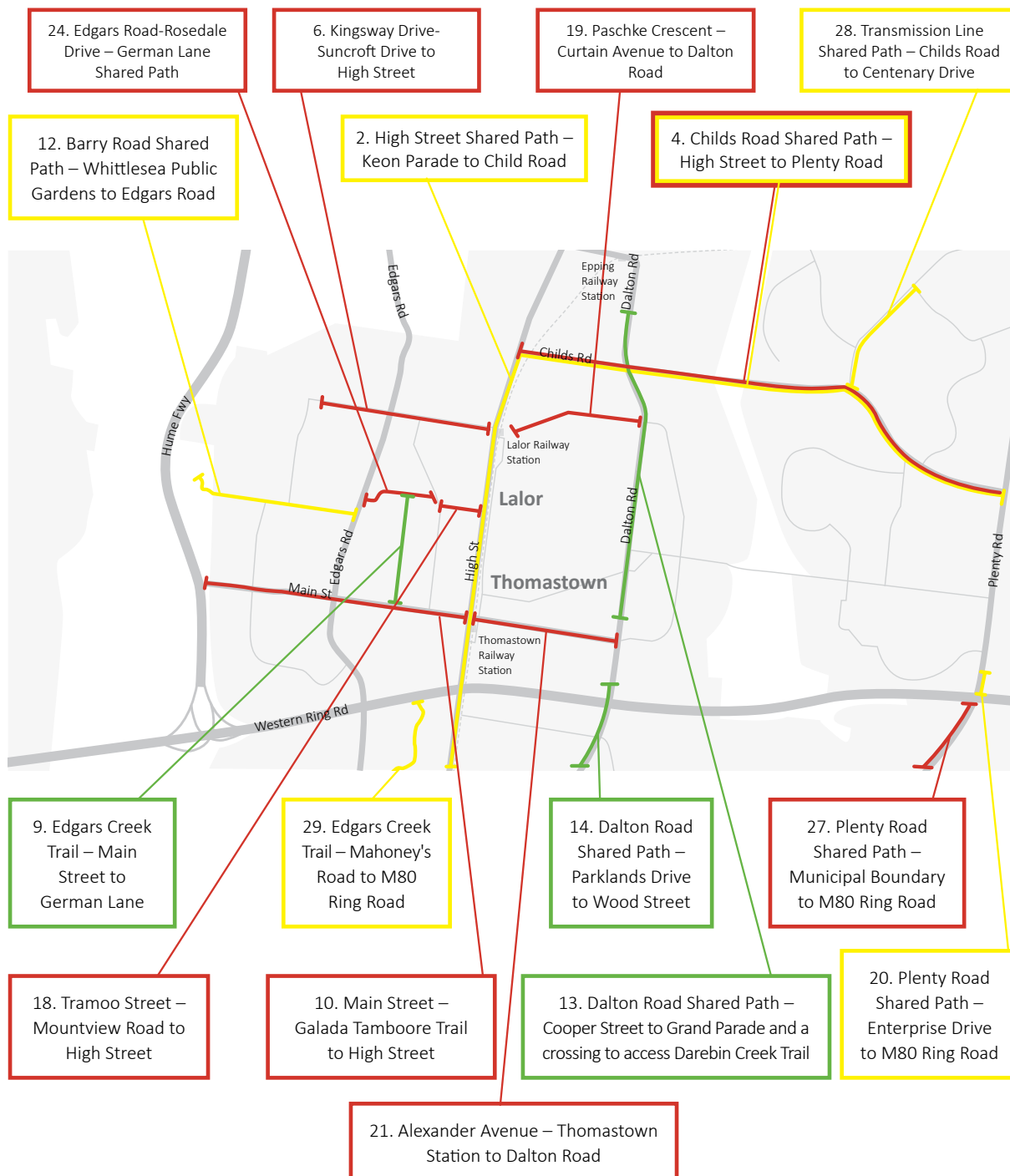
CENTRAL PRIORITY PROJECTS



Project details/stages

— Feasibility Stage
 — Design Stage
 — Under Construction
 — Advocacy Project

SOUTHERN PRIORITY PROJECTS

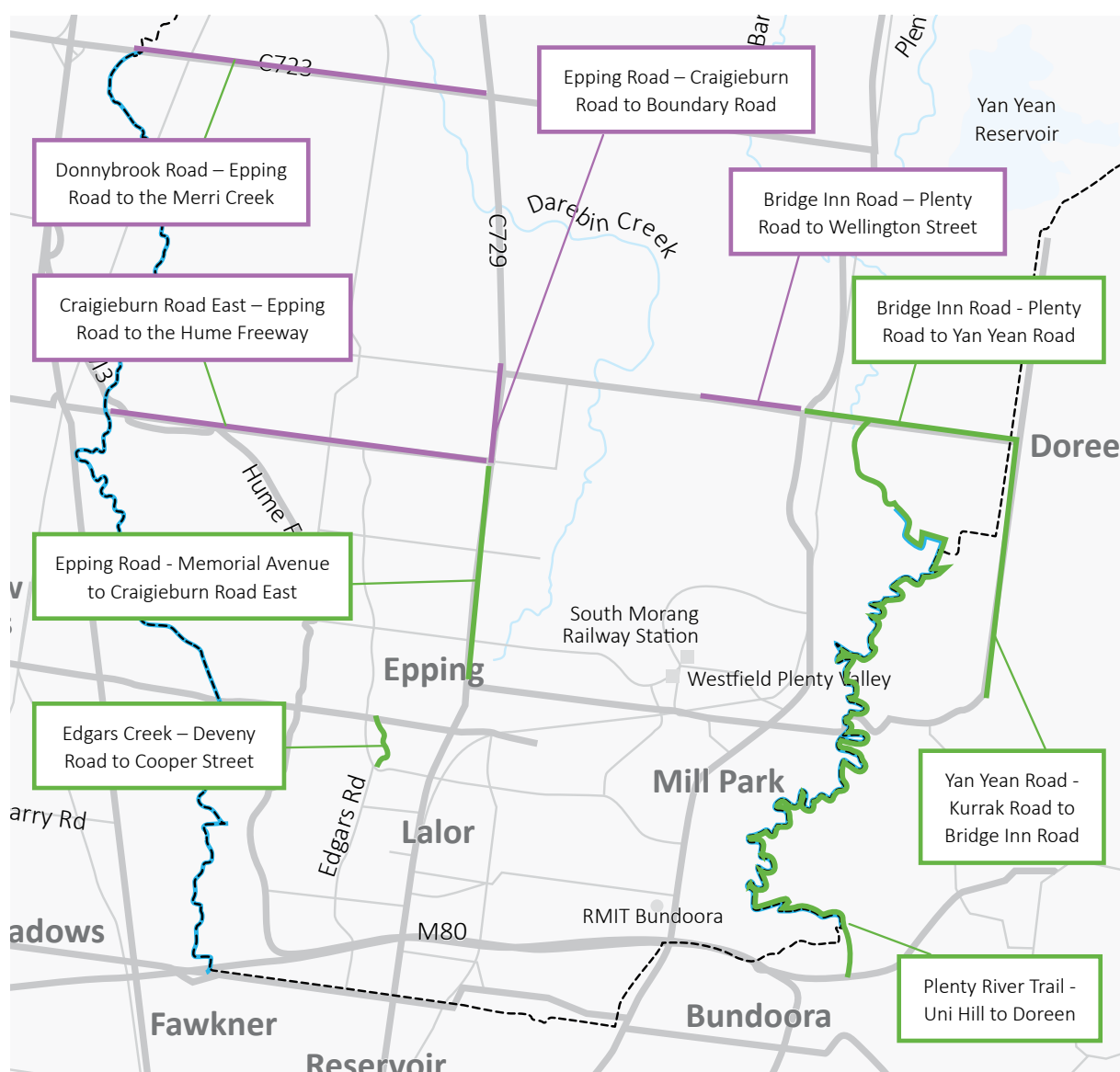


Project details/stages

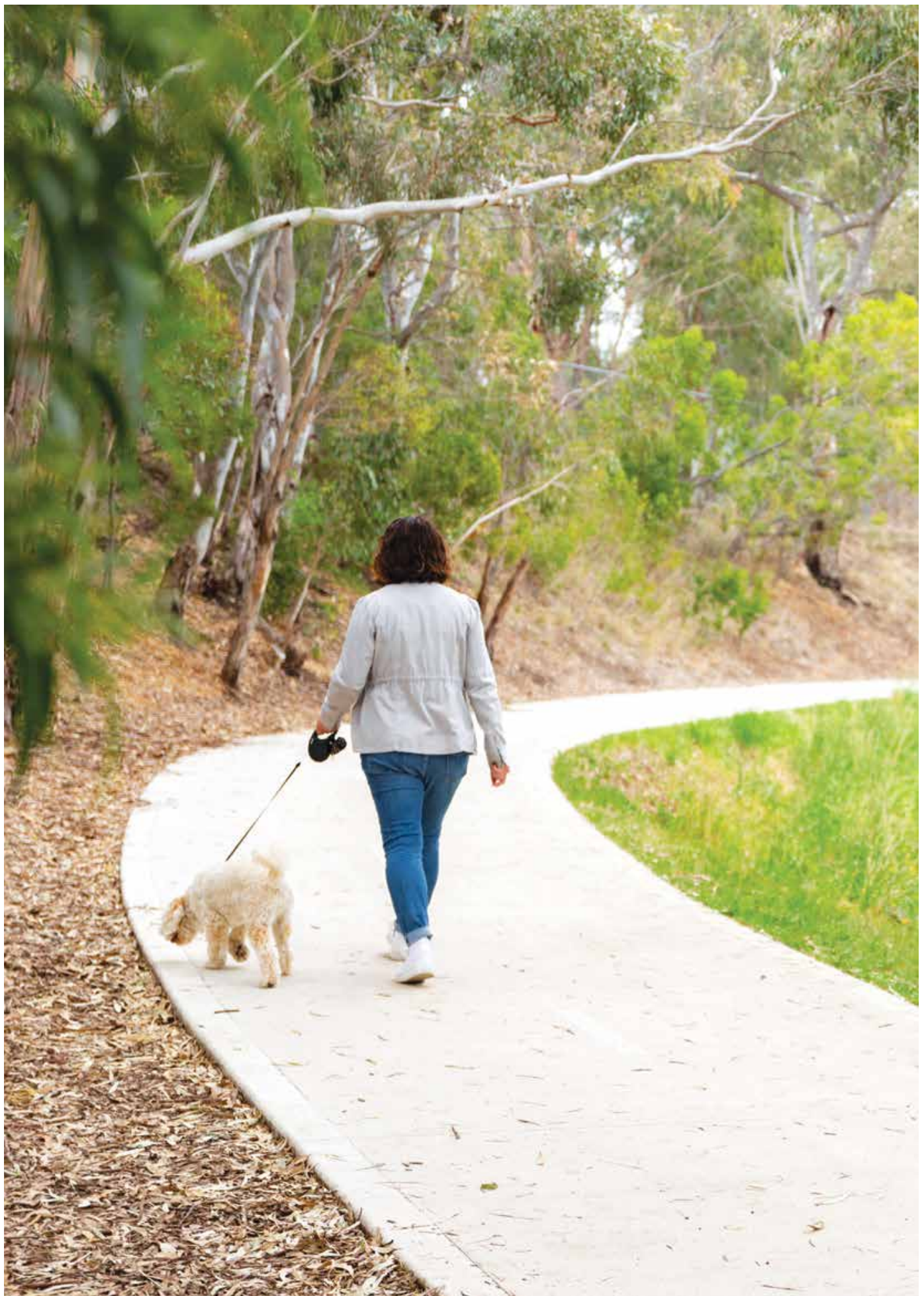
— Feasibility Stage — Design Stage — Under Construction

Externally funded Walking and Cycling Projects

Epping Road - Memorial Avenue to Craigieburn Road East	MRPV
Bridge Inn Road - Plenty Road to Yan Yean Road	MRPV
Craigieburn Road East - Epping Road to the Hume Freeway	Advocacy
Yan Yean Road - Kurrak Road to Bridge Inn Road	MRPV
Plenty River Trail - Uni Hill to Doreen	Parks Victoria
Epping Road – Craigieburn Road to Boundary Road	Advocacy
Donnybrook Road – Epping Road to the Merri Creek	Advocacy
Bridge Inn Road – Plenty Road to Wellington Street	Advocacy
Edgars Creek – Deveny Road to Cooper Street	Developer



— Advocacy — Committed





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Phone: 9217 2170
National Relay Service: 133 677
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Free telephone interpreter service:
If you speak a language other than
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Free telephone interpreter service
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September 2022

5.5.4 481 Cooper Street, Epping Draft Development Plan

Responsible Officer	Director Planning & Development
Author	Nick Robinson, Strategic Planner
In Attendance	George Saisanas, Manager Strategic Futures Linda Martin-Chew, Coordinator Strategic Land Use Planning Nick Robinson, Strategic Planner

Attachments

1. Attachment 1 - Development Plan [5.5.4.1 - 1 page]
2. Attachment 2 - Existing Conditions [5.5.4.2 - 1 page]
3. Attachment 3 - Tree Native Vegetation Retention and Removal Plan 24 May 2022 [5.5.4.3 - 1 page]
4. Attachment 4 Summary of Submissions [5.5.4.4 - 8 pages]
5. Attachment 5 - Summary of Outstanding Issues [5.5.4.5 - 1 page]

Purpose

The purpose of this report is to consider the Development Plan prepared for 481 Cooper Street, Epping. The application for the Development Plan is subject to a review by the Victorian Civil and Administrative Tribunal (VCAT) at a hearing currently scheduled from 18 to 20 and 24 October 2022.

Brief Overview

The draft Development Plan for 481 Cooper Street, Epping (the Development Plan) has been prepared in response to the provisions of Development Plan Overlay Schedule 33 (DPO33) at Clause 43.04 of the Whittlesea Planning Scheme. The intention of the development plan is to guide future use and development of the site as an employment precinct. The site is located within the broader Cooper Street Employment area between the Merri Creek and Hume Freeway.

The draft Development Plan was placed on non-statutory exhibition in January 2022. A total of nine submissions were received. These included a submission from the Merri Creek Management Committee, a supportive submission from the adjoining property owner and several submissions from government agencies. The submissions from agencies also included a number of conditions and requirements to be complied with. Since the non-statutory exhibition period, Council officers have been working with the submitters and the proponent to resolve the raised issues.

An application has recently been made by Vaughan Industrial Projects Pty Ltd (the owner of the land) to VCAT for a decision to be made on the draft Development Plan. The case has been accepted as a 'Fast Track Cases Hearing' which is scheduled for October. As such, Council needs to resolve a position on the draft Development Plan in its current form.

The DPO33 includes requirements that acknowledge the context and characteristics of the site. These include consideration to the Merri and Central creeks which traverse the site, the Merri Creek Marran Baba Parklands and the preparation of stormwater and drainage strategies to the satisfaction of Melbourne Water. As per the assessment of Council officers it is considered that the draft Development Plan does not achieve the requirements of DPO33 in its current form.

There is also a range of outstanding issues, including: whether an environmental audit is required to address land contamination issues, ownership and management of public land and waterbodies, native vegetation retention and removal, determination of whether the removal of Growling Grass Frog (GGF) habitat requires Commonwealth environment approval and the incoherency of the submitted plans and reports as a Development Plan document.

Given that there are several issues outstanding, the officer assessment that the draft Development Plan does not currently meet the requirements of DPO33 (including a Stormwater Management Plan and Drainage Strategy prepared to the satisfaction of Melbourne Water), the officer recommendation is that the draft Development Plan be refused.

Noting the hearing scheduled in October 2022 for the VCAT, it is also recommended that a further resolution be made to authorise the CEO to appoint officers to represent Council at the VCAT hearing or pre-hearing practice days including compulsory conferences, in respect to the Development Plan. In respect to outstanding issues with the proposed Development Plan, there may be an opportunity to negotiate an acceptable outcome as part of these proceedings consistent with the Council position outlined in this report.

Recommendation

That Council:

1. **Refuse the Development Plan for 481 Cooper Street, Epping as the submitted Development Plan documents:**
 - a. **do not meet the requirements of the Development Plan Overlay Schedule 33,**
 - b. **are not in accordance with the environmental objectives under Environmental Significance Overlay 3**
 - c. **are not in accordance with the objectives and strategies of the Whittlesea Planning Scheme including:**
 - i. **Clause 12 Environmental and Landscape Values and its subclauses.**
 - ii. **Clause 13.04-1S Contaminated and potentially contaminated land.**
 - d. **do not reflect the conditions of Melbourne Water or the Department of Environment, Land, Water and Planning which are required to be satisfied prior to the approval of the Development Plan.**
 - e. **do not form a coherent Development Plan document.**
2. **Authorise the Chief Executive Officer to appoint officers to represent Council and instruct any legal representation at any Victorian Civil and Administrative Tribunal hearing or pre-hearing practice days including compulsory conferences, conducted in respect to the Development Plan; and,**
3. **Notify the proponent, submitters and the Victorian Civil and Administrative Tribunal of the Council decision.**

Key Information

Background

The draft Development Plan (refer Attachment 1 for layout plan) has been prepared by town planning consultants ProUrban on behalf of the owner and developer, Vaughan Industrial Projects. The draft Development Plan has been prepared in response to the provisions and requirements of Schedule 33 to the Development Plan Overlay (DPO33) at Clause 43.04 of the Whittlesea Planning Scheme. The draft Development Plan aims to facilitate the development of site for industrial land uses and reserves land for drainage, environmental and open space purposes.

As per Clause 43.04 of the Whittlesea Planning Scheme, the Development Plan is required to be approved by Council as the Responsible Authority, prior to planning permit applications for subdivision or development on the subject land are considered by Council. The intention of the Development Plan is to provide the planning framework for the site to guide future planning permit applications.

The draft Development Plan has undergone multiple changes by the applicant over an extended period in response to Council officer and state agencies feedback. The purpose of the feedback has been to ensure that the Development Plan accords with DPO33 and other relevant planning provisions in the Whittlesea Planning Scheme. Earlier versions of the plan were inconsistent with the requirements and concept plan in DPO33. More recent submissions including the draft which was placed on non-statutory exhibition were a significant improvement on earlier versions and responded to many of the issues initially raised by Council officers and officers from the Department of Environment, Land, Water and Planning (DELWP) as part of early engagement in respect to Growling Grass Frog (GGF) matters.

The most recent version of the Development Plan was submitted on 24 May 2022 (Attachment 1) in response to feedback received in submissions from the non-statutory exhibition of the draft Development Plan. The plan addressed some of the issues raised in the submissions received but has not resolved all outstanding matters. In June 2022, the site owner Vaughan Industrial Projects made an application for the matter to be reviewed by VCAT. Council received an order from VCAT on 26 July 2022 which stated that the hearing has been scheduled for 18 to 20 and 24 October 2022. The post exhibition version of the Development Plan layout dated 24 May 2022 (Attachment 1) along with supporting documents is the basis of this assessment and the application made to the VCAT.

The Subject Site

The subject site is located at 481 Cooper Street, Epping. The irregular shaped site has an area of approximately 53.12ha. An aerial photo of the subject site is included in Attachment 2.

The site is encumbered by a carriageway easement along the length of the eastern boundary, abutting the Hume Freeway (to the benefit of a number of service authorities and adjacent lot). The site is bounded by the Merri Creek to the west, the Hume Freeway to the east, an existing quarry (Alex Frasers) / biodiversity business (employment estate which fronts Cooper Street) to the north and a vacant property zone for future industrial development to the south.

The site is the next stage of the Cooper Street South-West employment precinct building on the existing Biodiversity Business Park and other development fronting the southern side of Cooper Street to the west of the Hume Freeway. This is an infill development site between existing development to the north and a future industrial development to the south.

It should be noted that access to the land to the south is required to be facilitated through the subject site. This site is currently undeveloped but has the potential to be developed for employment purposes in the future subject to the approval of a separate Development Plan in accordance with DPO33.

The site has external vehicle access via two points. Firstly, the site is connected via a sealed road (McKellar Way) near to the north-western corner. Secondly, there is an unsealed accessway, near to the north-eastern corner (adjacent to the Hume Freeway). There are several informal, unsealed tracks throughout the subject site.

At the western part of the site, the land drops down steeply to the creek. Additionally, Central Creek meanders diagonally from the northern boundary to the eastern boundary (near to the southern boundary). Significant vegetation is located to the east of the Merri Creek (including patches "A" and "CH" - refer Attachment 3).

In contrast to the steeply sloping banks of Merri Creek, the Central Creek environs are relatively level. The riparian zone of Central Creek also contains significant patches of vegetation. In addition to the significant patches of vegetation, there is a mixture of native and exotic trees and other vegetation scattered throughout the subject site (refer to Attachment 2 and 3).

The subject site was historically used for agriculture and subsequently extractive industry which ceased in the mid 2000s. Three former quarries are positioned at various intervals, near to the northern boundary (refer to Attachment 2). These quarry holes are filled with water, which is supplied via disturbed aquifers. The water fed into these quarry holes is saline. According to the submission of the Merri Creek Management Committee (MCMC), the saline water inhibits invasive, predatory aquatic species and provides good habitat to the Growling Grass Frog (GGF). Although, there have been historical recordings of the GGF on the site in the central and eastern quarry holes, it should be acknowledged that GGF have not been observed on the subject site for some time. Whilst there have been no recordings of GGF in the western quarry hole, this waterbody does provide habitat for common frog species and other native animals.

The quarry holes are deep depressions when compared with the surrounding relatively flat landscape. They have steep batters down to water level. The western quarry hole and the central quarry hole can be accessed via vehicles down to water level. However, the eastern quarry hole has not maintained vehicle access and currently has steep batters to the water level.

The Proposal

The draft Development Plan layout (dated 24 May 2022) has been provided in Attachment 1. As noted above this plan is the post exhibition version of the Development Plan and is the basis of this assessment and the application made to the VCAT. The submitted plan includes the following features:

- Approximately 29.22 hectares of land set aside for industrial development.
- Approximately 19.59 hectares of land set aside for unencumbered open space, habitat linkage and reserves surrounding waterways.
- A waterway corridor for the Central Creek.
- The filling of the central quarry hole and in its place, a specially designed GGF pond is to be constructed between the western quarry hole and the Merri Creek.
- One access is proposed to the subject site (along McKellar Way adjacent to the north-western corner of the site). A secondary access is noted on the plan as a “potential future accessway” adjacent to the north-eastern corner of the site, to safeguard potential future access to the north should the adjoining quarry ever be redeveloped in the future.
- Two connections to be provided for the future development site located immediately to the south at 485 Cooper Street.
- A shared pathway is proposed as an extension of the Merri Creek shared path network.
- Some vegetation retained in encumbered open space, waterway corridors, habitat links and tree reserves. Some trees to be retained on private lots subject to agreements.
- Vegetation removal on the land earmarked for industrial developable.

Planning Context

Council has over many years endeavoured to prioritise as a strategic objective increasing the supply of employment land to support the municipality’s population growth. Where opportunities have been identified Council has been proactive in seeking to rezone land for employment purposes.

