



City of
Whittlesea

MINUTES

OF SCHEDULED COUNCIL MEETING

HELD ON

TUESDAY 2 FEBRUARY 2021

AT 6:30PM

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

ADMINISTRATORS

LYDIA WILSON CHAIR OF COUNCIL

THE HON. BRUCE BILLSON ADMINISTRATOR

PEITA DUNCAN ADMINISTRATOR

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

SENIOR OFFICERS

CRAIG LLOYD

CHIEF EXECUTIVE OFFICER

FRANK JOYCE

EXECUTIVE MANAGER GOVERNANCE

KATE MCCAUGHEY

DIRECTOR COMMUNITY WELLBEING

AMY MONTALTI

DIRECTOR CORPORATE SERVICES & PERFORMANCE

JUSTIN O'MEARA

DIRECTOR PLANNING & DEVELOPMENT

DEBBIE WOOD

DIRECTOR INFRASTRUCTURE & ENVIRONMENT

ORDER OF BUSINESS

The Chief Executive Officer submitted the following business:

1.	OPENING.....	9
1.1	MEETING OPENING & INTRODUCTIONS	9
1.2	APPOINTMENT OF ACTING CHAIRPERSON.....	9
1.3	INTRODUCTORY STATEMENT BY THE ACTING CHAIRPERSON	9
1.4	PRAYER BY THE CHIEF EXECUTIVE OFFICER.....	10
1.5	ACKNOWLEDGMENT OF TRADITIONAL OWNERS STATEMENT	10
1.6	PRESENT.....	10
2.	APOLOGIES	10
3.	DECLARATIONS OF INTEREST.....	11
4.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	11
5.	QUESTIONS, PETITIONS AND JOINT LETTERS.....	11
5.1	QUESTIONS TO ADMINISTRATORS.....	11
5.2	PETITIONS.....	13
5.2.1	REQUEST TO COUNCIL REGARDING FIELDING DRIVE MERNDA	13
5.2.2	REQUEST TO COUNCIL REGARDING 16 WOODRUFF ROAD SOUTH MORANG	13
5.3	JOINT LETTERS.....	15
	NIL REPORTS.....	15
6.	OFFICERS' REPORTS	17
6.1	CONNECTED COMMUNITIES	19
6.1.1	FOR NOTING - COVID-19 UPDATE ON KEY ISSUES - FEBRUARY 2021.....	19
6.1.2	FOR DECISION - COMMUNITY COUNCIL MEETINGS 2021.....	25
6.1.3	FOR DISCUSSION - GREEN WEDGE AND AGRICULTURAL LAND REVIEW SUBMISSION	29

6.2	LIVEABLE NEIGHBOURHOODS	67
6.2.1	FOR DECISION - PUBLIC SUBMISSIONS COMMITTEE RECOMMENDATIONS REPORT - REQUEST FOR BOUNDARY CHANGE OF A LOCALITY – 182 GREENHILLS ROAD, THOMASTOWN	67
6.2.2	FOR DECISION - KELYNACK RECREATION RESERVE MASTER PLAN.....	111
6.3	STRONG LOCAL ECONOMY	195
6.3.1	FOR DECISION - MUNICIPAL PANDEMIC READINESS AND RECOVERY PLAN	195
6.4	SUSTAINABLE ENVIRONMENT	227
	NIL REPORTS	227
6.5	HIGH PERFORMING ORGANISATION	229
6.5.1	FOR DECISION - ADMINISTRATOR/COUNCILLOR GIFT AND BENEFITS POLICY	229
6.5.2	FOR DECISION - ADMINISTRATOR AND COUNCILLOR CODE OF CONDUCT 2021	243
6.5.3	FOR DECISION - CONTRACT NO 2017-137 - SUPPLY OF BULK FUEL, FUEL CARDS AND LUBRICANTS (MAV C031-17) - CONTRACT EXTENSION REPORT	253
6.5.4	FOR NOTING - UNCONFIRMED MINUTES OF AUDIT & RISK COMMITTEE MEETING AND ANNUAL COMMITTEE PERFORMANCE ASSESSMENT	259
6.5.5	FOR NOTING - INFORMAL MEETINGS OF ADMINISTRATORS - 2 FEBRUARY 2021	281
7.	NOTICES OF MOTION	289
	NIL REPORTS.....	289
8.	QUESTIONS TO OFFICERS	289
9.	URGENT BUSINESS	289
10.	REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES	289
11.	CONFIDENTIAL BUSINESS	293
11.1	CONNECTED COMMUNITIES	293
	NIL REPORTS.....	293
11.2	LIVEABLE NEIGHBOURHOODS	293
	NIL REPORTS.....	293
11.3	STRONG LOCAL ECONOMY	293
	NIL REPORTS.....	293

11.4	SUSTAINABLE ENVIRONMENT	293
	NIL REPORTS.....	293
11.5	HIGH PERFORMING ORGANISATION	293
	NIL REPORTS.....	293
11.6	NOTICES OF MOTION.....	293
	NIL REPORTS.....	293
12.	CLOSURE.....	293

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

The Chief Executive Officer, Craig Lloyd opened the meeting at 6.30pm.