On 14 May 2015, Amendment C174 to the Whittlesea Planning Scheme was gazetted which rezoned the subject site and abutting properties to Industrial 1 Zone (from Special Use Zone) and applied the Development Plan Overlay – Schedule 33 (DPO33). These are the controls which effectively govern the assessment of the draft Development Plan considered by this report. The area affected by DPO33 is bound by Cooper Street to the north, the Merri Creek to the west, the Craigieburn Bypass (or Hume Freeway) to the east and the Barry Street Grasslands to the south. As noted above the Development Plan area covers several major landholdings including Biodiversity Business Park, the subject site 481 Cooper Street and the parcel to the south at 485 Cooper Street. The subject site sits centrally within this area. DPO33 includes a list of requirements for a Development Plan to comply with and a Concept Plan which the Development Plan must be ‘generally in accordance with’.

Additionally, the proposed industrial use of the site is identified in the relevant Strategic Framework Plan at Clause 02.04-6 of the Municipal Planning Strategy.

The site subject to the draft Development Plan is affected by the following planning controls:

Zoning

- Industrial 1 Zone (INZ1)
- Urban Floodway Zone (UFZ)

Overlays

- Development Plan Overlay 33 (DPO33)
- Design and Development Overlay 2 (DDO2)
- Environmental Significance Overlay 3 (ESO3)
- Land Subject to Inundation Overlay (LSIO)

The property is also in a Bushfire Prone Area and an area of Aboriginal Cultural Heritage Sensitivity.

Community Consultation and Engagement

Consultation and Notification

The draft Development Plan was placed on non-statutory exhibition between 7 January 2022 and 25 January 2022.

Non-statutory exhibition is a process of advertising, which is adopted practice at City of Whittlesea in the assessment of Development Plans. It enables affected landowners, community groups and agencies to provide comment of the draft Development Plan prior to it being considered by Council. Non-statutory exhibition of the draft Development Plan took the following forms:

- Notification of adjacent landowners or landowners potentially materially affected by the proposal;
- Notification to the Merri Creek Management Committee (MCMC);
- Notification of relevant State government departments and agencies; and,
- Website update.

A total of nine submissions were received from the non-statutory exhibition period. The submissions and officer response are summarised below and detailed in Attachment 4.

Neighbouring Property

One (1) submission was received from the adjoining landowner to the south. This submission was supportive of the draft Development Plan.

Incorporated agency/Community Group

A submission was received from the MCMC which objected to the draft Development Plan on several grounds. It should be noted that the decision guidelines of the Environmental Significance Overlay (ESO3) applying to the site requires the Responsible Authority to consider the views of the MCMC.

Council facilitated communication between the applicant and the submitter to negotiate an outcome, but the issues contained in the submission remain unresolved. The submission is detailed in Attachment 4. In summary, the submission outlined the MCMC objection to the Draft Development Plan on a number of grounds including the following major concerns:

- Poor outcome for Merri Creek Conservation Corridor and Marran Baba Parklands;
- Alteration of Central Creek natural channel and use of western-most wetland for stormwater retention;
- Growling Grass Frog (GGF) provisions and habitat removal;
- Native Vegetation Removal does not demonstrate the avoidance principle (also states that patch “B” requires an EPBC referral);
- Loss of the Central Wetland/Quarry hole; and,
- Offsets Plans are outdated and need to be renewed at appropriate times of the year.

External Government Agencies

A total of seven submissions were received from external authorities which are summarised following:

- Melbourne Water provided an extensive list of requirements and conditions including a number which they have stated are required prior to endorsement of the Development Plan. These include but are not limited to:
 - Resolution of the retarding basin including ownership and maintenance.
 - Site Contamination Assessment report.
 - Amended Land Capability and Stormwater Report and a Functional Design.
 - Confirmation of management (including but limited to diversion of flows, maintenance, safety requirements) of the to be constructed GGF wetlands and buffers.
 - Flora and Fauna investigation and Targeted Surveys.
 - Vegetation Management Plan.
 - Concept Landscape Plan.
- Department of Environment, Land Water and Planning (DELWP) have provided conditional support for the proposal. However, the requirements as part of this conditional support are extensive and will require significant work as part of finalising the Development Plan documents and future planning applications. These are noted in more detail in Attachment 4.

Additionally, the following external agencies have also provided comments:

- Fire Safety Victoria requires the construction of a safety track (this has been discussed above);
- The EPA has stated the proposal is of low risk, but Council should satisfy itself in regard to environmental health;
- APA Group (APA) who manage high pressure gas pipeline which is located in proximity to the site have provided a response including conditions;
- Ausnet Services who manage the surrounding electricity network have provided a response including conditions; and,
- Yarra Valley Water have provided a response including conditions.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

Liveable neighbourhoods

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

The draft Development Plan includes design guidelines to ensure that the employment estate is well planned and designed.

Strong local economy

Our City is a smart choice for innovation, business growth and industry as well as supporting local businesses to be successful, enabling opportunities for local work and education.

Should the proposal be approved, it will support economic development. It will create local jobs during the construction phase. Additionally, it will release industrial land within the municipality, creating long term employment opportunities within the municipality.

Sustainable environment

We prioritise our environment and take action to reduce waste, preserve local biodiversity, protect waterways and green space and address climate change.

The proposal in its current form partially responds to this goal in community plan and Council plan. The proposal does respond to issues pertaining to GGF habitat to the satisfaction of DELWP. However, in its current form it does not satisfactorily avoid vegetation removal and does not adequately resolve stormwater management issues.

Considerations

Planning Assessment

In summary the draft Development Plan does not currently comply with multiple areas of the Whittlesea Planning Scheme including the Planning Policy Framework (PPF), the ESO3 and significantly the DPO33.

Planning Policy Framework

The draft Development Plan does not currently accord with the Planning Policy Framework. In particular 'Clause 12 Environment and Landscape Values' and its subclauses including, but not limited to:

- Clause 12.01-1S Protection of Biodiversity;
- Clause 12.01-1L Protection of biodiversity;
- Clause 12.01-2S Native vegetation management; and,
- Clause 12.05-2S Landscapes.

The draft Development Plan does not satisfactorily avoid impacts of development on important areas of biodiversity. This is detailed later in this report.

The draft Development Plan does not currently satisfactorily address 'Clause 13.04S. Contaminated and potentially contaminated land' including the strategy to ensure contaminated or potentially contaminated land is or will be suitable for the proposed use

Development Plan Overlay Schedule 33 (DPO33) – Cooper Street South West Development Plan

The proposal does not currently comply with all the requirements of the DPO33.

Notably, the DPO33 states the following:

- *A Stormwater Management Plan and Drainage Strategy prepared to the satisfaction of Melbourne Water, which incorporates Water Sensitive Urban Design principles, and which provides for the protection of natural systems, integration of stormwater treatment into the landscape, protection of water quality, and reduction of run-off and peak flows.*

Melbourne Water are yet to endorse the submitted Stormwater Management Plan and Drainage Strategy.

The DPO33 also requires:

- *An environmental assessment identifying any environmental hazards or contamination of the land and proposed treatments, if any; or a qualified statement indicating the absence of such hazards or contamination*

Environmental assessment reports have been provided however they do not clearly outline whether an Environmental Audit will be required on the subject land.

Furthermore, the accompanying vegetation offset plan is outdated and needs to be updated factoring in the current design proposal for the site and most up to date information.

Environmental Significance Overlay – Schedule 3

This overlay control is applicable to land adjacent to the Merri Creek. The removal of significant vegetation in this overlay is inconsistent with the environmental objectives of this overlay. This overlay requires the views of the MCMC to be considered. The MCMC have raised concerns with the proposal which are detailed in Attachment 4.

Design and Development Overlay – Schedule 2.

The Development Plan satisfactorily responds to this control.

Land Subjection to Inundation Overlay (LSIO)

It is noted that Melbourne Water have not yet endorsed the Stormwater Management Plan and Drainage Strategy for the site.

Quarry Holes and GGF habitat

The subject site abuts Merri Creek, contains Central Creek and contains three former quarry holes that are now artificial lakes. The creeks and artificial lakes have amenity and high ecological value, that must be balanced alongside drainage issues. In this instance, the draft Development Plan has not satisfactorily balanced these competing concerns.

The draft Development Plan recognises that the former quarry holes are now important habitat for the Growling Grass Frog (GGF), which are identified as a vulnerable species under the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). DELWP and Council are 'in principle' satisfied that the loss of the central of the three quarry holes (refer to Attachment 2 and 4) can be compensated in accordance with state and local policy, with the construction of a GGF pond between the western quarry hole/lake and Merri Creek.

This is the outcome of significant discussion between the proponent and DELWP in respect to potential options to provide for GGF habitat on the subject land which comply with DELWP's requirements.

However, the impact of habitat of the GGF which is a threatened species under Commonwealth legislation, the Environment Protection and Biodiversity Conservation Act (EPBC Act) may trigger the need for an assessment and approval from the Department of Environment. A self-assessment prepared for the proponent indicates that the referral is not required. However, it is considered that the proposal should be referred as the development 'may have a significant impact'. Whilst, this process is not directly linked to the assessment of the Development Plan, the outcomes of any referral would have implications for the spatial layout of the Development Plan and therefore the final Development Plan needs to account for the potential outcomes.

Vegetation Removal and associated Biodiversity Loss

The level of vegetation removal sought (refer to attachment 3) to facilitate the proposed development is considered excessive and not in accordance with relevant planning policy as identified above. In particular, the removal of significant patches of vegetation within the Central Creek waterway or adjacent to McKellar Way corridor are not supported.

Council officers have been advised that the proposed vegetation removal adjacent to Central Creek are needed to facilitate upgrades to the waterway corridor in accordance with Melbourne Water requirements. Vegetation located in reserves adjacent to McKellar Way is to be removed due to level considerations according to proponent advice. No further evidence has been provided to date which demonstrates the need for this vegetation to be removed. It is considered that greater efforts should be taken to maximise retention of native vegetation.

Table 1 provides a list of patches of vegetation that is proposed to be removed that Council officers have identified should be further investigated for retention within the Development Plan, unless otherwise demonstrated that its removal is absolutely necessary (refer to Attachment 3 to identify the relevant patch of vegetation).

Table 1: Additional Vegetation Identified for Retention

Patch (refer to Attachment 3)	Location	Notes for retention / Adjustment required to Development Plan layout
A	Adjacent to McKellar Way, south-west quadrant.	May need adjustment to earthworks. McKellar Way does not need to be realigned.
CH	Bisected by McKellar way, north-west quadrant.	Minor realignment of McKellar Way
E	Located in central drainage reserve.	No adjustments needed. Noting that the stormwater management plan is not finalised.
G	Located in the central drainage reserve.	No adjustments needed. Noting that the stormwater management plan is not finalised.
V	Adjacent to bowl court.	Minor road realignment.
C	Adjacent to Central Creek, within drainage and conservation reserves.	No adjustments needed. Noting that the stormwater management plan is not finalised.

O	Adjacent to Central Creek, within drainage reserve	No adjustments needed. Noting that the stormwater management plan is not finalised.
B	Adjacent to Central Creek, within drainage reserve and conservation reserve	No adjustments needed. Noting that the stormwater management plan is not finalised.
86	Adjacent to Central Creek, within drainage reserve	No adjustments needed. Noting that the stormwater management plan is not finalised.

Noting the above, it is considered that the proposal does not acceptably avoid vegetation removal. Furthermore, this loss has implications for natural systems, habitat loss, landscape value and waterway function that have not been satisfactorily justified.

Further, in respect to Patch “B”, The applicant advises that this patch must be removed due to works required to rectify upstream and downstream Melbourne Water flooding concerns (refer to Attachment 3 for location). The MCMC’s position in their submission to the non-statutory exhibition of the draft Development Plan is that patch “B” requires an EPBC Act referral due to its environmental significance as a EPBC Act listed community (Natural Temperate Grasslands of the Victorian Volcanic Plain). It is recommended that the proponent liaise with the Department of Environment (Commonwealth agency) to determine whether an assessment and approval under the EPBC Act is required. Council officers are of the opinion that the proposal should be referred consistent with the precautionary principle approach as the removal of the habitat ‘may have a significant impact’ on the environmental values of the ecological community.

Drainage and Maintenance of Assets

Melbourne Water has identified several issues as part of their comments and submission. They require the western quarry hole/lake accommodate peak flows from Central Creek to the north (see Attachment 4). Effectively, the western quarry hole is proposed to be used as a retarding basin, with water from this basin slowly released back into Central Creek.

The MCMC are concerned that the release of unfiltered water into this quarry hole/lake may compromise its existing habitat values for the GGF by changing the water quality and potentially introducing exotic species into this habitat.

The vesting of this asset and the condition of the waterbody is also an unresolved matter. The Melbourne Water submission outlines requirements which must be complied with as part of preparing a functional design for the waterbody. To comply with these requirements, it is expected that significant modifications will be required with the waterbodies. This may have implications for buffers, vegetation and habitat values of the GGF which will need to be further investigated and considered in the design. It is recommended that these assets should be vested and managed by Melbourne Water, as they are over the capacity threshold of assets that Council is able to manage. However, this will require the Development Plan to provide guidance to ensure that the assets are designed to their requirements.

It is the view of Council Officers that the Development Plan must clearly outline the ownership, management and maintenance responsibilities of the public land, waterbodies and waterway corridors including any future requirements for planning permit applications. The draft Development Plan does not achieve this.

Land Contamination

As the subject site has a historical been used for extractive industry there is a potential risk of contamination. The site also contained a Department of Defence exclusion zone. This is an area which was until recently off limits due to previous use by the Department of Defence.

Updated Victoria wide planning controls for dealing with contaminated land, were introduced by the Minister for Planning via Amendment VC203 which implemented new environment protection legislation and was gazetted in September 2021. The new planning controls were supported by 'Planning Practice Note 30 - Potentially Contaminated Land (PPN30)' which provides guidance for planners and applicants on dealing with contaminated land.

For applications relating to land that has been identified as potentially contaminated, the responsible authority (Council) must seek an appropriate environmental assessment. This is also a requirement of DPO33.

Environmental assessments have been completed for the site and submitted to Council including the Department of Defence exclusion zone which was subject to its own assessment. The EPA have considered that these assessments undertaken largely takes the form of a Preliminary Site Investigation (PSI). PPN30 states:

“the findings can inform the planning or responsible authority in deciding whether an environmental audit, or alternative assessment or management measures, are appropriate, or in concluding that no further action is needed.”

From review of these assessments and advice from the EPA, it appears that the subject site presents a low risk to human health, environmental damage and adverse amenity. However, the assessments do not clearly make recommendations as to whether an Environmental Audit is required or not. This is important in respect to ensuring that the land is suitable for its intended use including industrial development and open space. The Development Plan / Planning Assessment report provides no further guidance or details in respect to the above and compliance with relevant policy PPN30.

It is recommended that further information be provided such as an addendum to the submitted environmental assessment reports or a Preliminary Risk Screen Assessment to clearly identify whether an Environment Audit is required on the land (including for land affected by the Department of Defence Exclusion Zone). This is critical to understanding whether the land is suitable for its intended use and ensuring that Council complies with relevant policy on contaminated land.

Melbourne Water have also included a condition that requires the water in the western waterbody be tested by an expert third party in water quality / environmental science, which is also difficult to reconcile with PPN30.

Miscellaneous Changes

The submitted Development Plan documents require several updates to accord with the conditions and comments of referral agencies and to correct anomalies. These are listed in Attachment 5.

Development Plan Document

The submitted Development Plan documents include plans such as a Development Plan layout, a Habitat Links plan, a Staging Plan, and range of supporting documents including a Planning Assessment and technical assessments such as traffic, land contamination, flora and fauna, stormwater management, and arboriculture as required by DPO33.

However, the information has not been compiled into a single coherent ‘Development Plan’ document containing plans and supporting text to guide decision making for future planning permits. This will create ambiguity and complexity for future planning assessments as to which document is the ‘Development Plan’.

VCAT

The proponent (the site owner – Vaughan Industrial Projects Pty Ltd) has made an application to VCAT pursuant to S149 (1) (a) of the *Planning and Environment Act 1987* as Council has not made a decision on the draft Development Plan within the statutory timeframe. In that context, Council needs to resolve a position on the draft Development Plan prior to the VCAT hearing which is scheduled to commence on the 18 October 2022.

In respect to the outstanding issues there may be an opportunity to negotiate an acceptable outcome as part of these proceedings, consistent with the Council position outlined in this report. This is particularly relevant should the submissions or position of any other submitter change prior to, or during, the hearing. It is recommended Council resolve to authorise the CEO to appoint officers to represent Council or instruct legal representation at any VCAT hearing or pre-hearing practice days including compulsory conferences, conducted in respect to the Development Plan.

Environment

The proposal has the potential to improve some environmental conditions on the subject site. However, it is considered that the current proposal proposes excessive vegetation removal and will impact environmental and biodiversity values.

Economic

The proposed development has the potential to generate economic activity within the municipality. This will occur during the construction phase and, more importantly, by unlocking industrial land for new businesses, providing increased employment opportunities within the municipality.

Financial Implications

No impact.

Discussion

The submitted post exhibition version of the Development Plan (May 2022) aims to develop the subject land for employment purposes. The updated plan addresses a number of the preliminary issues raised in respect to the initial submission of the Development Plan and more closely aligns with the concept plan contained in DPO33.

However, there remain several outstanding issues which it is considered does not allow the proposal to be supported in its current form. Significantly, this includes the requirements listed in DPO33 including a Stormwater Management Plan and Drainage Strategy prepared to Melbourne Water's satisfaction. Further, the condition of the western quarry hole needs to be more fully resolved to meet Melbourne Water's requirements whilst considering the effects of any changes to the waterbody on GGF habitat values and other environmental impacts.

It is also considered that the proposal seeks to remove more significant vegetation than is required and which could be more appropriately retained as incorporated into the Development Plan layout. This loss of vegetation also has implications for amenity and landscape on the site.

Further, the matter of land contamination is an important one for which it is unclear whether Council can satisfy its obligations under PPN30 with the submitted documents.

The submitted documents are also incoherent as a Development Plan document in their current form. There are also a range of other more minor outstanding issues which relate to issues identified in submissions and by Council officer which is detailed in Attachment 5.

Council officers would normally recommend additional information is submitted and further negotiation occur to resolve outstanding issues. However, due to the 'Fast Track' application to VCAT, this option is not available under this modified process. Given the issues outlined above, it is recommended that the draft Development Plan be refused.

Link to Strategic Risk

Strategic Risk *Contaminated Land (currently under development)*

The subject site has a potential risk of contamination, given the previous land uses. As discussed above, any approved Development Plan will be required to ensure the site is safe, to the satisfaction of the Responsible Authority. This may include undertaking an Environmental Audit if required.

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

The process for considering the Development Plan included a non-statutory exhibition to provide an opportunity for affected community groups and stakeholders to provide comment on the draft plan.

Implementation Strategy

Communication

The decision on the Development Plan will be communicated to the applicant and all submitters.

Critical Dates

- Lodgement of the Development Plan – 29 March 2018;
- Various resubmissions – between June 2018 and December 2021;
- Exhibition of the application commenced on 7 January 2022;
- Exhibition of the application concluded on 25 January 2022;
- Resubmission in response to MCMC – 25 February 2022;
- Resubmission in response to DELWP – 24 May 2022;
- VCAT Order, Failure to Determine Review – 12 July 2022;
- VCAT Order, Fast Track Failure to Determine Review – 26 July 2022;
- Melbourne Water Final Referral Comments – 26 July 2022;
- Proposed Council Briefing – 5 September 2022;
- Proposed Council Meeting – 19 September 2022; and,
- VCAT Hearing Commencement – 18 October 2022.

Next Steps

The following next steps:

- Applicant and submitters notified of Council resolution and position on Development Plan.
- Council officers will prepare / provide instruction for submissions to VCAT hearing consistent with the outcomes of this Council resolution.
- VCAT Hearing scheduled – 18-20 and 24 October 2022.

Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* and Rule 47 of the Governance Rules 2021, 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

A Development Plan has been submitted for the site at 481 Cooper Street, Epping as required under DPO33 at Clause 43.04 of the Whittlesea Planning Scheme. It was placed on non-statutory exhibition and nine submissions were received. An updated Development Plan was submitted post exhibition in May 2022. An application has been made to VCAT for failure to determine. A hearing has been scheduled under the 'Fast Track' process for October 2022 which requires Council to resolve a position on the Development Plan ahead of the hearing.

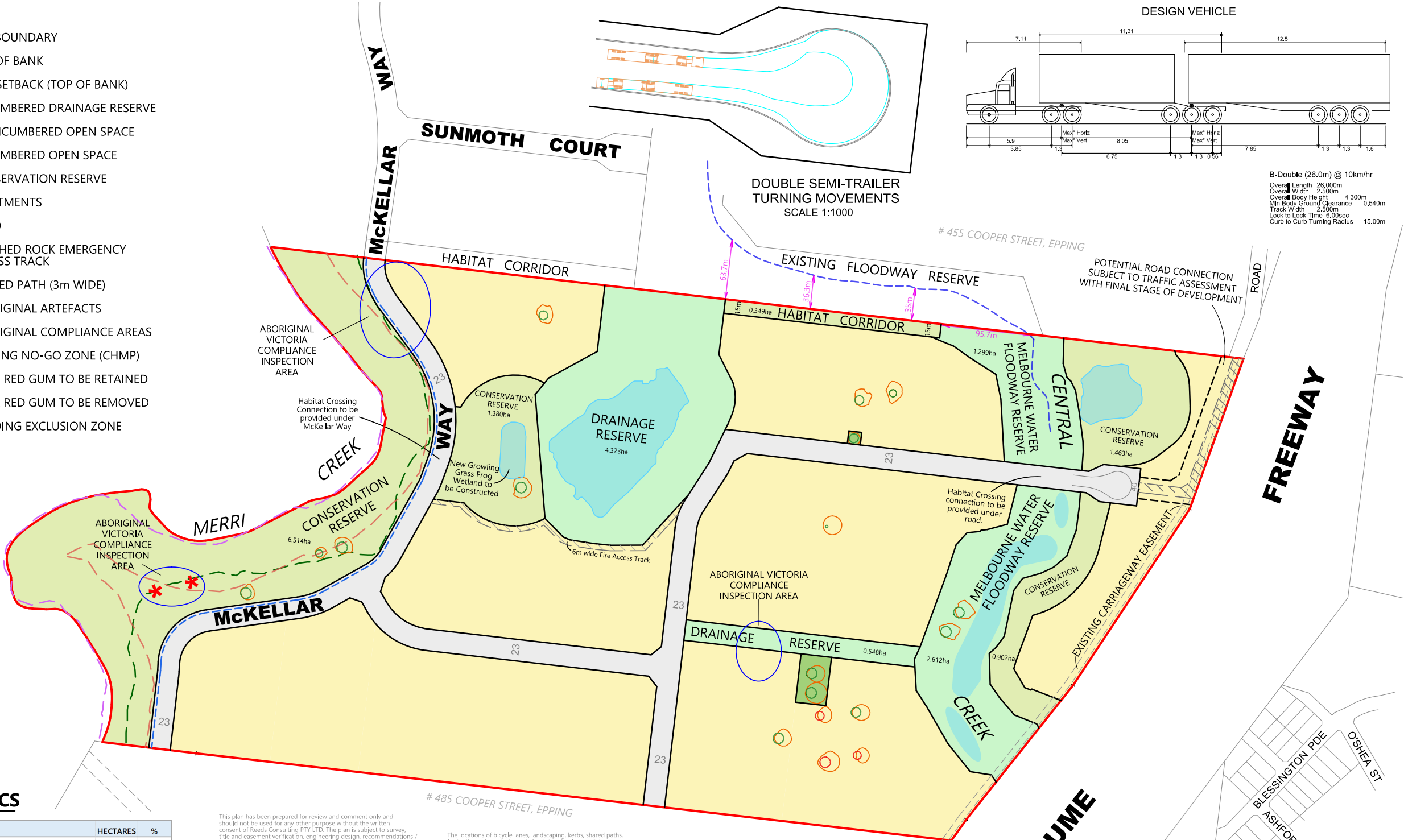
The Development Plan provides for the employment development of the land. The Development Plan proposal has been subject of ongoing discussion due to the complexities of the site. In its current form, the draft Development Plan does not currently satisfactorily:

- Prepare a Stormwater Management Plan and Drainage Strategy to Melbourne Water's satisfaction.
- Protect and retain significant patches of native vegetation.
- Provide clear recommendations in respect to addressing land contamination issues on the site.
- Incorporate a range of other minor matters identified in submissions and review by Council officers.

For the reasons outlined above, it is recommended that the Development Plan (May 2022) in its current form be refused. Given, the upcoming VCAT Hearing it is recommended that Council further resolve to authorise officers to represent Council at any VCAT hearing or pre-hearing practice days including compulsory conferences, conducted in respect to the Development Plan.

LEGEND

- SITE BOUNDARY
- TOP OF BANK
- 50m SETBACK (TOP OF BANK)
- ENCUMBERED DRAINAGE RESERVE
- UNENCUMBERED OPEN SPACE
- ENCUMBERED OPEN SPACE
- CONSERVATION RESERVE
- ALLOTMENTS
- ROAD
- CRUSHED ROCK EMERGENCY ACCESS TRACK
- SHARED PATH (3m WIDE)
- ABORIGINAL ARTEFACTS
- ABORIGINAL COMPLIANCE AREAS
- FENCING NO-GO ZONE (CHMP)
- RIVER RED GUM TO BE RETAINED
- RIVER RED GUM TO BE REMOVED
- BUILDING EXCLUSION ZONE



STATISTICS

	HECTARES	%
SITE AREA:	53.30	100.0%
MERRI CREEK CONSERVATION RESERVE:	6.514	12.22%
CONSERVATION RESERVE (OTHER):	4.092	7.68%
ENCUMBERED OPEN SPACE (DRAINAGE):	8.793	16.50%
ENCUMBERED OPEN SPACE (TREE RESERVES):	0.189	0.355%
TOTAL OPEN SPACE:	19.59	36.75%
AREA OF ROADS:	4.487	8.418%
AREA OF ALLOTMENTS:	29.22	54.83%

DEVELOPMENT PLAN
(SCHEDULE 33 OF DEVELOPMENT PLAN OVERLAY)
481 COOPER STREET, EPPING

This plan has been prepared for review and comment only and should not be used for any other purpose without the written consent of Reeds Consulting PTY LTD. The plan is subject to survey, title and easement verification, engineering design, recommendations / management of the hydrological assessment and approval from council and all other relevant authorities. Findings from flora and fauna reports, cultural heritage assessments and other site investigations may result in changes to the design. All landscape and paving detail shown hereon is indicative only. No reliance should be placed on the information on this plan for detailed design or for any financial dealings involving the land.

The Subject Site is comprised of one Certificate of Title, being Lot 1 on PS518225N (Vol.10901 Fol.657). The title dimensions, bearings and areas are based upon the Reeds Consulting.

This plan has been prepared for endorsement under Schedule 33 to the Development Plan Overlay in the Whittlesea Planning Scheme.

Semi-permeable fencing along allotment boundaries adjoining reserves will be in accordance with the Design Guidelines for the site and to the satisfaction of the Responsible Authority.

The areas containing Aboriginal artefacts and the compliance inspection areas must be undertaken in accordance with CHMP No. 14478. If no disturbance is required to the artefacts, no salvage is required.

The locations of bicycle lanes, landscaping, kerbs, shared paths, footpaths and substations will be determined under future planning permit application/s for the site and will be subject to engineering design and referral authority approval.

Turning areas provided at no-through roads will be designed to meet the GAA Engineering Construction and Design Manual for Subdivisions.

The future subdivision will be undertaken in stages, the details of which will form part of any future planning permit application/s for the site.

The Merri Creek Conservation Reserve will be fenced along McKellar Way to the satisfaction of the Responsible Authority.

River Red Gums shown on this plan are medium sized or greater in width. River Red Gums that are deemed small in size are not shown on this plan. Refer to the Tree and Native Vegetation Retention and Removal Plan for further detail.

The top of bank along Merri Creek was surveyed by Reeds Consulting in June 2018.

The new Growing Grass Frog wetland is to be constructed in accordance with wetland specifications "Growing Grass Frog Habitat Design Standards (DELWP 2017)" to the satisfaction of DELWP.

The planting schedule and infrastructure location within habitat corridors, open space reserves, drainage reserves, floodway reserves and conservation areas must be in accordance with the "Growing Grass Frog Habitat Design Standards (DELWP 2017)" and to the satisfaction of DELWP.

The Road Crossing over Central Creek must be designed in accordance with the "Growing Grass Frog Crossing Design Standards (DELWP 2017)" and to the satisfaction of DELWP.

Habitat crossing connections at McKellar Way, must be designed as wet connections and in accordance with Growing Grass Frog Crossing Design Standards (DELWP 2017) and to the satisfaction of DELWP.

REF 22876P
VERSION W
DATE 24/05/2022
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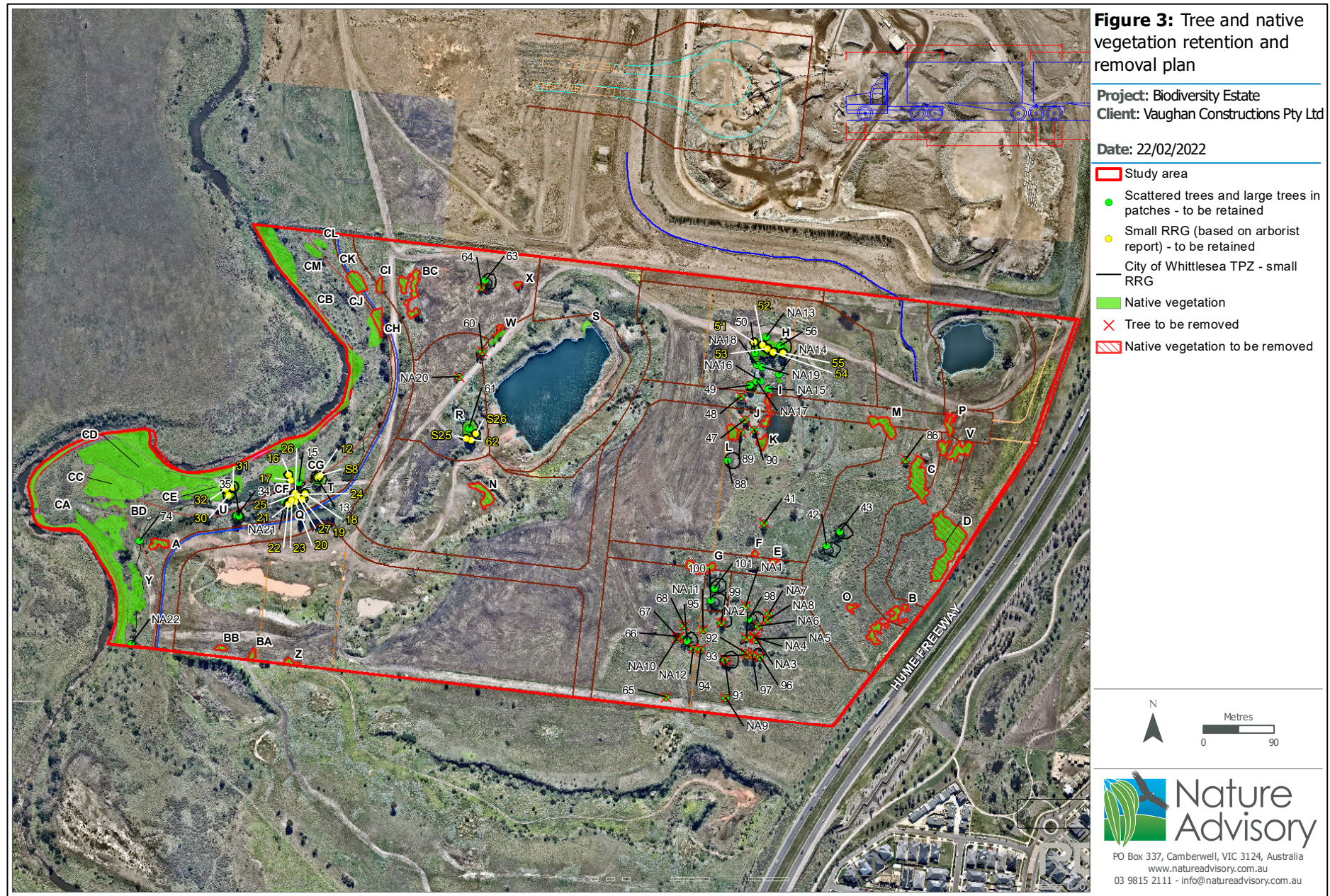


Attachment 2 - Existing Conditions



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Map Scale: 1 : 8842
Date: 25/08/2022
Produced By: nbr



Submissions Summary Table

Submission Summary	Officer Response and Recommendation
1. Owner of 485 Cooper Street Epping	
<p>This is a letter of unqualified support for the Draft Development Plan.</p> <p>It comes from the adjoining landowner to the south of 481 Cooper Street, Epping.</p>	<p>No impact on the Draft Development Plan. It should be noted that 485 Cooper Street cannot be developed until 481 Cooper Street Epping has been developed, due to vehicle access arrangements.</p>
2. Merri Creek Management Committee	
<p>Merri Creek Management Committee Incorporated (MCMC) is an environmental coordination and management agency formed in 1989 to achieve a shared vision for the waterway corridors of the Merri Creek Catchment. Members are drawn from all municipalities in the catchment including the City of Whittlesea. This management group provides policy advice for applications that fall within the ESO3. The MCMC is not a state agency or authority but is required to be consulted. The decision guidelines of the Environmental Significant Overlay – Schedule 3 state that the views of MCMC should be considered.</p> <p>A summary of the major issues raised by MCMC has been compiled below.</p> <p><u>Poor outcome for Merri Creek Conservation Corridor & Marran Baba Parklands</u></p> <p>MCMC contend that the minimum 50m setback between the bank and McKellar Way should have been a starting point and that it is insufficient to allow the inclusion of leisure infrastructure, avoid impacts on native vegetation and cultural heritage sites. This also impacts on natural systems protected by the ESO3 and lack of consultation with the Marran Baba Parklands process (this is another area of DELWP).</p> <p>They also object to the proposed shared pathway, arguing for additional space</p>	<p>Unresolved submission</p> <p>The issues of the Merri Creek Management Committee remain largely unresolved. The common matters which remain an issue for Council officers are detailed in the report.</p> <p>The draft DP would require significant redesign to satisfy the submission from MCMC.</p> <p>With regards to the specific issues, the following responses are provided:</p> <p><u>Poor outcome for Merri Creek Conservation Corridor & Marran Baba Parklands</u></p> <p>Council officers have consulted with DELWP regarding the design, including the 50m setback from the Merri Creek. Vehicle access via McKellar Way has been set by the development to the north and achieves a minimum 50 metre setback from the creek, and the alignment of “top of bank” within the site. DELWP have not objected to this aspect of the draft development plan.</p> <p>Council officers have separate concerns with the setback in relation to vegetation retention (specific patches have been mentioned in the report).</p> <p><u>Alteration of Central Creek natural channel and use of western-most wetland for stormwater retention</u></p> <p>With regards to alterations to Central Creek water channel, officers agree that this is problematic. These changes are not well defined and are the justification for extensive vegetation removal. The lack of information on</p>

Submissions Summary Table

Submission Summary	Officer Response and Recommendation
<p>and design features to improve the extension to the Merri Creek Bicycle Trail.</p> <p><u>Alteration of Central Creek natural channel and use of western-most wetland for stormwater retention</u></p> <p>MCMC note the wetland is currently 'offline' for stormwater retention and linking it to drainage functions will greatly diminish its effect as a GGF habitat.</p> <p>MCMC have also objected to the upgrading of Central Creek for retaining ponds. They have requested that these are relocated to protect vegetation and the natural geomorphology.</p> <p>MCMC have acknowledged there are off site drainage issues that are driving the proposal's design. However, they remain disappointed with the proposed upgrades to Central Creek.</p> <p>Furthermore, MCMC have requested that every effort be made to ensure predatory fish do not enter the wetland, for example through the use of a filter or trap system and that pre-treatment of stormwater entering this wetland be undertaken.</p> <p><u>Growling Grass Frog (GGF) provisions</u></p> <p>This issue comprises of a number of subheadings, touching on the McKellar Way Overpass/habitat linkage, future buildings overshadowing GGF habitat (the inadequacy of the current response) and water sources for GGF habitats maintaining the same unusual properties, and the need for landscaping to meet GGF needs.</p>	<p>these works means opportunities for retaining habitat, vegetation and geomorphology have not been explored.</p> <p>The stormwater management plan and drainage strategy require approval from Melbourne Water under DPO33. The submitted drainage strategy has not been approved by Melbourne Water and any future works to Central Creek would also require approval from Melbourne Water. As such, the proposal to remove vegetation due to alterations to Central Creek would appear to be premature.</p> <p>DELWP have also provided conditions relating to vegetation removal around Central Creek.</p> <p>For these reasons, officers do not recommend that this vegetation removal is accepted, without additional justification.</p> <p><u>Growling Grass Frog (GGF) provisions</u></p> <p>Council officers consider the proposed GGF provisions are acceptable for the purposes of the Development Plan. This includes the habitat linkage plan and the underpass. The applicant has indicated that this will be constructed to meet DELWP's GGF design guidelines. It should be noted that DELWP provided conditional consent (with some changes relating to the GGF habitat).</p> <p>MCMC have also mentioned in their submission that the GGF design guidelines that allow for an underpass have proved unsuccessful when implemented. They have advocated changes to these guidelines. It is noted that this is outside of the scope of the draft development plan assessment.</p> <p><u>Native Vegetation Removal</u></p> <p>Council officers are in agreement with MCMC that the draft development plan does not demonstrate the "avoid" principle in its approach to vegetation removal.</p>

Submissions Summary Table

Submission Summary	Officer Response and Recommendation
<p><u>Native Vegetation Removal</u> MCMC state that the design response does not adequately represent the “avoid” principle in native vegetation removal. It notes the proposed destruction of several patches that should be retained and that some areas are entirely located in reserves.</p> <p><u>Loss of the central quarry lake is a poor outcome</u> MCMC state the loss of the central quarry lake is a poor planning outcome. MCMC also note that the aquatic vegetation within the central wetland should be included within the native vegetation offset requirements.</p> <p><u>Offsets Plan</u> MCMC note that the offset plan is well out of date and should be renewed. Furthermore, they object to the timing of the assessment because the yield of native and indigenous vegetation is likely to be lower. Consequently, they have recommended that the offsets be calculated during certain periods of the year, when the site is less likely to be dominated by weeds.</p>	<p>It should be noted that officers have adopted a pragmatic approach to the retention and loss of habitat/vegetation to facilitate development. However, there is vegetation removal proposed that is unnecessary as the draft DP currently stands. Minor modifications to the layout would retain additional vegetation. Consequently, the level of vegetation removal is not supported.</p> <p>MCMC also argue that Patch “B” should be retained, and that its removal needs an EPBC referral. Council officers have not formed an opinion on the EPBC referral, as this is a self-assessment model. However, officers have stated that Patch “B” should be retained, in the absence of sufficient justification for its removal.</p> <p><u>Loss of the Central quarry lake is a poor outcome</u> The central quarry lake has not been identified for retention within the high-level Concept Plan attached to DPO33, although it is acknowledged that the underlying imagery in the plan depicts the quarry hole / lake. A survey conducted in 2017 indicated that whilst there were no GGF located on the site, the quarry lake closest to Merri Creek provided habitat for aquatic species and could provide suitable habitat for GGF in the future. The eastern quarry lake is located directly adjacent to Central Creek and is being retained within a conservation reserve. The central quarry lake is the smallest of the water bodies within the site and has been removed to provide developable land in the draft DP. DELWP and Council officers have been pragmatic in negotiations and consider the construction of the new GGF pond closer to Merri Creek to be an acceptable trade-off against the loss of the central quarry lake.</p> <p>However, Council officers are of the view that the aquatic vegetation within the central quarry lake should be included in offset payments.</p>

Submissions Summary Table

Submission Summary	Officer Response and Recommendation
	<p><u>Offsets Plan</u></p> <p>Council agrees that the offset plan is out of date. During discussions with the proponent, it was indicated that the plan would be renewed.</p> <p>MCMC subsequently indicated that this should take place during certain parts of the year, when indigenous/native vegetation is at its maximum extent. This appears to be a reasonable approach.</p>
3. APA VTS Australia (Operations) Pty Limited	
<p>APA VTS is an authority that regulates gas pipelines in the surrounding area.</p> <p>The agency does not object to the Draft Development Plan, due to the majority of the site being located outside of the minimum 'Area of Consequence' of the pipeline noting that the pipeline is classified as 'no-rupture'. The only part of the site within the 'Area of Consequence' is shown as being a conservation reserve and future connector road and as such is unlikely to be utilised for a sensitive land use as outline above.</p> <p>They have requested that sensitive uses within this area of consequence are referred to APA for assessment.</p>	<p>Submission noted. No change is required to the draft development plan.</p> <p>Whilst the request for additional referrals is noted, subsequent referrals will be addressed should additional applications be lodged on the subject site.</p> <p>It is also noted that it was advised that APT O&M Services Pty Ltd (APT) was sent a referral, but no response has been received.</p>
4. AusNet	
<p>AusNet are the electricity provider to the area. They have not objected to the draft development plan.</p> <p>They provided comments indicating that the electricity connection would need to pass over the Hume Freeway to connect to the network.</p>	<p>Submission noted. No change is required to the draft development plan.</p> <p>This issue will be addressed at the subdivision stage.</p>
5. Environmental Protection Agency (EPA)	
<p>The EPA is the responsible agency for providing advice on contaminated land. They have not opposed the draft development plan, instead providing general comments, and concluding that</p>	<p>Submission noted. Changes to Development Plan required.</p> <p>This advice has been noted. Ultimately, the EPA has stated that Council must satisfy itself with regards to whether the site is suitable for the</p>

Submissions Summary Table

Submission Summary	Officer Response and Recommendation
<p>Council needs to satisfy itself that an environmental audit is not required.</p> <p>The EPA has provided “non-statutory” comments on the proposal. The EPA has indicated that the submitted environmental report generally takes the form of a Preliminary Site Investigation.</p> <p>They have also stated the proposed industrial use represents a low risk (even though the submitted report has been written with exclusions), but that Council will need to satisfy itself that an environmental audit is not required.</p>	<p>intended uses in accordance with Planning Practice Note 30 (Potentially Contaminated Land).</p> <p>The submitted environmental assessment in relation to the former Department of Defence Exclusion Zone (generally, the western quarry hole and immediate surrounds) is not clear as to whether the site is suitable for the intended uses or whether an Environmental Audit is required.</p> <p>It is noted that Melbourne Water’s conditions require water testing and potentially soil testing (should the affected assets be vested with this authority).</p> <p>Council officers consider that deferring the determination of whether an Environmental Audit is required or not, to the planning permit stage is not consistent with the requirements of the Environment Protection Act 2018 or Planning Practice Note 30. As such, Council officers consider that this matter must be addressed prior to any decision on the Development Plan.</p>
6. Department of Environment, Land, Water and Planning (DELWP)	
<p>The submission acknowledges the extensive consultation between DELWP and the applicant during the preparation and assessment of this DP.</p> <p>DELWP provided conditional consent to the proposal. The conditions attached to consent have been structured in a manner that requires a further submission of plans.</p>	<p>Submission noted. Changes to Development Plan required.</p> <p>As part of the conditional consent DELWP note a number of updates which are required prior to the approval of the Development Plan.</p> <p>It should be noted that the re-submitted documentation has been submitted to DELWP, but DELWP have not formed an opinion on the revised submission.</p> <p>The DELWP submission also notes a number of conditions which are required to be complied with as part of future planning permit applications. These could be noted in the Application Requirements section of a Development Plan report which is yet to be provided.</p>

Submissions Summary Table

Submission Summary	Officer Response and Recommendation
	It is recommended that that the Development Plan not be approved until such time as these issues have been addressed to the satisfaction of the DELWP.
7. Fire Rescue Victoria	
<p>The subject site is located within a Designated Bushfire Prone Area and, as such, the advice of Fire Rescue Victoria (FRV) was sought.</p> <p>FRV have requested changes to the design. Part of FRV's remit is to provide fire safety requirements for new developments. They have required the construction of a fire access track and seek that any construction be compliant with their requirements.</p>	<p>Submission noted.</p> <p>Changes to Development Plan required:</p> <ul style="list-style-type: none"> • The fire access track abutting the southern side of the Western Pond Biodiversity/Drainage Reserve and the proposed maintenance track abutting the western side of the Central Creek Reserve and extending to the southern boundary of the subject site are to be constructed and maintained to an all-weather road standard under Austroads guidelines to allow urban Pumpers and crew to access. Access to the fire track is to be via 003 keys. • The addition of a note to the Draft Development Plan and subsequent approvals must meet the requirements of GL-27 (particularly Section 6.2.2. and Section 6.4.2.). <p>It is recommended that these changes be incorporated into the final Development Plan.</p>
8. Melbourne Water	
<p>Melbourne Water is the floodplain management authority. DPO33 requires that the stormwater management and drainage strategy for the development plan be prepared to Melbourne Water's satisfaction. The subject site's western boundary is Merri Creek. This is covered by a Land Subject to Inundation Overlay and Urban Floodway Zone. Central Creek also runs through the property. The land surrounding this creek is subject to an Urban Floodway Zone and a Land Subject to Inundation Overlay. As such, the development plan proposal was referred to Melbourne Water. Melbourne Water has not consented to the proposal and has requested additional information to</p>	<p>Unresolved submission.</p> <p>It is noted that the DPO33 requires Melbourne Water to consent to the Stormwater Management and Drainage Strategy prepared for a Development Plan. The following section of the Development Plan Overlay Schedule (Development Plan application requirements) is relevant to this assessment:</p> <ul style="list-style-type: none"> • <i>Stormwater Management Plan and Drainage Strategy prepared to the satisfaction of Melbourne Water, which incorporates Water Sensitive Urban Design principles, and which provides for the protection of natural systems, integration of stormwater treatment into the landscape,</i>

Submissions Summary Table

Submission Summary	Officer Response and Recommendation
<p>be submitted. Clarification was sought from Melbourne Water, who indicated that these items must be addressed prior to the approval of a Development Plan.</p> <p>The items requested are extensive and will be available upon request. They cover numerous issues.</p>	<p><i>protection of water quality, and reduction of run-off and peak flows.</i></p> <p>The correspondence from Melbourne Water responding to the May 2022 Draft DP submission required a large number of documents to be submitted and approved by Melbourne Water, prior to consent being granted. This includes testing undertaken and approved by a third party relating to water contamination testing (and possibly soil testing) in relation to the western quarry hole. Melbourne Water also required that the vesting of drainage/stormwater assets be finalised prior to their consent being granted (this was confirmed via email).</p> <p>It should be noted that the relevant internal departments of Council have indicated that the western quarry hole far exceeds Council's cap for asset management and must be vested with Melbourne Water.</p> <p>However, the issues that Melbourne Water would seek to defer have design implications for the draft DP, as well as implications for the future management of proposed drainage assets. It should be noted, also, that the updated response from Melbourne Water does not approve the current Stormwater Management Plan and Drainage Strategy.</p> <p>Accordingly, the draft DP cannot meet the requirements of DPO33 in its current form. It is recommended that that the Development Plan not be approved until such time as these issues have been addressed, including the preparation of a Stormwater Management Plan and Drainage Strategy to the satisfaction of Melbourne Water.</p>
9. Yarra Valley Water	
<p>Yarra Valley Water are responsible for the sewer and water connections in the surrounding area. They have required that all water and sewer facilities are constructed to their specifications and</p>	<p>Submission noted.</p> <p>These conditions are noted, but they would not normally be implemented as part of the higher-level development plan. This would be</p>

Submissions Summary Table

Submission Summary	Officer Response and Recommendation
connected to certain points adjacent to the subject site.	addressed as part of any subsequent approvals (such as subdivision permits), following approval of a development plan.

Draft Development Plan for 481 Cooper Street, Epping. List of Outstanding Issues		
Item	Outstanding Issue	Source
1	Stormwater Management and Drainage Strategy Endorsed by Melbourne Water.	DPO33
2	Various matters as outlined in Melbourne Water submission.	Melbourne Water Submission
3	Resolution of the retarding basin including ownership and maintenance.	Melbourne Water Submission and Council.
4	Various matters as outlined in DELWP submission. It is noted that further information has been submitted to but not yet endorsed by DELWLP.	DELWP submission
5	Clear recommendation as required by PPN30 in environmental assessment report as to whether the site is suitable for the intended use or whether an Environmental Audit is required.	Council
6	Retention of additional native vegetation as identified in Table 1 in report, unless with the approval of the Responsible Authority.	Council
7	Confirmation as to whether the proposed works constitute a controlled action under the Environmental Protection and Biodiversity Conservation Act.	Council
8	The preparation of a single Development Plan document consisting of plans and text that accords with the requirements of DPO33 to guide future planning permit applications.	Council
9	Fire Safety Victoria requirements as outlined in their submission.	Fire Safety Victoria submission
10	On the Development Plan more clearly differentiate between 'River Red Gums tree to be removed' and Building Exclusion Zones.	Council
11	Recommendation for inclusion of a Future Requirements for Planning Permit applications section into the Development Plan document to identify matters which future permit applications need to address arising from the Development Plan.	Council

5.5.5 Instrument Of Appointment And Authorisation Under The Planning And Environment Act

Responsible Officer Executive Manager Governance & Strategy

Author Amanda Marijanovic, Coordinator Governance Administration

Attachments

1. S 11 A - Delegations - Instrument of Appointment (P& E Act) Sept 2022
[5.5.5.1 - 2 pages]

Purpose

The *Planning and Environment Act 1987* requires that Council by resolution appoint Authorised Officers to exercise their powers under the act. This power cannot be delegated to the CEO.

Brief Overview

An Instrument of Appointment and Authorisation (the Instrument) in relation to the administration and enforcement of the *Planning and Environment Act 1987* has been prepared and requires authorisation by Council.

Recommendation

THAT Council:

1. **Appoints Council Officers (attached) as Authorised Officers under section 147(4) of the *Planning & Environment Act 1987* and section 313 of the *Local Government Act 2020*; and**
2. **Have the Instrument come into effect when it is executed and remain in force until Council decides to vary or revoke it.**

Key Information

The Instrument has been prepared for new Officers to the organisation that require authorisation in relation to the administration and enforcement of the *Planning and Environment Act 1987* and to carry out the functions outlined in s313 of the *Local Government Act 2020*.

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

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

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

High performing organisation

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

The Instrument of Delegation will enable the authorised officers to fulfill their statutory duties.

Considerations

Environmental

This authorisation gives relevant authorised council officers the power to perform their duties as prescribed under the *Planning and environment Act 1987* in order to avoid potential negative impacts on the community and the environment. Potential negative impacts may include noise, odour, dust, air pollutants and stormwater contamination. The surrounding environment can also affect land uses. For example, from contamination from land and groundwater or landfill gas migration. This authorisation promotes proficient land use planning which ensures that risks are identified early in the planning process and that harmful outcomes are avoided.

Social, Cultural and Health

No implications

Economic

No implications

Financial Implications

The cost is included in the current operating budget.

Link to Strategic Risk

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

The Officers will be unable to fulfil their duties as an authorised officer if the attached Instrument of Appointment and Authorisation is not executed.

Implementation Strategy

Communication

Relevant Council Departments and Officers who require this authorisation have been consulted on the drafted Instrument. The consultation also involved discussion around potential environmental implications related to this authorisation.

Critical Dates

It is important that Instruments of Appointment and Authorisation are executed by 19 September 2022 at the scheduled Council meeting to ensure the Council Officers have the proper authorisation to carry out their duties.

Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* and Rule 47 of the Governance Rules 2021, 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 Council Officers referred to in the attached Instrument be appointed as an authorised officer under the *Planning and Environment Act 1987* and s 313 of the *Local Government Act 2020* to allow them to effectively perform their duties.



S11A Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)

City of Whittlesea Council

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

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

In this instrument "**officer**" means -

**Emily Cook
Stephen Flack
Fawaaz Price
Carmelo Sposato**

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

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

This instrument is authorised by a resolution of the City of Whittlesea Council on 19 September 2022.

Date:

.....
Chair of Administrators

.....
Chief Executive Officer

5.5.6 Certification of 2021-22 Financial Statements & Performance Statement

Responsible Officer	Director Customer & Corporate Services
Author	Rahul Shah, Unit Manager Financial Strategy
In Attendance	Aaron Gerrard, Acting Chief Financial Officer

Attachments

1. Annual Financial Report 30 June 2022 [5.5.6.1 - 58 pages]
2. Performance Statement 30 June 2022 [5.5.6.2 - 20 pages]

Purpose

The purpose of the report is to seek Council's approval for adoption in principle of the City of Whittlesea Annual Financial Statements (Attachment 1) and Performance Statement (Attachment 2) for the year ended 30 June 2022 and authorisation of two Administrators to sign the certifications included in the Reports.

Brief Overview

Council is required to present audited financial statements and performance statement to a Council Meeting by 31 October each year under the *Local Government Act 2020* section 98(1).

As required under Council's Audit and Risk Committee Charter, the Minutes of the Audit and Risk Committee meeting held on 1 September 2022 will be presented at the next Council Meeting Monday 17 October 2022.

Recommendation

That Council:

1. Approve in principle the Annual Financial Statements and Performance Statement for the year ended 30 June 2022.
2. Authorise the Principal Accounting Officer to make minor amendments to the Annual Financial Statements and Performance Statement for the Year ended 30 June 2022 to meet the Victorian Auditor-General's Office (VAGO) requirements.
3. Authorise Audit and Risk Committee Council representatives, Administrator Lydia Wilson and Administrator Chris Eddy to sign-off on the Annual Financial Statements and Performance Statement for the year ended 30 June 2022.
4. Authorise the Chief Executive Officer and Principal Accounting Officer to sign-off on the Annual Financial Statements and Performance Statement for the year ended 30 June 2022.
5. Authorise the final audited Annual Financial Statements and Performance Statement for the year ended 30 June 2022 to be emailed to auditor by 31 October 2022.

Key Information

BACKGROUND

The Financial Statements (Attachment 1) and Performance Statement (Attachment 2) are required to be certified by Council's Chief Executive Officer, Principal Accounting Officer and two Administrators on behalf of Council prior to Council's auditor signing the audit certifications.

The draft Annual Financial Statements and Performance Statement for the year ended 30 June 2022 are firstly presented to Council's Audit and Risk Committee (Committee) for review and recommendation for adoption by Council. The review focuses on:

- Accounting policies and practices, including any changes to accounting policies and practices
- Compliance with accounting standards and other reporting requirements
- Significant adjustments to the financial report (if any) arising from the audit process
- Significant variances from prior years.

AUDIT AND RISK COMMITTEE MEETING 1 SEPTEMBER 2022

The Committee discussed and reviewed the Annual Financial Statements and Performance Statement with a representative of Council's external auditor, Kathie Teasdale (RSD Audit).

The Committee recommended minor amendments, which have been incorporated and are reflected in the attached Draft Financial Statements and Performance Statement. Subject to completion of audit procedures, the Committee endorsed the Annual Financial Statements and Performance Statement for the year ended 30 June 2022 and recommended to Council to approve in-principle.

As required under Council's Audit and Risk Committee Charter, the Minutes of the Audit and Risk Committee meeting held on 1 September 2022 will be presented at the next Council Meeting Monday 17 October 2022.

COMPREHENSIVE RESULT

The Comprehensive Income Statement includes an amount after the total surplus (deficit) that represents the net revaluation increase of all property and infrastructure assets. Therefore, the total comprehensive result for the year ended 30 June 2022 is \$306.1 million.

Council measures its underlying operational result to assist in the determination of whether it is operating in a sustainable fashion or not. The underlying result is an important indicator of Council's long-term financial sustainability. Whilst an underlying deficit in one financial year is not significant, the continued recording of deficits over a sustained period from Council's operations gradually erodes the net assets of Council.

The underlying result from operations excludes transactions which are either 'non-recurring' or not operational in nature. These items are frequently unpredictable and typically can change from one year to the next. The best examples of these items are assets (roads, footpaths, drains, land reserves, etc) that are given to Council by developers once a new subdivision is completed. There are also other accounting adjustments for when existing assets are revalued.

The aim of an underlying result is to determine whether Council's operational costs/income result is a surplus or deficit outcome. In this way, Council can, in long-term financial planning, aim for an outcome where pure operational outcomes assist Council in achieving a sustainable organisation.

The table below shows the underlying operational result for the year ended 30 June 2022.

Comprehensive Result from Comprehensive Income Statement	\$306.1M
<i>Less Other comprehensive income:</i>	
Asset revaluation increment	\$201.7M
Surplus for the year from Comprehensive Income Statement	\$104.4M
<i>Less Non-operating income and expenditure</i>	
Grants – capital (non-recurring)	\$15.2M
Contributions – cash (developer contributions)	\$13.6M
Contributions - non-monetary assets	\$76.9M
Underlying (deficit)	(\$1.3M)

While showing a total comprehensive result of \$306.1 million, the table above shows that the City of Whittlesea's underlying operating result for the year ended 30 June 2022 is a deficit of (\$1.3 million). The underlying deficit for the year was largely driven by the write-off of assets (\$17.7 million), which is a non-cash item.

FINANCIAL SUSTAINABILITY INDICATORS

The Victorian Auditor-General's Office publishes Council's result against a range of indicators used to assist in measuring performance and financial sustainability. The estimated result of the 2021-22 indicators are presented in the table below.

Ratio	2021-22	Comments
Net Result (Net result / total revenue)	29.5% Green	This ratio measures Council's ability to fund operations and asset renewal. Operating deficits cannot be sustained in the long term. A less than -10% (deficit) is deemed high risk (red) and a positive result is desirable (green).
Adjusted underlying result (Adjusted underlying surplus (or deficit) / Adjusted underlying revenue)	(0.5%) Red	Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position. A result of less than 0% is deemed as high risk (red) and a result higher than 5% is desirable (green).
Liquidity (Current assets / current liabilities)	301.4% Green	This ratio measures Council's ability to pay existing liabilities in the next 12 months. A result of less than 75% is deemed as high risk (red) and a result higher than 100% is desirable (green).
Internal financing (Net operating cash flows / net capital expenditure)	188.9% Green	This ratio measures Council's ability to replace assets using cash generated from operations. A result of less than 75% is deemed as high risk (red) and a result higher than 100% is desirable (green).
Indebtedness (non-current liabilities / own-sourced revenue)	6.5% Green	This ratio measures Council's ability to cover its noncurrent liabilities with its own sourced revenue. A result of more than 60% is deemed as high risk (red) and a result lower than 40% is desirable (green).
Capital replacement (Cash outflows for property, plant and equipment / Depreciation)	131.5% Amber	Comparison of the rate of spending on infrastructure with its depreciation. A result lower than 100 is deemed high risk (red) and a result higher than 150% is desirable (green).
Renewal gap (Renewal and upgrade expenditure / depreciation)	85.6% Amber	Comparison of the rate of spending on existing assets through renewing, restoring and replacing existing assets with depreciation. A ratio lower than 50% is deemed high risk (red) and a result higher than 100% is desirable (green).
Overall assessment for long-term financial sustainability	Green	The City of Whittlesea remains low risk (green) for its long-term financial sustainability.

Community Consultation and Engagement

Consultation has been conducted with the relevant Council departments and external service providers as necessary through the course of the audit.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

High performing organisation

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

Considerations

Environmental

No implications

Social, Cultural and Health

No implications

Economic

No implications

Financial Implications

The cost of the annual audit by VAGO is included within Council's annual budget.

Link to Strategic Risk

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

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

This report provides Council with an oversight of the City of Whittlesea's key financial information and performance obligations to enable monitoring and to ensure City of Whittlesea's financial position is sustainable.

Implementation Strategy

Communication

Critical Dates

Council is required to present audited financial statements and performance statement by 31 October 2022 as per *Local Government Act 2020* section 98(1).

Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* and Rule 47 of the Governance Rules 2021, 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 Financial Statements and Performance Statement have been reviewed by the Audit and Risk Committee and Council's external auditor at the Audit and Risk Committee meeting held on 1 September 2022. The Victorian Auditor General's Office (VAGO) have indicated their intention to issue an unmodified audit opinion on the Annual Financial Statements and Performance Statement.

Two Administrators are required to sign the certification of the Annual Financial Statements and Performance Statement once clearance is obtained from the Victorian Auditor-General and after the Principal Accounting Officer has signed his certification.

In accordance with usual practice, it is proposed that the Administrators on the Audit and Risk Committee be authorised to sign the certification on behalf of Council after the necessary clearance has been obtained.

If late changes are made to the Annual Financial Statements or Performance Statement, including those required after the VAGO review, it is also proposed that the approval given to the Administrators be extended to enable them to sign the certification after the necessary changes have been made.

**City of Whittlesea
ANNUAL FINANCIAL REPORT**

For the Year Ended 30 June 2022

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City of Whittlesea
2021-2022 Financial Report

Certification of the Financial Statements

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*, the Australian Accounting Standards and other mandatory professional reporting requirements.

Aaron Gerrard CPA
Principal Accounting Officer

Date : 19 September 2022
South Morang

In our opinion the accompanying financial statements present fairly the financial transactions of the City of Whittlesea for the year ended 30 June 2022 and the financial position of the Council as at that date.

At the date of signing, we are not aware of any circumstances that would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify the financial statements in their final form.

Lydia Wilson
Administrator
Date : 19 September 2022
South Morang

Chris Eddy
Administrator
Date : 19 September 2022
South Morang

Craig Lloyd
Chief Executive Officer
Date : 19 September 2022
South Morang

City of Whittlesea
2021-2022 Financial Report

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City of Whittlesea
2021-2022 Financial Report

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City of Whittlesea
2021-2022 Financial Report

Comprehensive Income Statement
For the Year Ended 30 June 2022

	Note	2022 \$'000	2021 \$'000
Income			
Rates and charges	3.1	178,779	170,062
Statutory fees and fines	3.2	15,380	15,815
User fees	3.3	10,884	8,889
Grants - operating	3.4 (a)	34,295	33,520
Grants - capital	3.4 (b)	16,595	11,377
Contributions - monetary	3.5	13,625	19,332
Contributions - non monetary	3.5	76,858	140,369
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	3.6 (a)	491	731
Share of net profits (or loss) of associates and joint ventures	6.2	185	300
Other income	3.7	6,536	4,472
Total income		353,628	404,867
Expenses			
Employee costs	4.1	93,887	99,825
Materials and services	4.2	77,529	79,582
Depreciation	4.3	41,563	38,079
Amortisation - intangible assets	4.4	120	120
Amortisation - right of use assets	4.5	606	314
Bad and doubtful debts	4.6	3,388	10,733
Borrowing costs	4.7	206	220
Finance costs - leases	4.8	30	16
Net loss on write-off of property, Infrastructure, plant and equipment	3.6 (b)	17,660	23,031
Other expenses	4.9	14,276	15,372
Total expenses		249,265	267,292
Surplus for the year		104,363	137,575
Other comprehensive income			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation increment/(decrement)	6.1	201,698	119,414
Total comprehensive result		306,061	256,989

The above comprehensive income statement should be read in conjunction with the accompanying notes.

City of Whittlesea
2021-2022 Financial Report

Balance Sheet
As at 30 June 2022

	Note	2022 \$'000	2021 \$'000
Assets			
Current assets			
Cash and cash equivalents	5.1 (a)	56,562	136,818
Other financial assets	5.1 (b)	220,000	80,000
Trade and other receivables	5.1 (c)	31,763	30,175
Inventories	5.2 (a)	126	327
Other assets	5.2 (b)	3,645	1,238
Total current assets		312,096	248,558
Non-current assets			
Other financial assets	5.2 (c)	22	22
Intangible assets	5.2 (d)	650	770
Right-of-use assets	5.8	1,308	830
Property, infrastructure, plant and equipment	6.1	4,308,219	4,034,260
Investments in associates, joint arrangements and subsidiaries	6.2	3,096	2,911
Total non-current assets		4,313,295	4,038,793
Total assets		4,625,391	4,287,351
Liabilities			
Current liabilities			
Trade and other payables	5.3 (a)	20,641	20,392
Trust funds and deposits	5.3 (b)	34,320	16,005
Unearned income	5.3 (c)	24,895	22,315
Provisions	5.5 (a)	20,722	21,622
Interest-bearing liabilities	5.4	2,364	788
Lease liabilities	5.8	599	148
Total current liabilities		103,541	81,270
Non-current liabilities			
Provisions	5.5 (a)	1,486	1,715
Interest-bearing liabilities	5.4	11,640	1,753
Lease liabilities	5.8	737	687
Total non-current liabilities		13,863	4,155
Total liabilities		117,404	85,425
Net assets		4,507,987	4,201,926
Equity			
Accumulated surplus		2,818,040	2,721,657
Reserves	9.1	1,689,947	1,480,269
Total Equity		4,507,987	4,201,926

The above balance sheet should be read in conjunction with the accompanying notes.

City of Whittlesea
2021-2022 Financial Report

Statement of Changes in Equity
For the Year Ended 30 June 2022

	Note	Total	Accumulated Surplus	Asset Revaluation Reserve	Asset Replacement Reserve	Asset Development Reserve
		\$'000	\$'000	\$'000	\$'000	\$'000
2022						
Balance at beginning of the financial year		4,201,926	2,721,657	1,294,172	59,414	126,683
		4,201,926	2,721,657	1,294,172	59,414	126,683
Surplus/(deficit) for the year		104,363	104,363	-	-	-
Net asset revaluation increment/(decrement)	6.1	201,698	-	201,698	-	-
Transfers from other reserves	9.1(b)	-	15,720	-	-	(15,720)
Transfers to other reserves	9.1(b)	-	(23,700)	-	47	23,653
Balance at end of the financial year		4,507,987	2,818,040	1,495,870	59,461	134,616

	Note	Total	Accumulated Surplus	Asset Revaluation Reserve	Asset Replacement Reserve	Asset Development Reserve
		\$'000	\$'000	\$'000	\$'000	\$'000
2021						
Balance at beginning of the financial year		3,944,937	2,616,282	1,174,758	45,263	108,634
		3,944,937	2,616,282	1,174,758	45,263	108,634
Surplus/(deficit) for the year		137,575	137,575	-	-	-
Net asset revaluation increment/(decrement)	6.1	119,414	-	119,414	-	-
Transfers from other reserves	9.1(b)	-	54,324	-	(41,436)	(12,888)
Transfers to other reserves	9.1(b)	-	(86,524)	-	55,587	30,937
Balance at end of the financial year		4,201,926	2,721,657	1,294,172	59,414	126,683

The above statement of changes in equity should be read in conjunction with the accompanying notes.

City of Whittlesea
2021-2022 Financial Report

Statement of Cash Flows
For the Year Ended 30 June 2022

		2022	2021
		Inflows/ (Outflows)	Inflows/ (Outflows)
	Note	\$'000	\$'000
Cash flows from operating activities			
Rates and charges		176,342	165,630
Statutory fees and fines		12,689	15,554
User fees		11,286	1,145
Grants - operating		34,295	33,520
Grants - capital		16,595	11,377
Contributions - monetary		13,625	19,332
Interest received		1,489	1,150
Trust funds and deposits taken		23,545	7,455
Other receipts		4,288	5,403
Net GST refund/(payment)		(249)	811
Employee costs		(95,016)	(99,518)
Materials and services		(75,626)	(65,113)
Short-term, low value and variable lease payments		(521)	(679)
Trust funds and deposits repaid		(5,230)	(7,554)
Other payments		(14,276)	(15,372)
Net cash provided by/(used in) operating activities	9.2	103,236	73,141
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	6.1	(54,659)	(54,334)
Proceeds from sale of property, infrastructure, plant and equipment		523	759
(Payments)/Redemption of investments		(140,000)	50,000
Net cash provided by/(used in) investing activities		(194,136)	(3,575)
Cash flows from financing activities			
Finance costs		(206)	(220)
Proceeds from borrowings		13,000	-
Repayment of borrowings		(1,537)	(6,546)
Interest paid - lease liability		(30)	(16)
Repayment of lease liabilities		(583)	(255)
Net cash provided by/(used in) financing activities		10,644	(7,037)
Net increase (decrease) in cash and cash equivalents		(80,256)	62,529
Cash and cash equivalents at the beginning of the financial year		136,818	74,289
Cash and cash equivalents at the end of the financial year		56,562	136,818

The above statement of cash flows should be read in conjunction with the accompanying notes.

City of Whittlesea
2021-2022 Financial Report

Statement of Capital Works
For the Year Ended 30 June 2022

	2022	2021
	\$'000	\$'000
Property		
Buildings	8,443	6,655
Building improvements	3,844	6,561
Total buildings	12,287	13,216
Total property	12,287	13,216
 Plant and equipment		
Plant, machinery and equipment	1,827	719
Fixtures, fittings and furniture	201	780
Computers and telecommunications	431	331
Total plant and equipment	2,459	1,830
 Infrastructure		
Roads	20,544	17,489
Bridges	132	50
Footpaths and cycleways	2,068	2,114
Drainage	496	448
Recreational, leisure and community facilities	3,718	6,086
Parks, open space and streetscapes	9,572	11,108
Off street car parks	1,196	27
Other infrastructure	2,187	1,966
Total infrastructure	39,913	39,288
Total capital works expenditure	54,659	54,334
 Represented by:		
New asset expenditure	18,841	22,877
Asset renewal expenditure	23,474	19,827
Asset expansion expenditure	258	152
Asset upgrade expenditure	12,086	11,478
Total capital works expenditure	54,659	54,334

The above statement of capital works should be read in conjunction with the accompanying notes.

City of Whittlesea
2021-2022 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2022

OVERVIEW

Introduction

The City of Whittlesea was established by an Order of the Governor in Council on 15 December 1994 and is a body corporate. The Council's main office is located at 25 Ferres Boulevard, South Morang, Victoria.

The purpose of the Council is to:

- provide for the peace, order and good government of its municipal district;
- to promote the social, economic and environmental viability and sustainability of the municipal district;
- to ensure that resources are used efficiently and effectively and services are provided in accordance with the best value principles to best meet the needs of the local community;
- to improve the overall quality of life of people in the local community;
- to promote appropriate business and employment opportunities;
- to ensure that services and facilities provided by the Council are accessible and equitable;
- to ensure the equitable imposition of rates and charges; and
- to ensure transparency and accountability in Council decision making.

The City of Whittlesea has the following key business relationships:

External Auditor - Auditor-General of Victoria

Internal Auditor - Crowe Melbourne

Bankers - Westpac Banking Corporation

Website address - www.whittlesea.vic.gov.au

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 2020*, and the *Local Government (Planning and Reporting) Regulations 2020*.

The Council is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

Significant accounting policies

(a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, except for the cash flow information, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest thousand dollars unless otherwise specified. Minor discrepancies in tables between totals and the sum of components are due to rounding.

City of Whittlesea
2021-2022 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2022

OVERVIEW (cont)

(a) Basis of accounting (cont)

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.1)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.1)
- the determination of employee provisions (refer to Note 5.5)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within scope of AASB 15 Revenue from Contracts with Customers or AASB 1058 Income of Not-for-Profit Entities (refer to Note 3)
- the determination, in accordance with AASB 16 Leases, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)
- whether or not AASB 1059 Service Concession Arrangements: Grantors is applicable (refer to Note 8.2)
- other areas requiring judgements

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

(b) Impact of Covid-19

On 16 March 2020 a state of emergency was declared in Victoria due to the global pandemic COVID-19 virus, known as coronavirus. A state of disaster was subsequently declared on 2 August 2020. The state of disaster concluded on 28 October 2020 and the state of emergency concluded on 15 December 2021. While the impacts of the pandemic have abated somewhat through the 2021-22 year, Council has noted the following significant impacts on its financial operations:

- In response to government directives arising from the COVID-19 outbreak, Council leisure centres, community activity centres, sports facilities and recreation facilities were closed. These closures resulted in a decrease in the income of \$1.56 million.
- In response to community needs, Council's direct response including financial support to community organisations added additional expense of \$0.96 million.
- Council has received grant funding of \$1.48 million from State Government of Victoria to support communities and businesses in response to COVID-19.
- Council is committed to providing support to those within community who are experiencing financial hardship due the COVID-19 pandemic and has implemented its COVID-19 Financial Hardship Policy. In line with this policy, Council provides direct relief to ratepayers by electing to not charge interest on overdue rates.

City of Whittlesea
2021-2022 Financial Report

Note 2.1 Performance against budget

This performance against budget note compares the City of Whittlesea's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold with explanations provided if the variance is greater than 10% or is greater than \$1m. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 1 June 2021. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for revenue and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

2.1.1 Income and expenditure

	Budget	Actual	Variance	Variance	Ref
	2022	2022	2022	2022	
	\$'000	\$'000	\$'000	%	
Income					
Rates and charges	178,288	178,779	491	0%	
Statutory fees and fines	18,473	15,380	(3,093)	-17%	1
User fees	7,261	10,884	3,623	50%	2
Grants - operating	27,820	34,295	6,475	23%	3
Grants - capital	17,410	16,595	(815)	-5%	
Contributions - monetary	17,338	13,625	(3,713)	-21%	4
Contributions - non monetary	104,080	76,858	(27,222)	-26%	5
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	-	491	491	-100%	6
Share of net profits/(losses) of associates and joint ventures	-	185	185	-100%	
Other income	5,116	6,536	1,420	28%	7
Total income	375,786	353,628	(22,158)	-6%	
Expenses					
Employee costs	98,108	93,887	4,221	4%	8
Materials and services	76,393	77,529	(1,136)	-1%	9
Depreciation	39,081	41,563	(2,482)	-6%	10
Amortisation - Intangible assets	102	120	(18)	-18%	11
Amortisation - Right of use assets	120	606	(486)	-405%	12
Bad and doubtful debts	418	3,388	(2,970)	-711%	13
Borrowing costs	158	206	(48)	-30%	14
Net loss on write-off of property, Infrastructure, plant and equipment		17,660			15
Finance costs - Leases	30	30	-	0%	
Other expenses	14,925	14,276	649	4%	
Total expenses	229,335	249,265	(2,270)	-1%	
Surplus for the year	146,451	104,363	(24,428)	-17%	

City of Whittlesea
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Note 2.1 Performance against budget

2.1.1 Income and expenditure

(i) Explanation of material variations

Variance Ref	Item	Explanation
1	Statutory fees and fines	The unfavourable variance to budget is mainly due to less than anticipated statutory fees and fines received as a result of the reclassification of Food and Green Organic charges and Home and Personal Care Service charges to User fees.
2	User fees	The favourable variance to budget is mainly due to rental income for Epping Services Hub which is now being managed by Council and the reclassification of Food and Green Organic charges and Home and Personal Care Service charges from Statutory fees and fines.
3	Grants - operating	The favourable variance to budget is largely due to higher than anticipated Financial Assistance Grant received from the Victorian Grant Commission. 75% of this grant relates to the 2022/23 financial year however it has been recognised in the 2021/22 financial year in line with the accounting standards. The number of other successful applications for grant funding that were received through the year were unbudgeted.
4	Contributions - monetary	The unfavourable variance to budget is due to less than anticipated developer contributions being received during the year as a result of delays in completing building developments throughout the municipality.
5	Contributions - non monetary	The unfavourable variance to budget is due to the amount of non-cash assets transferred to Council from developers not being as high as anticipated as a result of delays in completing building developments throughout the municipality.
6	Net gain/(loss) on disposal of property, infrastructure, plant and equipment	The favourable variance to budget is primarily due to the gain on disposal of plant and equipment assets that occurred during the financial year.
7	Other Income	The unfavourable variance to budget is mainly due to interest on investments following significant interest rate reductions and reduction in sales income in response to government directives arising from the COVID-19 outbreak where Council facilities, including Council leisure centres, community activity centres, sports facilities and recreation facilities were closed.
8	Employee costs	This includes wages and salaries, allowances, leave entitlements, employer superannuation, redundancy payments and fringe benefits. The favourable variance to budget is mainly attributable to vacant positions across the organisation during the 2021-22 financial year period.
9	Materials and services	The unfavourable variance to budget is primarily due to unbudgeted expenditure relating to reimbursements paid in connection with the over provision of works in kind for a Developer Contribution Plan. The variance represents a timing difference that will be offset against future developer contributions collected by Council.
10	Depreciation	The unfavourable variance to budget is due to the budget having a conservative estimate based on the previous financial year. Depreciation has increased from \$38.08 million in 2020-21 to \$41.56 million in 2021-22. Depreciation expense can vary due to new works and revaluations on existing assets.

City of Whittlesea
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Note 2.1 Performance against budget

2.1.1 Income and expenditure

(i) Explanation of material variations (cont)

Variance Ref	Item	Explanation
11	Amortisation - Intangible assets	The unfavourable variance to budget is due to the budget having a conservative estimate based on the previous financial year. Estimates of the remaining useful lives and amortisation method are reviewed annually, and adjustments made where appropriate.
12	Amortisation - Right of use assets	Amortisation of Right of Use Assets have been recognised as per AASB16 and are higher than budgeted due to Council entering into unbudgeted property lease arrangements.
13	Bad and doubtful debts	The unfavourable variance to budget is due to provisions raised against a number of Council's debtor balances during the year where it has been assessed that there is doubt that payment will be received.
14	Borrowing costs	Borrowing costs are recognised as an expense in the period in which they are incurred. The variance to budget is due to volatile interest rates fluctuation during the financial year.
15	Net loss on write-off of property, Infrastructure, plant and equipment	The unfavourable variance to budget is due to write-off of infrastructure and property assets that occurred during the financial year.

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Note 2.1 Performance against budget

2.1.2 Capital works

	Budget*	Actual	Variance	Variance	Ref
	2022	2022	2022	2022	
	\$'000	\$'000	\$'000	%	
Property					
Land	1,200	-	1,200	100%	1
Total land	1,200	-	1,200	100%	
Buildings	14,247	8,443	5,804	41%	2
Building improvements	7,834	3,844	3,990	51%	3
Total buildings	22,081	12,287	9,794	44%	
Total property	23,281	12,287	10,994	47%	
Plant and equipment					
Plant, machinery and equipment	1,950	1,827	123	6%	4
Fixtures, fittings and furniture	251	201	50	20%	5
Computers and telecommunications	314	431	(118)	-37%	6
Total plant and equipment	2,515	2,459	56	2%	
Infrastructure					
Roads	23,777	20,544	3,233	14%	7
Bridges	100	132	(32)	-32%	8
Footpaths and cycleways	2,400	2,068	332	14%	9
Drainage	675	496	179	27%	10
Recreational, leisure and community facilities	4,110	3,718	392	10%	11
Parks, open space and streetscapes	14,080	9,572	4,508	32%	12
Off street car parks	1,325	1,196	129	10%	13
Other infrastructure	4,155	2,187	1,968	47%	14
Total infrastructure	50,622	39,913	10,709	21%	
Total capital works expenditure	76,418	54,659	21,759	28%	
Represented by:					
New asset expenditure	25,146	18,841	6,305	25%	
Asset renewal expenditure	34,215	23,474	10,741	31%	
Asset expansion expenditure	550	258	292	53%	
Asset upgrade expenditure	16,507	12,086	4,421	27%	
Total capital works expenditure	76,418	54,659	21,759	28%	

* The adopted budget amount of 21/22 financial year includes \$8.03 million of carry forwards approved by Council.

City of Whittlesea
2021-2022 Financial Report

Note 2.1 Performance against budget

2.1.2 Capital works

(i) Explanation of material variations

Variance Ref	Item	Explanation
1	Land	The variance to budget is due to land acquisition project being removed from the capital works program as the timing on the completion of the acquisition is uncertain.
2	Buildings	The variance to budget is due to project savings, delays in the development of the Regional Sports & Aquatic business case and delays to the delivery of projects impacted by COVID-19. This will result in these works continuing into 2022-23.
3	Building improvements	The variance to budget is resulting from project savings and delayed kindergarten upgrade projects (The Stables, Mill Park and Laurel Street, Whittlesea) awaiting the outcome of 3 year old kindergarten determination by Council.
4	Plant, machinery and equipment	The variance to budget is due to delays in the delivery of plant and machinery as a consequence of COVID-19 impacts, these are now planned to be delivered in 2022-23.
5	Fixtures, fittings and furniture	The variance to budget is due to project savings from a reduction in furniture being purchased with the use of halls and community centre usage being impacted by COVID-19.
6	Computers and telecommunications	The variance to budget due to additional audio visual equipment being purchased to adapt to hybrid working conditions.
7	Roads	The variance to budget due to project savings within the road reconstruction program and intersection signalisations.
8	Bridges	The variance to budget is a result of additional carry forward from 2020-21 bridge refurbishment could not be completed due to timber shortages as a result of COVID-19.
9	Footpaths and cycleways	The variance to budget is due to a number of projects being delayed through the planning and delivery phase which will result in these works continuing into 2022-23.
10	Drainage	The variance to budget is due to overspend of the drainage improvement program. Urgent unplanned item in Station Street, Lalor needing to be addressed.
11	Recreational, leisure and community facilities	The variance to budget is due to a number of projects being delayed through the planning and delivery phase which will result in these works continuing into 2022-23.
12	Parks, open space and streetscapes	The variance to budget is due to a number of projects being delayed through the planning and delivery phase which will result in these works continuing into 2022-23.
13	Off street car parks	The variance is due to project savings and a delay in the design of the Edgars Creek Reserve car park which will now be completed in 2022-23.
14	Other infrastructure	The variance is predominantly due to delays in the supply of lights and poles for the Street Light Bulk Replacement Program.

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Note 2.2 Analysis of Council results by program

Council delivers its functions and activities through the following programs.

Executive

The Executive directorate supports the provision of a range of professional services to internal and external customers, with an emphasis on Governance and public affairs. It is also responsible for establishing and maintaining an appropriate organisational structure for the Council, ensuring that Council decisions are implemented promptly. This directorate ensures that Council has effective strategy and governance practices in place to provide transparency, performance monitoring and to ensure accordance with the Local Government Act and relevant legislation. This directorate also looks after the City of Whittlesea's communication with its community and other stakeholders.

Community Wellbeing

Our Community Wellbeing directorate oversees many service areas that impact the day-to-day living and wellbeing of City of Whittlesea residents. The Directorate works collaboratively with the State and Federal Government to provide many of these services and operates in partnership with a variety of community service organisations to meet the needs of our diverse and vibrant community.

Planning and Development

The Planning and Development directorate is critical in taking the voice of all Whittlesea residents to Members of Federal and State Parliament and Senior Government Officers. It also ensures our residents, businesses, government authorities, strategic partners and staff are informed about important Council events, services, programs and initiatives. Another important role is to manage both Strategic Planning & Design and Development Assessment processes.

Infrastructure and Environment

The Infrastructure and Environment directorate provides a diverse range of infrastructure services to the community. With the high level of growth within the municipality and an increasing number of residents, there is a need to be responsive to community needs. Some of the Directorate's key functions include managing parks and open spaces, road, road-related and footpath construction and maintenance, building maintenance, engineering services, traffic management, road safety and sustainability planning.

Corporate and Shared Services

Our Corporate and Shared Services directorate ensures that Council has the funds available to provide safe, useful and sustainable assets and services to our community. This directorate monitors, manages, researches, reports and provides advice to Council on all financial and organisational matters and ensures good governance. It directs and assists the organisation to achieve its goals by providing accurate data and introducing efficiencies and enhancements that best utilise Council's resources.

2.2.1 Summary of revenues, expenses, assets and capital expenses by program

	Income	Expenses	Surplus/ (Deficit)	Grants included in	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000
2022					
Executive	625	9,596	(8,971)	50	236
Community Wellbeing	14,464	42,235	(27,771)	11,312	1,962,057
Planning and Development	15,194	23,439	(8,245)	1,901	14,046
Infrastructure and Environment	31,494	100,554	(69,060)	17,817	2,298,328
Corporate and Shared Services	291,851	73,441	218,410	19,810	350,724
	353,628	249,265	104,363	50,890	4,625,391
	Income	Expenses	Surplus/ (Deficit)	Grants included in	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000
2021					
Executive	848	13,932	(13,084)	228	68
Community Wellbeing	14,593	45,031	(30,438)	12,599	312,179
Planning and Development	13,839	35,015	(21,176)	2,415	46,498
Infrastructure and Environment	26,995	77,708	(50,713)	13,754	3,637,210
Corporate and Shared Services	348,592	95,606	252,986	15,901	291,396
	404,867	267,292	137,575	44,897	4,287,351

City of Whittlesea
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Note 3 Funding for the delivery of our services

3.1 Rates and charges

The City of Whittlesea uses Net Annual Value (NAV) as the basis of valuation of all properties within the municipal district. The NAV of a property is its imputed rental value.

The valuation base used to calculate general rates for 2021-22 year was \$3,705 million (2020-21 \$3,083 million).

	2022	2021
	\$'000	\$'000
General rates	165,210	157,584
Waste management charge	10,005	9,466
Special rates (marketing schemes)	251	248
Supplementary rates and rate adjustments	2,171	2,623
Interest on rates and charges	1,142	141
Total rates and charges	178,779	170,062

The date of the latest general revaluation of property for rating purposes within the municipal district was 1 January 2022, and the valuation will be first applied in the rating year commencing 1 July 2022.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice is issued.

3.2 Statutory fees and fines

	2022	2021
	\$'000	\$'000
Infringements and costs	6,228	5,800
Court recoveries*	626	770
Permit fees	6,800	7,340
Certificates and regulatory service fees*	1,726	1,905
Total statutory fees and fines	15,380	15,815

*Income has been reclassified from Statutory fees and fines to User fees and other income in the comparative period.

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

3.3 User fees

	2022	2021
	\$'000	\$'000
Aged and health services*	745	787
Family and children services*	152	155
Registrations	2,185	1,494
Leisure centre fees*	64	324
Property leases and rentals	2,029	1,305
Waste management services*	5,553	4,750
Other fees and charges*	156	74
Total user fees	10,884	8,889

*Income has been reclassified from Statutory fees and fines to User fees in the comparative period.

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

City of Whittlesea
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Note 3 Funding for the delivery of our services

3.4 Funding from other levels of government	2022	2021
	\$'000	\$'000

Grants were received in respect of the following :

Summary of grants

Commonwealth funded grants	30,925	22,666
State funded grants	18,012	20,600
Other	1,953	1,631
Total grants received	50,890	44,897

(a) Operating Grants	2022	2021
Recurrent - Commonwealth Government	\$'000	\$'000
Financial Assistance Grants	19,669	15,276
Home & Community Care	3,227	4,801
Community Wellbeing	20	19
Recurrent - State Government		
Early Years	331	390
Family Day Care	702	850
Home and Community Care	1,424	871
Community Development	127	76
Community Wellbeing	243	440
Maternal and Child health	3,790	3,723
Resilience and Emergency Management	-	60
Youth Services	26	12
Sustainability Planning	10	10
Recurrent - Other		
Pedestrian Crossings	747	731
VicRoads Maintenance Contract - Additional Works	853	892
Best Start Partnership	136	-
Total recurrent operating grants	31,305	28,151

City of Whittlesea
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Note 3 Funding for the delivery of our services

3.4 Funding from other levels of government (cont)

	2022	2021
	\$'000	\$'000
Non-recurrent - Commonwealth Government		
Smart Cities IT Project	-	71
Community Wellbeing	36	-
Non-recurrent - State Government		
Maternal & Child Health	-	104
Early Years	-	91
Community Wellbeing	1,175	83
Youth services	106	95
Infrastructure	4	-
Leisure & Community Inclusion	60	64
Community Cultural Development	-	36
Economic Development	793	500
Sustainability Planning	259	287
Victorian Planning Authority design guidelines open space	-	64
Victorian Planning Authority Infrastructure and growth Area	80	-
Working for Victoria	-	3,966
Resilience and Emergency Management	257	-
Organisational Development	103	-
Non-recurrent - Other		
Northern Region Transport program	98	-
Community Wellbeing	19	8
Total non-recurrent operating grants	2,990	5,369
Total operating grants	34,295	33,520
(b) Capital Grants	2022	2021
	\$'000	\$'000
Recurrent - Commonwealth Government		
Roads to recovery	1,417	1,700
Recurrent - State Government		
Parks and Gardens	-	100
Roads	-	450
Total recurrent capital grants	1,417	2,250
Non-recurrent - Commonwealth Government		
Roads	4,698	378
Buildings	1,181	200
Parks & Gardens	677	221
Non-recurrent - State Government		
Buildings	3,454	3,810
Parks and Gardens	2,335	1,071
Roads	1,565	3,447
Recreational, Leisure and Community	918	-
Sustainability	250	-
Non-recurrent - Others		
Roads	100	-
Total non-recurrent capital grants	15,178	9,127
Total capital grants	16,595	11,377

City of Whittlesea
2021-2022 Financial Report

Note 3 Funding for the delivery of our services

3.4 Funding from other levels of government (cont)

(c) Unspent grants received on condition that they be spent in a specific manner	2022	2021
Operating	\$'000	\$'000
Balance at start of year	6,165	10,703
Received during the financial year and remained unspent at balance date	9,737	6,165
Received in prior years and spent during the financial year	(6,165)	(10,703)
Balance at year end	9,737	6,165
Capital		
Balance at start of year	16,150	7,522
Received during the financial year and remained unspent at balance date	11,887	16,150
Received in prior years and spent during the financial year	(16,150)	(7,522)
Balance at year end	11,887	16,150

(d) Recognition of grant income

Before recognising funding from government grants as revenue the Council assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with AASB 15 Revenue from Contracts with Customers. When both these conditions are satisfied, the Council:

- identifies each performance obligation relating to revenue under the contract/agreement
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations; or grant funding enable Council to acquire/construct a recognisable non-financial assets specified in contract to be controlled by Council, the Council applies AASB 1058 Income for Not-for-Profit Entities.

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

Income recognised under AASB 1058 Income of Not-for-Profit Entities	2022	2021
	\$'000	\$'000
General purpose	21,994	20,227
Specific purpose grants to acquire non-financial assets	15,099	9,677
Revenue recognised under AASB 15 Revenue from Contracts with Customers		
Specific purpose grants	13,797	14,993
Total recognition of grant income	50,890	44,897

Grant income is recognised at the point in time when the council satisfies its performance obligations as specified in the underlying agreement.

City of Whittlesea
2021-2022 Financial Report

Note 3 Funding for the delivery of our services

3.5 Contributions	2022	2021
	\$'000	\$'000
Monetary	13,625	19,332
Non-monetary*	76,858	140,369
Total contributions	90,483	159,701

*Council received lower non-monetary contributions in comparison to the comparative period, mainly due to delays in developments reaching completion during the year.

Contributions of non monetary assets were received in relation to the following asset classes

Land	23,770	27,332
Roads	34,410	68,881
Other infrastructure	18,678	44,156
Total non-monetary contributions	76,858	140,369

Monetary and non monetary contributions are recognised as revenue when Council receives the funds or obtains control over the contributed asset or a Section 173 agreement has been signed and credits issued.

Council received lower contributed assets from developers in comparison to the prior year as a result of delays in completing building developments throughout the municipality.

3.6 Net gain/(loss) on property, infrastructure, plant and equipment	2022	2021
	\$'000	\$'000

(a) Net gain/(loss) on disposal of property, infrastructure, plant and equipment

Proceeds of sale	523	759
Written down value of assets disposed	(32)	(28)
Total net gain/(loss) on disposal of property, infrastructure, plant and equipment	491	731

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

(b) Net loss on write-off of property, Infrastructure, plant and equipment

Written down value of assets written-off*	(17,660)	(23,031)
Total net loss on write-off of property, infrastructure, plant and equipment	(17,660)	(23,031)

Council has written-off a number of infrastructure assets in the current and comparative period.

3.7 Other income	2022	2021
	\$'000	\$'000
Sales	859	889
Interest	1,258	1,181
Reimbursements*	3,865	2,389
Other*	554	13
Total other income	6,536	4,472

*Income has been reclassified from other income to Statutory fees and fines in the comparative period.

Interest is recognised as it is earned.

Reimbursements mainly consist of WorkCover and insurance recovered, and reimbursements of capital works undertaken.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

City of Whittlesea
2021-2022 Financial Report

Note 4 The cost of delivering services

4.1 (a) Employee costs	2022	2021
	\$'000	\$'000
Wages and salaries	84,090	89,793
WorkCover	1,633	1,413
Superannuation	7,945	8,497
Fringe benefits tax	119	122
Other	100	-
Total employee costs	93,887	99,825

(b) Superannuation

Council made contributions to the following funds:

Defined benefit fund

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	240	166
	240	166
Employer contributions payable at reporting date.	6	7

Accumulation funds

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	7,705	8,331
	7,705	8,331
Employer contributions payable at reporting date.	-	352

Refer to note 9.3 for further information relating to Council's superannuation obligations.

4.2 Materials and services	2022	2021
	\$'000	\$'000
External Works (Contractors)	4,262	11,292
Maintenance and Operations Contractors	19,234	17,778
Sustainable Environment Contractors	20,098	17,575
Assets and Facilities Contractors	7,879	4,157
Information Services Contractors	755	2,206
Support Services	7,732	8,739
Design Work	41	6
Facilities Management	2,812	1,564
Supplies and Services	7,897	8,847
Plant and Fleet Operations	1,898	2,411
Computer Services	2,569	2,590
Communications	1,290	1,210
Catering Supplies	349	430
Construction Materials	623	720
Travel and Accommodation	90	57
Total materials and services	77,529	79,582

City of Whittlesea
2021-2022 Financial Report

Note 4 The cost of delivering services

4.3 Depreciation	2022	2021
	\$'000	\$'000
Property	7,462	6,550
Plant and equipment	2,256	2,501
Infrastructure	31,845	29,028
Total depreciation	41,563	38,079

Refer to note 6.1 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.

4.4 Amortisation - Intangible assets	2022	2021
	\$'000	\$'000
Intangible assets	120	120
Total Amortisation - Intangible assets	120	120

4.5 Amortisation - Right of use assets	2022	2021
	\$'000	\$'000
Property	535	265
Plant and equipment	71	49
Total Amortisation - Right of use assets	606	314

4.6 Bad and doubtful debts	2022	2021
	\$'000	\$'000
Infringements debtors	2,806	8,944
Other debtors	582	1,789
Total bad and doubtful debts*	3,388	10,733

*Bad and doubtful debts in prior year was higher than in comparison to current year due to a review of long outstanding debt and an assessment of the probability of collection was completed in 2021 and provision for doubtful debts was increased in line with accounting standards.

Movement in provisions for doubtful debts	2022	2021
	\$'000	\$'000
Balance at the beginning of the year	(11,923)	(1,298)
New provisions recognised during the year	(3,388)	(10,626)
Amounts already provided for and written off as uncollectible	8,958	1
Balance at end of year	(6,353)	(11,923)

Provision for doubtful debt is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.

4.7 Borrowing costs	2022	2021
	\$'000	\$'000
Interest - Borrowings	206	220
Total borrowing costs	206	220

Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council.

City of Whittlesea
2021-2022 Financial Report

Note 4 The cost of delivering services

4.8 Finance Costs - Leases

	2022	2021
	\$'000	\$'000
Interest - Lease Liabilities	30	16
Total finance costs	30	16

4.9 Other expenses

	2022	2021
	\$'000	\$'000
Auditors' remuneration - VAGO - audit of the financial statements, performance	71	69
Auditors' remuneration - Internal Contributions	142	113
- Grants to community	2,547	2,437
- Yarra Plenty Regional Library Contributions	5,130	5,172
Insurance premiums	1,611	1,762
Utilities	3,146	3,276
Others	1,629	2,543
Total other expenses	14,276	15,372

Note 5 Our financial position

5.1 Financial assets

	2022	2021
	\$'000	\$'000
(a) Cash and cash equivalents		
Cash on hand	5	10
Cash at bank	1,363	3,003
Term deposits	55,194	133,805
Total cash and cash equivalents*	56,562	136,818

*Total cash and cash equivalents has been decreased compared to prior year due to increase in investment of term deposits non-current, which has been classified as 'Other financial assets'. Refer to Note 5.1 (b).

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

(b) Other financial assets

Term deposits - current	-	75,000
Term deposits - non-current	220,000	5,000
Total other financial assets	220,000	80,000
Total financial assets	276,562	216,818

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

Councils cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:

Trust funds and deposits (Note 5.3 (b))	34,320	16,005
Asset development reserves (note 9.1(b))	134,616	127,924
Total restricted funds	168,936	143,929
Total unrestricted cash and cash equivalents	107,626	72,889

Intended allocations

Although not externally restricted the following amounts have been allocated for specific future purposes by Council:

Cash held to fund Carried forward capital works	23,804	14,541
Unexpended grants and subsidies	21,624	22,315
Asset replacement reserves	59,461	58,173
Total funds subject to intended allocations	104,889	95,029

City of Whittlesea
2021-2022 Financial Report

Note 5 Our financial position

5.1 Financial assets (cont)

(c) Trade and other receivables	2022	2021
Current	\$'000	\$'000
Statutory receivables		
Rates debtors	22,202	19,765
Infringement debtors*	5,416	11,683
Provision for doubtful debts - infringements*	(3,982)	(10,134)
Net GST receivable	2,574	2,324
Non statutory receivables		
Other debtors	7,924	8,326
Provision for doubtful debts - Other debtors	(2,371)	(1,789)
Total current trade and other receivables	31,763	30,175

*Infringement debtors have been decreased after a review of long outstanding debt and an assessment of the probability of collection. The provision for infringement doubtful debts has been adjusted accordingly and in line with accounting standards.

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

(d) Ageing of Receivables

The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	2,706	4,627
Past due by up to 30 days	697	406
Past due between 31 and 180 days	623	295
Past due between 181 and 365 days	1,556	1,333
Past due by more than 1 year	2,342	1,665
Total trade and other receivables	7,924	8,326

(e) Ageing of individually impaired Receivables

At balance date, other and infringement debtors representing financial assets with a nominal value of \$6.4m (2021: \$11.9m) were impaired. The amount of the provision raised against these debtors was \$3.4m (2021: \$10.7m). They individually have been impaired as a result of their doubtful collection.

The ageing of receivables that have been individually determined as impaired at reporting date was:

Past due between 31 and 180 days	842	226
Past due between 181 and 365 days	778	950
Past due by more than 1 year	4,733	10,747
Total trade & other receivables	6,353	11,923

City of Whittlesea
2021-2022 Financial Report

Note 5 Our financial position

5.2 Non-financial assets

(a) Inventories	2022	2021
	\$'000	\$'000
Fuels	56	33
Depot workshop items and signs	70	294
Total inventories	126	327

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

(b) Other assets		
Accrued interest	336	567
Prepayments	2,104	456
Other	1,205	215
Total other assets	3,645	1,238

(c) Other financial assets		
Shares in MAPS Group Ltd	22	22
Total other financial assets	22	22

(d) Intangible assets		
Software	650	770
Total intangible assets	650	770

	Software	Total
	\$'000	\$'000
Gross carrying amount		
Balance at 1 July 2021	1,199	1,199
Additions from internal developments	-	-
Balance at 1 July 2022	1,199	1,199

Accumulated amortisation and impairment		
Balance at 1 July 2021	429	429
Amortisation expense	120	120
Balance at 1 July 2022	549	549
Net book value at 30 June 2021	770	770
Net book value at 30 June 2022	650	650

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

City of Whittlesea
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Note 5 Our financial position

5.3 Payables

(a) Trade and other payables

Trade payables	13,490	12,916
Accrued expenses	6,240	6,983
Other	911	493
Total trade and other payables	20,641	20,392

(b) Trust funds and deposits

	2022	2021
	\$'000	\$'000
Refundable deposits	15,260	11,623
Fire services property levy	14,792	2,917
Retention amounts	594	63
Other refundable deposits	3,674	1,402
Total trust funds and deposits	34,320	16,005

(c) Unearned income

Grants received in advance - operating	9,737	6,165
Grants received in advance - capital	11,887	16,150
Other	3,271	-
Total unearned income	24,895	22,315

Unearned income/revenue represents contract liabilities and reflect consideration received in advance from customers in respect of services. Unearned income/revenue are derecognised and recorded as revenue when promised goods and services are transferred to the customer. Refer to Note 3.

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

Purpose and nature of items

Fire Service Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

Retention Amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

City of Whittlesea
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Note 5 Our financial position

5.4 Interest-bearing liabilities	2022	2021
Current	\$'000	\$'000
Borrowings - secured	846	788
Treasury Corporation of Victoria borrowings - secured	1,518	-
	2,364	788
Non-current		
Borrowings - secured	1,517	1,753
Treasury Corporation of Victoria borrowings - secured	10,123	-
	11,640	1,753
Total	14,004	2,541

Borrowings are secured by a mortgage over the general rates and charges of Council.

(a) The maturity profile for Council's borrowings is:

Not later than one year	2,364	788
Later than one year and not later than five years	7,933	1,753
Later than five years	3,707	-
	14,004	2,541

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

5.5 Provisions

	Annual leave	Long service leave	Other	Total
	\$ '000	\$ '000	\$ '000	\$ '000
2022				
Balance at beginning of the financial year	7,387	13,721	2,229	23,337
Additional provisions	5,534	1,377	(818)	6,093
Amounts used	(4,931)	(2,606)	(243)	(7,780)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	-	438	120	558
Balance at the end of the financial year	7,990	12,930	1,288	22,208
	Annual leave	Long service leave	Other	Total
	\$ '000	\$ '000	\$ '000	\$ '000
2021				
Balance at beginning of the financial year	7,283	15,089	658	23,030
Additional provisions	4,947	(391)	1,640	6,196
Amounts used	(4,843)	(632)	(18)	(5,493)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	-	(345)	(51)	(396)
Balance at the end of the financial year	7,387	13,721	2,229	23,337

City of Whittlesea
2021-2022 Financial Report

Note 5 Our financial position

5.5 Provisions (cont)	2022	2021
(a) Employee provisions	\$'000	\$'000
Current provisions expected to be wholly settled within 12 months		
Annual leave	5,849	5,407
Long service leave	1,192	1,372
Other	129	223
	7,170	7,002
Current provisions expected to be wholly settled after 12 months		
Annual leave	2,141	1,980
Long service leave	10,622	10,791
Other	789	1,849
	13,552	14,620
Total current employee provisions	20,722	21,622
Non-current		
Long service leave	1,116	1,558
Other	370	157
Total non-current employee provisions	1,486	1,715
Aggregate carrying amount of employee		
Current	20,722	21,622
Non-current	1,486	1,715
Total aggregate carrying amount of employee	22,208	23,337

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

Annual leave

A liability for annual leave is recognised in the provision for employee benefits as a current liability because the Council does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the Council expects to wholly settle the liability within 12 months
- present value if the Council does not expect to wholly settle within 12 months.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as the Council does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

Key assumptions:

Weighted average discount rates	3.50%	1.14%
Weighted average increase in employee costs	1.75%	2.00%
weighted average settlement period (months)	13	13

City of Whittlesea
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Note 5 Our financial position

5.6 Financing arrangements

The Council has the following funding arrangements in place as at 30 June 2022.

	2022	2021
	\$'000	\$'000
Bank overdraft	200	200
Credit card facilities	281	383
Total facilities	481	583
Used facilities	(60)	(41)
Unused facilities	421	542

5.7 (a) Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

2022	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
Operating					
Consultancy	362	78	-	-	440
Building maintenance	10,000	10,000	2,521	-	22,521
Health	452	-	-	-	452
Information technology and systems	4,618	992	304	-	5,914
Waste and recycling	16,454	13,118	24,595	31,932	86,099
Transport & local laws	8,883	8,089	3,440	1,761	22,173
Infrastructure	22	22	7	-	51
Parks Maintenance	14,760	14,350	10,829	-	39,939
Leisure	451	423	-	-	874
Renewable power	3,156	3,156	6,311	14,222	26,845
Other	4,841	1,245	1,004	-	7,090
Total	63,999	51,473	49,011	47,915	212,398
Capital					
Building works	1,634	111	74	-	1,819
Information technology and systems	33	12	26	-	71
Transport & local laws	22,301	-	-	-	22,301
Infrastructure	1,715	153	189	-	2,057
Parks works	6,816	6	-	-	6,822
Leisure	466	-	-	-	466
Other	366	17	-	-	383
Total	33,331	299	289	-	33,919

City of Whittlesea
2021-2022 Financial Report

Note 5 Our financial position

5.7 (a) Commitments (cont)

2021

	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
Operating					
Consultancy	444	150	-	-	594
Building maintenance	2,800	2,800	3,506	-	9,106
Health	1,760	364	-	-	2,124
Information technology and systems	6,517	2,373	524	-	9,414
Waste and recycling	11,771	9,629	19,202	17,710	58,312
Transport & local laws	6,974	6,361	7,723	3,122	24,180
Infrastructure	41	-	-	-	41
Parks Maintenance	15,355	14,001	24,518	28	53,902
Leisure	774	-	-	-	774
Renewable power	3,156	3,156	6,311	17,378	30,001
Other	3,136	137	-	-	3,273
Total	52,728	38,971	61,784	38,238	191,721
Capital					
Building works	9,068	84	-	-	9,152
Transport & local laws	29,393	19,838	-	-	49,231
Infrastructure	612	11	-	-	623
Parks works	3,754	105	-	-	3,859
Leisure	142	132	263	109	646
Total	42,969	20,170	263	109	63,511

Operating lease receivables

The Council has entered into commercial property leases on its investment property, consisting of surplus freehold office complexes. These properties held under operating leases have remaining non-cancellable lease terms of between 1 and 10 years. All leases include a CPI based revision of the rental charge annually.

Future undiscounted minimum rentals receivable under non-cancellable operating leases are as follows:

	2022 \$'000	2021 \$'000
Not later than one year	611	358
Later than one year and not later than five years	1,771	730
Later than five years	1,572	120
	3,954	1,208

City of Whittlesea
2021-2022 Financial Report

Note 5 Our financial position

5.8 Leases

At inception, all contracts are reviewed to determine whether they contain leasing arrangements. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Council has elected to apply the temporary option available under *AASB 16 Leases* which allows not-for-profit entities to not measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

City of Whittlesea
2021-2022 Financial Report

Note 5 Our financial position

5.8 Leases (cont)

Right-of-Use Assets

	Property	Plant and equipment	Total
	\$'000	\$'000	\$'000
Balance at 1 July 2021	818	12	830
Additions	755	329	1,084
Amortisation charge	(535)	(71)	(606)
Balance at 30 June 2022	<u>1,038</u>	<u>270</u>	<u>1,308</u>

Lease Liabilities

	2022	2021
	\$'000	\$'000
Maturity analysis - contractual undiscounted cash flows		
Less than one year	620	333
One to five years	544	587
More than five years	557	590
Total undiscounted lease liabilities as at 30 June 2021:	<u>1,721</u>	<u>1,510</u>

Lease liabilities included in the Balance Sheet at 30 June 22:

Current	599	148
Non-current	737	687
Total lease liabilities	<u>1,336</u>	<u>835</u>

Short-term and low value leases

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

Expenses relating to:

Short-term leases	163	146
Leases of low value assets	-	10
Total	<u>163</u>	<u>156</u>

Variable lease payments (not included in measurement of lease liabilities)

*City of Whittlesea***2021-2022 Financial Report****Note 6 Assets we manage****6.1 Property, infrastructure, plant and equipment****Summary of property, infrastructure, plant and equipment**

	At Fair Value 30 June 2021	Additions	Contributions	Revaluation	Depreciation	Disposal	Write off	Transfers	At Fair Value 30 June 2022
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property	1,863,427	1,106	23,770	147,357	(7,462)	-	(784)	1,689	2,029,103
Plant and equipment	10,843	1,873	-	946	(2,256)	(32)	(124)	-	11,250
Infrastructure	2,094,811	17,679	53,088	53,395	(31,845)	-	(16,753)	1,834	2,172,209
Work in progress	65,179	34,001	-	-	-	-	-	(3,523)	95,657
Total	4,034,260	54,659	76,858	201,698	(41,563)	(32)	(17,661)	-	4,308,219

Summary of Work in Progress

	Opening WIP \$'000	Additions \$'000	Transfers \$'000	Closing WIP \$'000
Property	39,360	11,654	(8,839)	42,175
Plant and equipment	1,141	372	(459)	1,054
Infrastructure	24,678	21,975	5,775	52,428
Total	65,179	34,001	(3,523)	95,657

City of Whittlesea
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Note 6 Assets we manage

6.1 Property, infrastructure, plant and equipment (cont)

(a) Property

	Land - specialised	Land - non specialised	Land under roads	Total Land & Land Improvements	Buildings - specialised	Total Buildings	Work In Progress	Total Property
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2021	1,574,591	3,080	729	1,578,400	473,383	473,383	39,360	2,091,143
Accumulated depreciation at 1 July 2021	-	-	-	-	(188,356)	(188,356)	-	(188,356)
	1,574,591	3,080	729	1,578,400	285,027	285,027	39,360	1,902,787
Movements in fair value								
Additions	-	-	-	-	1,106	1,106	11,654	12,760
Contributions	23,770	-	-	23,770	-	-	-	23,770
Revaluation	125,807	-	-	125,807	36,925	36,925	-	162,732
Write-off	(758)	-	-	(758)	(53)	(53)	-	(811)
Transfers	-	-	-	-	1,689	1,689	(8,839)	(7,150)
	148,819	-	-	148,819	39,667	39,667	2,815	191,301
Movements in accumulated depreciation								
Depreciation and amortisation	-	-	-	-	(7,462)	(7,462)	-	(7,462)
Accumulated depreciation of Write offs	-	-	-	-	27	27	-	27
Revaluation increments/decrements	-	-	-	-	(15,375)	(15,375)	-	(15,375)
	-	-	-	-	(22,810)	(22,810)	-	(22,810)
At fair value 30 June 2022	1,723,410	3,080	729	1,727,219	513,050	513,050	42,175	2,282,444
Accumulated depreciation at 30 June 2022	-	-	-	-	(211,166)	(211,166)	-	(211,166)
	1,723,410	3,080	729	1,727,219	301,884	301,884	42,175	2,071,278

*City of Whittlesea***2021-2022 Financial Report****Note 6 Assets we manage****6.1 Property, infrastructure, plant and equipment (cont)****(b) Plant and Equipment**

	Plant machinery and equipment	Fixtures fittings and furniture	Artworks	Work in Progress	Total plant and equipment
	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2021	14,358	14,092	3,289	1,141	32,880
Accumulated depreciation at 1 July 2021	(9,981)	(10,915)	-	-	(20,896)
	4,377	3,177	3,289	1,141	11,984
Movements in fair value					
Additions	1,025	848	-	372	2,245
Revaluation	-	(338)	1,298	-	960
Write off	-	-	(124)	-	(124)
Disposal	(499)	-	-	-	(499)
Transfers	-	(556)	-	(459)	(1,015)
	526	(46)	1,174	(87)	1,567
Movements in accumulated depreciation					
Depreciation and amortisation	(1,234)	(1,022)	-	-	(2,256)
Accumulated depreciation of disposals	467	-	-	-	467
Revaluation increments/decrements	(14)	-	-	-	(14)
Transfers	-	556	-	-	556
	(781)	(466)	-	-	(1,247)
At fair value 30 June 2022	14,884	14,046	4,463	1,054	34,447
Accumulated depreciation at 30 June 2022	(10,762)	(11,381)	-	-	(22,143)
	4,122	2,665	4,463	1,054	12,304

City of Whittlesea
2021-2022 Financial Report

Note 6 Assets we manage

6.1 Property, infrastructure, plant and equipment (cont)

(c) Infrastructure

	Roads	Bridges	Telecommunication Conduits	Drainage	Public Lighting	Parks open spaces and streetscapes	Work In Progress	Total Infrastructure
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2021	1,690,732	21,256	26,494	609,779	29,988	308,808	24,678	2,711,735
Accumulated depreciation at 1 July 2021	(328,991)	(7,450)	(6,782)	(124,829)	(16,986)	(107,208)	-	(592,246)
	1,361,741	13,806	19,712	484,950	13,002	201,600	24,678	2,119,489
Movements in fair value								
Additions	13,816	132	-	-	280	3,451	21,975	39,654
Contributions	34,410	-	-	11,172	387	7,119	-	53,088
Revaluation	33,167	93	768	14,136	593	16,899	-	65,656
Write-off	(17,647)	-	-	(989)	-	(15)	-	(18,651)
Transfers	92	50	-	-	-	1,692	5,775	7,609
	63,838	275	768	24,319	1,260	29,146	27,750	147,356
Movements in accumulated depreciation								
Depreciation and amortisation	(13,468)	(227)	(531)	(6,164)	(1,441)	(10,014)	-	(31,845)
Accumulated depreciation of write off	1,698	-	-	186	-	14	-	1,898
Revaluation increments/decrements	(8,738)	(182)	(211)	(3,751)	(520)	1,141	-	(12,261)
	(20,508)	(409)	(742)	(9,729)	(1,961)	(8,859)	-	(42,208)
At fair value 30 June 2022	1,754,570	21,531	27,262	634,098	31,248	337,954	52,428	2,859,091
Accumulated depreciation at 30 June 2022	(349,499)	(7,859)	(7,524)	(134,558)	(18,947)	(116,067)	-	(634,454)
	1,405,071	13,672	19,738	499,540	12,301	221,887	52,428	2,224,637

City of Whittlesea
2021-2022 Financial Report

Note 6 Assets we manage

6.1 Property, infrastructure, plant and equipment (cont)

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

	Depreciation Period	Threshold Limit \$'000
<i>Asset recognition thresholds and depreciation periods</i>		
Land & land improvements		
land	-	10
land improvements	100 years	5
Buildings		
buildings	30 - 150 years	10
building and leasehold improvements	50 years	5
Plant and Equipment		
Fixtures fittings and furniture	5 - 10 years	1
plant, machinery and equipment	3 - 10 years	1
computers and telecommunications	3 years	1
leased plant and equipment	3 years	1
Infrastructure		
roads - pavements	50 - 100 years	5
roads - surface	15 - 30 years	5
parks, open spaces and streetscapes	10 - 80 years	1
off street car parks	50 - 100 years	5
bridges - deck	80 - 100 years	1
footpaths and cycleways	20 - 100 years	1
drainage	100 years	1
light pole and lanterns	20 years	1
conduits and pits	50 years	1
Intangible assets	10 years	-

Land under roads

Council recognises land under roads it controls at fair value.

City of Whittlesea
2021-2022 Financial Report

Note 6 Assets we manage

6.1 Property, infrastructure, plant and equipment (cont)

Depreciation and amortisation

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component. Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life. Straight line depreciation is charged based on the residual useful life as determined each year. Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

Repairs and maintenance

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

Valuation of land and buildings

Valuation of land was undertaken by the Valuer General of Victoria. Valuation of buildings was undertaken by Mr Gino Mitrione, Fellow of Australian Property Institute as at 30 June 2022. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets. Refer to note 8.4 for further information relating to Fair value measurement.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2022 are as follows:

	Level 1 \$'000	Level2 \$'000	Level 3 \$'000	Date of Valuation
Non-specialised land	-	3,080	-	Jun-22
Specialised land and land under roads	-	-	1,724,139	Jun-22
Specialised buildings	-	-	301,884	Jun-22
Total	-	3,080	2,026,023	

City of Whittlesea
2021-2022 Financial Report

Note 6 Assets we manage

6.1 Property, infrastructure, plant and equipment (cont)

Valuation of infrastructure

In accordance with Council policy, an assessment of the fair value of all infrastructure assets was undertaken at the reporting date. For infrastructure, fair value is replacement cost less accumulated depreciation at the date of valuation. The date of the current valuation is detailed in the following table.

Valuation of infrastructure assets has been determined in accordance with a valuation undertaken by Mr. Michael Butler, Bachelor of Engineering (Civil).

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation. Refer to note 8.4 for further information relating to Fair value measurement.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2022 are as follows:

	Level 1 \$'000	Level2 \$'000	Level 3 \$'000	Date of Valuation
Roads	-	-	1,405,071	Jun-22
Bridges	-	-	13,672	Jun-22
Drainage	-	-	499,540	Jun-22
Public lighting	-	-	12,301	Jun-22
Telecommunication Conduits	-	-	19,738	Jun-22
Parks, open space and streetscapes	-	-	221,887	Jun-22
Total	-	-	2,172,209	

Description of significant unobservable inputs into level 3 valuations

Specialised land and land under roads is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$1 and \$4,722 per square metre. Refer to note 8.4 for further information relating to Fair value measurement.

Specialised buildings are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and ranges from \$334 to \$9,101 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 4 years to 93 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings. Refer to note 8.4 for further information relating to Fair value measurement.

Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 1 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets. Refer to note 8.4 for further information relating to Fair value measurement.

Reconciliation of specialised land	2022 \$'000	2021 \$'000
Land under roads	729	729
Specialised land	1,723,410	1,574,591
Total specialised land	1,724,139	1,575,320

City of Whittlesea
2021-2022 Financial Report

Note 6 Assets we manage

6.2 Investments in associates, joint arrangements and subsidiaries

Yarra Plenty Regional Library Service (Incorporated) - Background

Represents the City of Whittlesea's share in the net assets of the Yarra Plenty Regional Library Service which became an incorporated body on 12 January 1996. The Council's 37.81% (2020-21 37.81%) share of the net assets from their draft financial statements for the year ended 30 June 2022 has been treated as an investment in the Balance Sheet, with an increase in the investment for the reporting period of \$0.19 million (increase of \$0.3million for 2020-21), which is accounted for using the equity method and shown in the Comprehensive Income Statement.

	2022	2021
	\$'000	\$'000
Investments in associates		
Investments in associates accounted for by the equity method are:		
Yarra Plenty Regional Library Service (Incorporated)	3,096	2,911
Fair value of Council's investment in Yarra Plenty Regional Library	3,096	2,911
Council's share of accumulated surplus/(deficit)		
Council's share of accumulated surplus(deficit) at start of year	2,669	1,994
Reported surplus(deficit) for year	339	674
Council's share of accumulated surplus(deficit) at end of year	3,008	2,668
Movement in carrying value of specific investment		
Carrying value of investment at start of year	2,911	2,611
Share of surplus(deficit) for year	185	300
Carrying value of investment at end of year	3,096	2,911
Council's share of expenditure commitments		
Operating commitments	1,628	2,022
Council's share of expenditure commitments	616	764
Council's share of contingent liabilities and contingent assets		

The Yarra Plenty Regional Library Service does not have any contingent liabilities as at the end of the reporting period.

Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

City of Whittlesea
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Note 7 People and relationships

7.1 Council and key management remuneration

(a) Related Parties

Parent entity

City of Whittlesea is the parent entity.

Subsidiaries and Associates

Interests in subsidiaries and associates are detailed in Note 6.2.

(b) Key Management Personnel

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

Administrators	Ms Lydia Wilson - Chair
	Ms Peita Duncan
	Mr Chris Eddy
CEO and executive leadership team	Mr Craig Lloyd - Chief Executive Officer
	Ms Amy Montalti - Director Corporate Services (1 July 2021 - 17 November 2021)
	Ms Kate McCaughey - Director Community Wellbeing
	Ms Debbie Wood - Director Infrastructure and Environment
	Mr Justin O'Meara - Director Planning and Development
	Mr Mark Montague - Acting Director Corporate and Shared Services (18 November 2021-2 March 2022)
	Ms Marilyn Kearney - Interim Director Corporate and Shared Services (3 March 2022 - 30 June 2022)
	Mr Frank Joyce - Executive Manager Governance and Strategy
	Ms Janine Morgan - Executive Manager Public Affairs (13 September 2021 - 30 June 2022)

	2022	2021
	No.	No.
Total Number of Councillors	-	-
Total Number of Administrators	3	4
Total of Chief Executive Officer and other Key Management Personnel	9	12
Total Number of Key Management Personnel	12	16

(c) Remuneration of Key Management Personnel

	2022	2021
	\$'000	\$'000
Total remuneration of key management personnel was as follows:		
Short-term benefits	2,883	2,609
Long-term benefits	80	210
Termination benefits	-	35
Total	2,963	2,854

City of Whittlesea
2021-2022 Financial Report

Note 7 People and relationships

7.1 Council and key management remuneration (cont)

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:

	2022	2021
	No.	No.
\$10,000 - \$19,999	-	1
\$40,000 - \$49,999	1	-
\$90,000 - \$99,999	-	3
\$110,000 - \$119,999	-	2
\$120,000 - \$129,999	1	-
\$130,000 - \$139,999	-	1
\$150,000 - \$159,999	-	1
\$160,000 - \$169,999	2	3
\$180,000 - \$189,999	-	1
\$220,000 - \$229,999	1	-
\$230,000 - \$239,999	-	1
\$240,000 - \$249,999	2	-
\$250,000 - \$259,999	-	2
\$260,000 - \$269,999	1	-
\$270,000 - \$279,999	1	-
\$290,000 - \$299,999	1	-
\$300,000 - \$309,999	-	1
\$310,000 - \$319,999	1	-
\$370,000 - \$379,999	1	-
	12	16

(d) Senior Officer Remuneration

A Senior Officer is an officer of Council, other than Key Management Personnel, who:

- a) has management responsibilities and reports directly to the Chief Executive; or
- b) whose total annual remuneration exceeds \$151,000

The number of Senior Officers are shown below in their relevant income bands:

	2022	2021
	No.	No.
Income Range:		
<\$151,000	15	10
\$151,000 - \$159,999	1	5
\$160,000 - \$169,999	5	10
\$170,000 - \$179,999	5	3
\$180,000 - \$189,999	7	3
\$190,000 - \$199,999	1	3
\$200,000 - \$209,999	2	1
\$210,000 - \$219,999	-	1
\$220,000 - \$229,999	-	2
\$230,000 - \$239,999	-	2
\$240,000 - \$249,999	-	1
\$250,000 - \$259,999	-	1
\$320,000 - \$329,999	1	1
	37	43

	\$'000	\$'000
Total Remuneration for the reporting year for Senior Officers included above, amounted to:	6,043	7,460

City of Whittlesea
2021-2022 Financial Report

Note 7 People and relationships

7.2 Related party disclosure

(a) Transactions with related parties	2022	2021
During the period Council entered into the following transactions with related parties.	\$'000	\$'000
Expenditure		
Council library contributions paid to the Yarra Plenty Regional Library	5,130	5,172
Total related party expenditure	5,130	5,172
Income		
Fuel and motor vehicles repairs	12	16
Total related party income	12	16

(b) Outstanding balances with related parties

The following balances are outstanding at the end of the reporting period in relation to transactions with related parties

Nil

(c) Loans to/from related parties

The aggregate amount of loans in existence at balance date that have been made, guaranteed or secured by the council to a related party as follows:

Nil

(d) Commitments to/from related parties

The aggregate amount of commitments in existence at balance date that have been made, guaranteed or secured by the council to a related party are as follows:

Nil

City of Whittlesea
2021-2022 Financial Report

Note 8 Managing uncertainties

8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

(a) Contingent assets

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council.

At balance date the Council are not aware of any contingent assets.

(b) Contingent liabilities

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council; or
- present obligations that arise from past events but are not recognised because:
 - it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
 - the amount of the obligation cannot be measured with sufficient reliability.

Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

Future superannuation contributions

In addition to the disclosed contributions, the City of Whittlesea has not paid unfunded liability payments to Vision Super over the past two years. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2023 are \$251,000.

Legal matters

There are no legal matters that could have a material impact on future operations.

Liability Mutual Insurance

Council was a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

(c) Guarantees for loans to other entities

Council has provided no current guarantees for loans to other entities.

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that the right will be exercised.

City of Whittlesea
2021-2022 Financial Report

Note 8 Managing uncertainties

8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2022 reporting period. Council assesses the impact of these new standards. As at 30 June 2022 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2023 that are expected to impact Council.

8.3 Financial instruments

(a) Objectives and policies

The City of Whittlesea's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank and TCV borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the Notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

(c) Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 2020*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

City of Whittlesea
2021-2022 Financial Report

Note 8 Managing uncertainties

8.3 Financial instruments (cont)

(d) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- council have a policy for establishing credit limits for the entities council deal with;
- council may require collateral where appropriate; and
- council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal. Rates debtors are secured by a charge over the rateable property. Council has assessed that 74% of parking infringement debts owing to Council are unlikely to be collected and has raised a provision for doubtful debts over those debts based on an assessment of collectability. The collection of long overdue parking infringement debts is managed by Fines Victoria.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

(e) Liquidity risk

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1(c), and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

City of Whittlesea
2021-2022 Financial Report

Note 8 Managing uncertainties

8.3 Financial instruments (cont)

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of +2.5% and 0% in market interest rates (AUD) from year-end rates of 1.35%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

8.4 Fair value measurement

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities;

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 1 to 3 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

City of Whittlesea
2021-2022 Financial Report

Note 8 Managing uncertainties

8.4 Fair value measurement (cont)

Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

8.5 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

Note 9 Other matters

9.1 Reserves

The Council at the end of the reporting period held the following reserve balances:

Summary	2022	2021
	\$'000	\$'000
Asset revaluation reserves	1,495,870	1,294,172
Asset replacement reserve	59,461	59,414
Asset development reserve	134,616	126,683
	1,689,947	1,480,269

	Balance at beginning of reporting period	Increment (decrement)	Balance at end of reporting period
	\$'000	\$'000	\$'000
(a) Asset revaluation reserves			
2022			
Property			
Land and land improvements	972,104	125,807	1,097,911
Buildings	91,131	21,550	112,681
	1,063,235	147,357	1,210,592
Plant and equipment			
Plant machinery and equipment	-	(14)	(14)
Fixtures fittings and furniture	-	(338)	(338)
Artworks	1,726	1,298	3,024
	1,726	946	2,672
Infrastructure			
Roads	147,132	24,429	171,561
Bridges	(4,927)	(89)	(5,016)
Drainage	46,994	10,385	57,379
Telecommunication Conduits	(194)	557	363
Public Lighting	(192)	73	(119)
Parks, open space and streetscapes	40,398	18,040	58,438
	229,211	53,395	282,606
Total asset revaluation reserves	1,294,172	201,698	1,495,870

City of Whittlesea
2021-2022 Financial Report

Note 9 Other matters

9.1 Reserves (cont)

2021

Property

Land and land improvements	871,283	100,821	972,104
Buildings	72,194	18,937	91,131
	943,477	119,758	1,063,235

Plant and equipment

Artworks	1,726	-	1,726
	1,726	-	1,726

Infrastructure

Roads	207,638	(60,506)	147,132
Bridges	(4,954)	27	(4,927)
Drainage	46,942	52	46,994
Telecommunication Conduits	-	(194)	(194)
Public Lighting	-	(192)	(192)
Parks, open space and streetscapes	(20,071)	60,469	40,398
	229,555	(344)	229,211
Total asset revaluation reserves	1,174,758	119,414	1,294,172

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

	Balance at beginning of reporting period	Transfer from accumulated surplus	Transfer to accumulated surplus	Balance at end of reporting period
	\$'000	\$'000	\$'000	\$'000
(b) Other reserves*				
2022				
Asset replacement reserve	59,414	47	-	59,461
Asset development reserve	126,683	23,653	(15,720)	134,616
Total Other reserves	186,097	23,700	(15,720)	194,077
2021				
Asset replacement reserve	45,263	55,587	(41,436)	59,414
Asset development reserve	108,634	30,937	(12,888)	126,683
Total Other reserves	153,897	86,524	(54,324)	186,097

*see next page for breakdown of other reserves

City of Whittlesea
2021-2022 Financial Report

Note 9 Other matters

9.1 Reserves

(b) Other reserves (cont)	2022	2021
Asset replacement reserve	\$'000	\$'000
Strategic properties reserve	4,819	4,878
Non standard street lighting contribution	3,528	3,528
Synthetic turf replacement reserve	1,880	1,880
Traffic lights construction	783	783
Purchase of Lutheran Church and Cemetery	380	380
Technology improvement fund reserve	5,678	5,678
LASF defined benefit plan liability	3,739	3,739
Strategic investment reserve	32,414	32,414
Transport infrastructure reserve	28	28
Waste reserve	4,864	4,865
Native vegetation offset site maintenance*	1,348	1,241
	59,461	59,414

*Reserve classification has been changed from Asset Development Reserve to Asset Replacement Reserve in comparative year.

Asset development reserve

Parklands contribution	7,942	7,486
Developer contribution plan (DCP) reserves	112,190	105,375
Planning permit drainage levy	10,477	10,024
Net gain compensation	3,254	3,273
Plenty road duplication	67	67
Street tree contributions reserve	686	458
	134,616	126,683

Purpose of Reserves

Asset replacement reserve

Strategic properties reserve	Accumulate funds for land purchases and asset development as determined by Council.
Non standard street lighting contribution	Maintain non-standard lights for agreed period.
Synthetic turf replacement reserve	Enable replacement of Synthetic Turf Pitches at designated locations.
Traffic lights construction	Maintain traffic signals for agreed period.
Purchase of Lutheran Church and Cemetery	Enable funding to purchase the church site.
Technology improvement fund reserve	Enable replacement of technology hardware and software.
LASF defined benefit plan liability	Protection against future calls on employees defined benefits superannuation fund.
Strategic investment reserve	Enable funding of future infrastructure projects.
Transport infrastructure reserve	Enable funding of future transport infrastructure projects.
Waste reserve	Enable funding from waste operation to ensure legislative compliance.
Native vegetation offset site maintenance	Enable to fund native vegetation works which Council take over from developers.

Asset development reserve

Parklands contribution	Funding from developers for the provision of open space and associated infrastructure.
Developer contribution plan (DCP) reserves	Developer contributions received for future community facilities and assets.
Planning permit drainage levy	Funding from developers to expand drainage infrastructure to absorb extra inflow due to multi-unit developments.
Net gain compensation	Funds contributed by developers for the maintenance cost of trees/bushland areas for a 10-year period.
Plenty road duplication	Funding from developers for Plenty Road duplication works.
Street tree contributions reserve	Contributions received from developers to maintain street trees which Council takes on responsibility for.

City of Whittlesea
2021-2022 Financial Report

Note 9 Other matters

9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)	2022	2021
	\$'000	\$'000
Surplus/(deficit) for the year	104,363	137,575
(Profit)/loss on disposal of property, infrastructure, plant and equipment	(491)	(731)
Share of net profits of associate	(185)	(300)
Loss on Write-off of property, infrastructure, plant and equipment	17,660	23,031
Depreciation and amortisation	42,289	38,513
Contributions - Non-monetary assets	(76,858)	(140,369)
Finance costs	206	220
Finance costs - leases	30	16
Change in assets and liabilities:		
(Increase)/decrease in trade and other receivables	(1,587)	(448)
(Increase)/decrease in prepayments	(1,648)	131
Increase/(decrease) in trade and other payables	2,829	13,644
Increase/(decrease) in trust funds	18,315	(99)
(Increase)/decrease in inventories	201	15
Increase/(decrease) in provisions	(1,129)	307
(Increase)/decrease in other assets	(759)	1,636
Net cash provided by/(used in) operating activities	103,236	73,141

9.3 Superannuation

The City of Whittlesea makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently.

Accumulation

The Fund's accumulation categories, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2022, this was 10% as required under Superannuation Guarantee (SG) legislation (2021:9.5%)).

Defined Benefit

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of the City of Whittlesea in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

City of Whittlesea
2021-2022 Financial Report

Note 9 Other matters

9.3 Superannuation (cont)

Funding arrangements

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

As at 30 June 2021, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 109.8%. The financial assumptions used to calculate the VBI were:

Net investment returns 4.75% pa

Salary information 2.75% pa

Price inflation (CPI) 2.25% pa.

As at 30 June 2022, an interim actuarial investigation is underway as the Fund provides lifetime pensions in the Defined Benefit category. It is expected to be completed by 31 October 2022. Vision Super has advised that the VBI at 30 June 2022 was 102.2%. Council was notified of the 30 June 2022 VBI during August 2022 (2021: August 2021). The financial assumptions used to calculate this VBI were:

Net investment returns 5.5% pa

Salary information 2.5% pa 30 June 2023, and 3.5% pa thereafter

Price inflation (CPI) 3.0% pa.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2021 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Employer contributions

(a) Regular contributions

On the basis of the results of the 2021 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2022, this rate was 10.0% of members' salaries (9.5% in 2020/21). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2020 triennial valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

(b) Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

City of Whittlesea
2021-2022 Financial Report

Note 9 Other matters

9.3 Superannuation (cont)

The 2021 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2021 and the last full investigation was conducted as at 30 June 2020.

The Fund's actuarial investigation identified the following for the Defined Benefit category of which Council is a contributing employer:

	2021	2020
	(Interim)	(Triennial)
	\$m	\$m
- A VBI Surplus	214.7	100.0
- A total service liability surplus	270.3	200.0
- A discounted accrued benefits surplus	285.2	217.8

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2021.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2021.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2021.

Council was notified of the 30 June 2021 VBI during August 2021 (2020: August 2020).

The 2022 interim actuarial investigation

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2022 as the Fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this actuarial investigation will be completed by October 2022. Council was notified of the 30 June 2022 VBI during August 2022 (2021: August 2021).

Superannuation contributions

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2022 are detailed below:

Scheme	Type of Scheme	Rate	2022	2021
			\$'000	\$'000
Vision super	Defined benefit	10.0% (2021: 9.5%)	240	166
Vision super	Accumulation fund	10.0% (2021: 9.5%)	7,705	8,331

There were \$5,897 in contributions outstanding to the above schemes as at 30 June 2022.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2023 is \$251,000.

City of Whittlesea
2021-2022 Financial Report

Note 10 Change in accounting policy

There have been no changes to accounting policies in the 2021-22 year.

There are no pending accounting standards that are likely to have a material impact on Council



City of Whittlesea

Performance Statement

For the year ended 30 June 2022



Performance Statement

For the year ended 30 June 2022

Description of municipality

The City of Whittlesea is located in Melbourne's northern suburbs, about 20 kilometres from the city centre. It is one of Melbourne's largest municipalities, covering a land area of approximately 490 square kilometres.

The majority of the City of Whittlesea population live in urban areas. This is split across the major established suburbs of Bundoora, Epping, Lalor, Mill Park and Thomastown, the current growth area precincts of Mernda, Doreen, South Morang, Epping North and Wollert, and the rural areas of Donnybrook and Whittlesea Township and surrounds. Significant future growth is projected for Wollert and Donnybrook. The rural areas of the municipality are characterised by farming, forested areas and historic township communities including Whittlesea Township.

The Wurundjeri Willum people were the original inhabitants of the area and are the traditional owners of this land. Compared with other municipalities, the City of Whittlesea has the third largest population of Aboriginal and Torres Strait Islanders (ATSI) by person count in Metropolitan Melbourne, with 2,270 ATSI residents.

Response to COVID-19 Pandemic

On 16 March 2020 a state of emergency was declared in Victoria due to the global pandemic COVID-19 virus, known as coronavirus. A state of disaster was subsequently declared on 2 August 2020. While the impacts of the pandemic have abated somewhat through the 2021-22 year, Council has noted the following significant impacts on its financial operations:

- In response to government directives arising from the COVID-19 outbreak, Council leisure centres, community activity centres, sports facilities and recreation facilities were closed. These closures resulted in a decrease in the income of \$1.56 million.
- In response to community needs, Council's direct response including financial support to community organisations added additional expense of \$0.96 million.
- Council has received grant funding of \$1.48 million from State Government of Victoria to support communities and businesses in response to COVID-19.
- Council is committed to providing support to those within community who are experiencing financial hardship due the COVID-19 pandemic and has implemented its COVID-19 Financial Hardship Policy. In line with this policy, Council provides direct relief to ratepayers by electing to not charge interest on overdue rates.

Sustainable Capacity Indicators

For the year ended 30 June 2022

Results					
<i>Indicator / measure</i>	2019	2020	2021	2022	Comment
Population C1 <i>Expenses per head of municipal population</i> [Total expenses / Municipal population]	\$917.57	\$945.22	\$1,130.01	\$1,047.63	This indicator has decreased primarily due to the loss on disposal of infrastructure and land assets as well as doubtful debt expenses that occurred during the previous year.
C2 <i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population]	\$10,127.95	\$10,104.77	\$10,382.47	\$10,847.64	Our investment in infrastructure has slightly increased in proportion to the population growth.
C3 <i>Population density per length of road</i> [Municipal population / Kilometres of local roads]	174.84	168.30	171.53	171.78	Our length of roads increased in line with population growth.
Own-source revenue C4 <i>Own-source revenue per head of municipal population</i> [Own-source revenue / Municipal population]	\$843.38	\$837.60	\$846.66	\$892.08	We continue to maintain our own-source revenue at a comparable level to previous years.

Results					
<i>Indicator / measure</i>	2019	2020	2021	2022	Comment
<i>Recurrent grants</i> C5 <i>Recurrent grants per head of municipal population</i> [Recurrent grants / Municipal population]	\$139.98	\$124.52	\$128.48	\$137.52	We have received more recurrent grant funding in line with growth in service delivery.
<i>Disadvantage</i> C6 <i>Relative Socio-Economic Disadvantage</i> [Index of Relative Socio-Economic Disadvantage by decile]	5.00	5.00	5.00	5.00	Our community remains relatively disadvantaged socio-economically compared to other local government areas.
<i>Workforce turnover</i> C7 <i>Percentage of staff turnover</i> [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	18.8%	8.0%	16.7%	17.7%	We have made service and structure changes which have impacted on staff turnover.

Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
 - (b) non-monetary asset contributions; and
-

(c) contributions to fund capital expenditure from sources other than those referred to above

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Service Performance Indicators

For the year ended 30 June 2022

Results						
Service / indicator / measure		2019	2020	2021	2022	Comment
AF6	Aquatic Facilities					
	Utilisation					
	Utilisation of aquatic facilities	2.74	1.82	0.77	2.82	Following centre closures due to the pandemic, we are seeing users gradually return to our aquatic facilities. We are glad to see strong demand for our Learn to Swim programs, which aim to increase water safety and prevent water-related accidents.
	[Number of visits to aquatic facilities / Municipal population]					
AM7	Animal Management					
	Health and safety					
	Animal management prosecutions	New in 2020	100%	100%	100%	We successfully prosecuted all 19 animal management cases taken to court, which is a significant increase compared to last year's eight prosecutions. There have been more dog attacks this year during the COVID-19 lockdowns.
	[Number of successful animal management prosecutions / Number of animal management prosecutions] x 100					

Results						
Service / indicator / measure		2019	2020	2021	2022	Comment
FS4	<p>Food Safety</p> <p><i>Health and safety</i></p> <p><i>Critical and major non-compliance outcome notifications</i></p> <p>[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100</p>	99.51%	87.81%	100.00%	80.20%	Due to pandemic-related restrictions many food businesses limited trade or were forced to close, reducing opportunities for us to follow up on non-compliance.
G5	<p>Governance</p> <p><i>Satisfaction</i></p> <p><i>Satisfaction with council decisions</i></p> <p>[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]</p>	55	54	57	57	The community satisfaction with council decisions remains consistent with the 2020/21 year and continues to be higher than the two previous financial years. The appointed Administrators continued to serve the City of Whittlesea community throughout the year.

Results					
Service / indicator / measure	2019	2020	2021	2022	Comment
Libraries Participation LB4 <i>Active library borrowers in municipality</i> [Number of active library borrowers in the last three years / The sum of the population for the last three years] x100	13.51%	12.41%	10.85%	9.19%	Our library branches have re-opened for the full range of available hours since March 2022 following the easing of COVID-19 restrictions. Library self-service kiosks have now expanded into more community centres and we expect numbers of active library borrowers to continue to rise. Please note that this figure does not include our eCollection borrowers.
Maternal and Child Health (MCH) Participation MC4 <i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	75.75%	73.14%	73.35%	70.99%	We prioritised younger children up to two years of age during times where the service resumed with reduced capacity, in line with pandemic directions.
Participation MC5 <i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	60.16%	84.26%	88.41%	71.78%	We prioritised younger children up to two years of age during times where the service resumed with reduced capacity, in line with pandemic directions. The Aboriginal Maternal Child Health program is now fully staffed.

Results					
Service / indicator / measure	2019	2020	2021	2022	Comment
Roads Satisfaction R5 <i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	64	61	60	59	We continue to work through our road maintenance programming to ensure we are improving the condition of our sealed local roads throughout the municipality.
Statutory Planning Decision making SP4 <i>Council planning decisions upheld at VCAT</i> [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	43.75%	52.38%	45.83%	23.08%	We have had several COVID-19-related extension of time requests set aside by the Victorian Civil and Administrative Tribunal (VCAT), resulting in a lower-than-expected ratio of upheld planning decisions. This result is variable each year and depends on the number and types of applications considered by VCAT.
Waste Collection Waste diversion WC5 <i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	36.94%	42.94%	46.05%	46.06%	Seasonal variations in resident behaviour around property clean-ups impact the consistency of this service each season. We are seeing a slight increase in diversion rate because of increased promotion of the recently introduced Food Organics Garden Organics (FOGO) service.

Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library borrower" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under section 98 of the Act

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the *Food Act 1984*

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

Financial Performance Indicators

For the year ended 30 June 2022

	Results				Forecasts				
Dimension / indicator / measure	2019	2020	2021	2022	2023	2024	2025	2026	Material Variations and Comments
Efficiency <i>Expenditure level</i> E2 <i>Expenses per property assessment</i> [Total expenses / Number of property assessments]	\$2,355.33	\$2,391.49	\$2,848.47	\$2,599.22	\$2,558.81	\$2,685.34	\$2,657.18	\$2,748.66	We have incurred lower doubtful debt write offs and net loss on infrastructure assets this year. This indicator is forecast to increase in future years mainly due to developer works in kind reimbursements and growth in property assessments.
Revenue level E4 <i>Average rate per property assessment</i> [Total rate revenue (general rates and municipal charges) / Number of property assessments]	New in 2020	\$1,673.82	\$1,707.29	\$1,745.37	\$1,821.18	\$1,854.62	\$1,892.04	\$1,931.58	Our average rate per property assessment has increased in line with the 2021-2022 rate cap. The indicator is forecast to increase due to expected rate increases in line with rate cap and growth within municipality.

	Results				Forecasts				
Dimension / indicator / measure	2019	2020	2021	2022	2023	2024	2025	2026	Material Variations and Comments
Liquidity Working capital L1 <i>Current assets compared to current liabilities</i> [Current assets / Current liabilities] x100	362.46%	351.29%	305.84%	301.42%	299.55%	270.30%	241.93%	220.51%	Our working capital ratio has decreased marginally and forecast to continue to decrease because our current liabilities held in trust funds and deposits have increased more than cash held at bank.
L2 <i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash / Current liabilities] x100	83.73%	103.36%	89.69%	-152.40%	-68.36%	-69.28%	-58.41%	-46.27%	The definition of unrestricted cash subtracts cash and equivalents from current restrictions (primarily trust funds, statutory reserves and grants received in advance) but importantly does not include \$220 million of term deposits classified as other financial assets in 2021-22. Under this definition, we exceed our available cash on hand, however we have sufficient cash balance to meet these commitments. In previous reporting periods, all other financial assets (including term deposits) were counted as unrestricted, which affects the comparability of this information.

	Results				Forecasts				
Dimension / indicator / measure	2019	2020	2021	2022	2023	2024	2025	2026	Material Variations and Comments
Obligations <i>Loans and borrowings</i> O2 <i>Loans and borrowings compared to rates</i> [Interest bearing loans and borrowings / Rate revenue] x100	9.39%	5.61%	1.50%	7.84%	6.21%	4.66%	10.33%	27.53%	This indicator has increased as Council has drawn down of a further \$13 million of borrowings during the financial year. This indicator is forecast to increase in future years due to planned borrowings to fund future infrastructure investment.
<i>Loans and borrowings repayments compared to rates</i> O3 <i>[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100</i>	2.05%	3.57%	3.98%	0.98%	1.37%	1.30%	1.64%	4.43%	We incurred lower loan repayments this year because we reduced borrowing levels the year before. Having taken out two loans this year, we forecast this ratio to increase in future years.
Indebtedness <i>Non-current liabilities compared to own source revenue</i> O4 <i>[Non-current liabilities / Own source revenue] x100</i>	6.28%	5.59%	2.07%	6.53%	4.72%	3.77%	8.34%	21.21%	This indicator has increased as Council has taken out an additional two loans to fund investment in infrastructure within the financial year, resulting in an increase in non-current liabilities.

	Results				Forecasts				
Dimension / indicator / measure	2019	2020	2021	2022	2023	2024	2025	2026	Material Variations and Comments
<i>Asset renewal and upgrade</i> O5 <i>Asset renewal and upgrade compared to depreciation</i> <i>[Asset renewal and asset upgrade expense / Asset depreciation] x100</i>	New in 2020	88.66%	82.21%	85.56%	70.98%	107.48%	98.79%	75.82%	This ratio compares the rate of spending on existing assets through renewing, restoring, replacing or upgrading existing assets with depreciation. The ratio is within the expected range as level of funding allocated to asset renewal and upgrade is reviewed as part of the planning and budgeting process and prioritised based on asset condition assessments.
Operating position <i>Adjusted underlying result</i> OP1 <i>Adjusted underlying surplus (or deficit)</i> <i>[Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100</i>	8.26%	5.47%	-12.96%	-0.22%	4.60%	3.32%	7.89%	5.95%	We have incurred lower doubtful debt write offs and net loss on infrastructure assets this year. As a result, our adjusted underlying deficit has decreased.

		Results				Forecasts				
Dimension / indicator / measure		2019	2020	2021	2022	2023	2024	2025	2026	Material Variations and Comments
Stability										
S1	<i>Rates concentration</i>									This indicator remains consistent with the historical upward trend.
	<i>Rates compared to adjusted underlying revenue</i> [Rate revenue / Adjusted underlying revenue] x100	67.73%	70.42%	71.77%	71.78%	72.84%	72.14%	71.42%	72.59%	
S2	<i>Rates effort</i>									Council rates have moved in a consistent proportion to property values.
	<i>Rates compared to property values</i> [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.27%	0.28%	0.28%	0.28%	0.26%	0.24%	0.23%	0.21%	

Former measures

<i>Service / indicator / measure</i>	Results 2018	Results 2019	Results 2020
Animal Management			
<i>Health and safety</i>			
<i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	7	5	Retired in 2020
Efficiency			
<i>Revenue level</i>			
<i>Average residential rate per residential property assessment</i> [Residential rate revenue / Number of residential property assessments]	\$1,488.14	\$1,529.46	Retired in 2020
Obligations			
<i>Asset renewal</i>			
<i>Asset renewal compared to depreciation</i> [Asset renewal expense / Asset depreciation] x100	36.49%	60.70%	Retired in 2020

Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
 - (b) non-monetary asset contributions; and
 - (c) contributions to fund capital expenditure from sources other than those referred to above
-

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Other Information

For the year ended 30 June 2022

1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by Council in its budget on 27 June 2022 and which forms part of the council plan. The budget includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The budget can be obtained by contacting council.

Certification of the Performance Statement

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.

Aaron Gerrard

Principal Accounting Officer

Dated: 19 September 2022

In our opinion, the accompanying performance statement of the *City of Whittlesea* for the year ended 30 June 2022 presents fairly the results of council's performance in accordance with the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the Local Government (Planning and Reporting) Regulations 2020 to certify this performance statement in its final form.

Lydia Wilson

Administrator

Dated: 19 September 2022

Chris Eddy

Administrator

Dated: 19 September 2022

Craig Lloyd

Chief Executive Officer

Dated: 19 September 2022

5.5.7 Audit & Risk Committee Report on Activity

Responsible Officer Executive Manager Governance & Strategy

In Attendance Geoff Harry, Chair of Audit and Risk Committee

Attachments

1. Annual Activity Report to Council [5.5.7.1 - 6 pages]

Purpose

To provide Council with an overview of key activities undertaken by the Audit and Risk Committee in the past year. This report is intended to be included in the City of Whittlesea Annual Report.

Recommendation

That Council note the Audit and Risk Committee's Report on Activity.

Key Information

The Audit and Risk Committee is an independent advisory committee of Council and its role is to provide Council with advice and recommendations on matters presented to it. The Committee acts in this capacity by monitoring, reviewing and advising on issues within its scope of responsibility and assisting Council's governance obligations to its community.

The Committee meets five times a year; in February, May, August, September and November.

In accordance with Section 54 (5) of the *Local Government Act 2020*, the Audit and Risk Committee is required to prepare a biannual report on its activities. A copy of that report is to be provided to the Chief Executive Officer for tabling at an ordinary Council meeting. At its 12 November 2020 meeting, the Audit and Risk Committee determined that it would prepare a report for Council on its activities following 31 March and 30 September each year.

Following the Audit and Risk Committee meeting held on 12 September 2022, a report has been prepared by the Committee on its activities from 20 August 2021 to 30 September 2022. The report is included as Attachment 1. The Audit and Risk Committee Chairperson will attend the Council meeting to discuss the report.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

High performing organisation

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

The establishment of the Audit and Risk Committee and the reports it receives are reflective of Council's commitment to the implementation of good governance principles. The Committee provides advice to Council to assist with fulfilling its oversight responsibilities for the financial and non-financial reporting process, internal controls, the audit process, risk management and Council's process for monitoring compliance with legislation and regulations and the Code of Conduct.

Link to Strategic Risk

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

The Audit and Risk Committee assists Council in monitoring its governance requirements and provides advice to Council to assist with fulfilling its oversight responsibilities.

Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* and Rule 47 of the Governance Rules 2021, 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

In accordance with the requirements of the *Local Government Act 2020*, Council is provided with a copy of the Audit and Risk Committee's Report on Activities during 20 August 2021 to 30 September 2022.

**City of Whittlesea
Annual Report of the Audit & Risk Committee
2022/2023**

Role of the Audit & Risk Committee

The Audit & Risk Committee (the Committee) is an independent committee of Council. Its purpose is to support and advise Council in fulfilling its responsibilities related to external financial and performance reporting, maintenance of strong and effective governance and control frameworks, management of key risks and Council's compliance with legislation and regulation. The Committee has a prime responsibility in overseeing and monitoring Council's various audit processes.

The Committee reports to Council on the outcomes of its work programme and provides advice and recommendations on matters relevant to its Charter. The Committee may also endorse key reports for consideration by Council.

Independence

An independent Audit & Risk Committee is a fundamental component of a strong corporate governance culture. Council's Committee is independent of management and is not involved in any operational decisions. Committee members do not have any executive powers, management functions or delegated financial responsibilities.

Reporting Period of this Report

This report covers Committee activity over the past year from 20 August 2021 to 12 September 2022, including meetings held on 25 November 2021, 24 February, 26 May, 1 September and 12 September 2022.

Purpose of this Report

This report has two purposes as follows:

- 1) It meets the reporting requirements to Council as mandated by section 54(5) of the *Local Government Act 2020* (LGA), whereby the Committee is required to biannually report to Council on its activities, findings and recommendations. The Committee did also provide a mid-year activity report to Council in March 2022; and
- 2) It meets Council's governance requirements whereby Council requires its various Committees to report on their activities at least annually.

Committee Charter

The Committee's Charter is set by Council and was last reviewed and approved by Council on 4 October 2021.

Committee Membership

The Committee has four independent members and two Administrator members. The independent members collectively have skill sets and experience as mandated in section 53 of the LGA, including skills in financial management and reporting, risk management, audit and assurance programmes, compliance management and internal control frameworks. The Chair of the committee is an independent member. The mix of independent and Administrator members enables open discussion based on best practice and gives Administrators insights into Council's governance practices.

The Committee's longest serving member Michael Ulbrick concluded his membership at the 19 August 2021 Committee meeting and independent member Theresa Glab concluded her term at the 26 May 2022 meeting. These two departures, and the increase in the number of independent members from two to three in the reporting period resulted in the appointment of three new independent members at various times in the past year, with Jennifer Johanson and Bruce Potgieter attending their first meeting in November 2021 and Marco Bini attending his first meeting on 1 September 2022.

Meeting Attendance

Details of membership and meeting attendance for the reporting period are summarised in the table below:

Meeting Dates	Independent Members					Administrator Members	
	Geoff Harry	Theresa Glab	Bruce Potgieter	Jennifer Johanson	Marco Bini	Lydia Wilson	Christopher Eddy
25 Nov 2021	Attended	Attended	Absent	Attended		Attended	Attended
22 Feb 2022	Attended	Attended	Attended	Attended		Attended	Attended
26 May 2022	Attended	Attended	Attended	Attended		Attended	Absent
1 Sept 2022	Attended		Attended	Attended	Attended	Attended	Attended
12 Sept 2022	Attended		Attended	Attended	Attended	Attended	Attended

Senior Management Team

The Committee has been strongly supported by Council's senior management team who have attended all meetings during the year.

External Service Providers

In addition, both the internal audit team (Crowe) and the agent of the Victorian Auditor General's Office (VAGO) have attended as required, and in fact have attended most meetings during the reporting period.

The Committee enjoys strong and professional working relationships with the entire support team, which is a critical element in ensuring the Committee delivers positive and insightful support and advice to Council.

Annual Work Plan

The agendas for the five meetings in the reporting period have been driven by the Committee's Annual Work Plan (AWP) which reflects its responsibilities as set out in the Committee Charter. The AWP is reviewed frequently to ensure that it remains reflective of Council's business activities and ever-changing contextual environment.

The work of the Committee is summarised below in each of the key areas.

Financial and Performance Reporting

The Committee has two areas of focus here as follows:

- 1) The quality of the periodic financial and performance reports provided to Council in explaining Council's performance against Council plans and the annual budget; and
- 2) The quality and content of the annual financial and performance reports that are included in Council's annual report. These reports have extensive and complex compliance considerations which the Committee considers in detail. This requires the Committee to

engage with the external auditor when these reports are submitted to the Committee in August each year for endorsement to Council.

The Committee has been satisfied with these reports, assessing them as being of high quality, and noting that the matters that are raised by the external auditors at the conclusion of their work are generally not substantive in nature. The Committee endorsed the annual financial report and the annual performance statement for the year ended 30 June 2022 to Council for approval.

External Audit

The Victorian Auditor General's Office (VAGO) has appointed Richmond Sinnott & Delahunty (RSD) as its agent to undertake the annual audit of Council's annual financial report and annual performance statement.

The Committee endorsed the external audit plan for 2021/22. At the 1 September 2022 meeting, the Committee considered RSD's closing report on the audit of the annual financial report and the annual performance statement for 2021/22, noting that there were no significant issues raised by RSD.

In conclusion the Committee resolved that the external audit process had been thorough and was pleased with the outcomes of the audit which indicated that the systems and controls related to the preparation of the annual financial report and the annual performance statement were efficient and effective.

Risk Management

The Committee considered various risk management matters throughout the year with an ongoing focus on the assessment of strategic risks and related treatment plans. The Committee has noted that the Executive Leadership Team frequently reviews Council's risk management performance.

Key matters on which the Committee was briefed included the following:

- 1) Changes to Council's Risk Appetite Statement
- 2) Changes to the Risk Management Policy and Framework
- 3) Changes to Council's risk profile
- 4) Progress on Business Continuity Management
- 5) IT systems
- 6) Cyber security, including the results of penetration testing
- 7) Fraud and corruption control framework
- 8) Insurance programme renewal and management of insurance claims
- 9) Updates on significant legal matters

Internal Audit

A key responsibility of the Committee is to monitor Council's internal audit programme. The programme is outsourced to an appropriately skilled service provider whose work is monitored by the Committee. A rolling three-year strategic internal audit plan is developed by the service provider to ensure that systems and controls in the areas of higher risk are regularly reviewed. The Committee reviews the plan annually and monitors delivery of the plan at every Committee meeting.

Council's current internal auditor is Crowe, who was appointed for a three-year period commencing 1 July 2018 and extended until 30 June 2023.

The internal audit reports provided at the conclusion of each review contain audit findings and recommendations for control improvements, together with management responses, and are presented to the Committee for review at each meeting. The Committee monitors implementation of the recommendations by the agreed due dates.

The table below shows the reviews completed by the internal audit service provider in the reporting period:

Reviews
Statutory Planning
Contract Management
Portable and Attractive Assets
Administration of Waste Service Charge*
Grants - Incoming
Review of Management of Children's Crossings*
Follow up of Selected Higher Risk Matters Raised in Prior Internal Audit Reports
Business Continuity Planning
Assurance Map
Cyber Security

* Council initiated Internal Audits

As indicated above, there has been a significant amount of internal audit activity for the reporting period. The Committee regularly monitors management performance in closing out recommendations for improvement and is particularly alert to high rated actions that are not closed by the target dates. The Committee is satisfied that there is appropriate management focus on the actions, bearing in mind that some recommendations require system changes or enhancements that can have long lead times. The Committee acknowledges that many actions have been closed in what has been a period of significant challenge for Council.

In addition to these activities, the Committee also reviewed the performance of the internal audit service provider performance.

Internal Compliance Reviews

Council has established an active officer resourced internal compliance review process that undertakes and reports on outcomes of reviews over compliance with selected processes, policies, procedures and legislation. Reports are provided to the Committee on the outcomes of the reviews. In the reporting period, compliance reviews were completed in the following areas:

- 1) Training Compliance
- 2) Council's use of fuel and fuel cards
- 3) Personal interest return requirements
- 4) Compliance with contract variations

Actions arising and target dates for completion arising from these reviews are agreed with management and progress of actions closure is monitored by the Committee.

Internal Control Environment

The Committee considered several reports on the review of policies, systems and controls during the reporting period. The key matters subject to review included the following:

- 1) Council's community grants programme
- 2) Performance of Council's parks maintenance services
- 3) Development contributions
- 4) Council's supplier panel contract reporting
- 5) Progress with the implementation of MS Dynamics
- 6) Review of Infringement Debt
- 7) Council's gift register
- 8) Alignment of Council's policies and procedures with the Overarching Governance Principles
- 9) Administrator Expenses
- 10) CEO Corporate Credit Card Expenditure
- 11) Asset Plan and Asset Management Plans
- 12) Regional Sports and Aquatics Centre Long Term Financial Plan

Investigations by State Integrity Agencies (VAGO, IBAC, Ombudsman Victoria)

The Committee monitors reports released by State based integrity agencies and receives officer briefings on any reports that may be relevant to Council. The Committee focusses on whether there are any learnings for Council arising from these reports and monitors implementation of such improvements.

Assessment of the Committee's Performance

The Committee annually assesses its performance based on a survey completed by Committee members and officers who interact regularly with the Committee. The Committee reported the outcomes of the assessment to Council in January 2022.

Reporting to Council

After every meeting, Committee meeting minutes are forwarded to the next ordinary meeting of Council, including any reports that may help to explain outcomes or actions of Committee meetings. In addition, half year and full year (this report) activity reports on Committee activities, findings and recommendations are provided to Council.

Officer Support

The Committee is able to fulfil its responsibilities outlined in the Committee Charter through discharge of the AWP. The success of its work requires significant commitment from many senior officers. The Committee acknowledges these efforts and the strong support it receives from the officers involved.

Conclusion

The Committee is satisfied that it has fully discharged its responsibilities as set out in the Charter. The Committee believes that Council has a strong control environment that continues to mature and has prudent financial management practices in place.

I would like to take this opportunity, on behalf of all Committee members, to thank the Administrators for their commitment and contributions to the work of the Committee. I also wish to acknowledge the excellent work of Council's senior officers in supporting the work of the Committee and their engagement in ensuring that the Committee remains effective.

Geoff Harry

On behalf of the Audit & Risk Committee

Date 12 September 2022

6 Notices of Motion

Nil Notices of Motion

7 Urgent Business

Nil Urgent Business

8 Reports from Council Representatives and CEO Update

9 Confidential Business

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

Recommendation

THAT the Chair of Council recommends 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* as detailed.

9.1 Confidential Connected Communities

Nil Reports

9.2 Confidential Liveable Neighbourhoods

Nil Reports

9.3 Confidential Strong Local Economy

Nil Reports

9.4 Confidential Sustainable Environment

Nil Reports

9.5 Confidential High Performing Organisation

Nil Reports

9.6 Confidential Notices of Motion

Nil Confidential Notices of Motion

12 Closure