1.2 APPOINTMENT OF ACTING CHAIRPERSON

The Chief Executive Officer invited nominations for Acting Chairperson for this meeting as the Chair of Council, Administrator Wilson, was an apology for the meeting.

NOMINATION FOR ACTING CHAIRPERSON

NOMINATOR: *Administrator Billson*

THAT Administrator Duncan be nominated as Acting Chairperson for the meeting.

As there was only one nomination, the Chief Executive Officer appointed Peita Duncan as Acting Chairperson for the meeting.

1.3 INTRODUCTORY STATEMENT BY THE ACTING CHAIRPERSON

"I am Peita Duncan, Acting Chairperson and I welcome you to this Council meeting which is being livestreamed.

I would like to introduce my colleague The Hon. Bruce Billson.

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

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

"Good evening everyone, we also have with us:

Director Community Wellbeing, Ms Kate McCaughey;
Director Corporate Services & Performance, Ms Amy Montalti;
Director Infrastructure & Environment, Ms Debbie Wood;
Director Planning & Development, Mr Justin O'Meara; and
Executive Manager Governance, Mr Frank Joyce."

1.4 PRAYER BY THE CHIEF EXECUTIVE OFFICER

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

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

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

Amen

1.5 ACKNOWLEDGMENT OF TRADITIONAL OWNERS STATEMENT

The Acting Chairperson, Peita Duncan 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.”

1.6 PRESENT**Members:**

Ms Peita Duncan	Acting Chairperson
The Hon. Bruce Billson	Administrator

Officers:

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

2. APOLOGIES**APOLOGY**

Administrator Duncan noted Administrator Wilson is an apology for this meeting.

COUNCIL RESOLUTION

MOVED: Administrator Billson
SECONDED: Administrator Duncan

THAT Administrator Wilson’s apology be received.

CARRIED

3. DECLARATIONS OF INTEREST

NIL

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COUNCIL RESOLUTION

MOVED: Administrator Billson

SECONDED: Administrator Duncan

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

Ordinary Meeting of Council held 7 December 2020.

CARRIED

5. QUESTIONS, PETITIONS AND JOINT LETTERS

5.1 QUESTIONS TO ADMINISTRATORS

NIL

<p><i>The answers provided verbally by the Chief Executive Officer at the meeting in response to questions asked by members of the public are preliminary answers provided on a without prejudice basis. A formal written response to each question is sent following the Council meeting which contains Council official position on the matter.</i></p>

5.2 PETITIONS**5.2.1 REQUEST TO COUNCIL REGARDING REPLACEMENT OF TREES IN FIELDING DRIVE MERNDA**

Administrator Billson tabled a petition from 15 residents requesting Council consider the following:

'All of the residents of Fielding Drive, Mernda request that the Whittlesea Council replace the Eucalyptus trees in [their] street landscape with more suitable trees to fit our idyllic suburban street.'

COUNCIL RESOLUTION

MOVED: Administrator Billson
SECONDED: Administrator Duncan

THAT Council resolve to receive the petition from 15 residents and a report be prepared for a subsequent Council meeting. This would include a technical investigation with consideration of our STMP (Street Tree Management Plan). This will be completed and ready to present to Council at the Council meeting held on 4 May 2021.

CARRIED

5.2.2 REQUEST TO COUNCIL REGARDING HOUSE CONSTRUCTION SITE AT 16 WOODRUFF ROAD SOUTH MORANG

Administrator Billson also tabled a petition from 21 residents requesting Council consider the following:

'We are writing to express the horrible problems we, some residents of South Morang, have long been experiencing caused by the house construction site at 16 Woodruff Road, South Morang, and sincerely ask you to help us with this matter.'

COUNCIL RESOLUTION

MOVED: Administrator Billson
SECONDED: Administrator Duncan

THAT Council resolve to receive the petition from 21 residents and a report be presented at the 4 May 2021 Council meeting.

CARRIED

5.3 JOINT LETTERS

NIL REPORTS

6. OFFICERS' REPORTS

Chief Executive Officer Explanatory Note

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

6.1 CONNECTED COMMUNITIES**6.1.1 FOR NOTING - COVID-19 UPDATE ON KEY ISSUES - FEBRUARY 2021****Responsible Officer: Chief Executive Officer****Author: Chief Executive Officer****CONTEXT**

In the lead up to the Christmas/New Year period, Sydney-based COVID-19 outbreaks caused a ripple effect that disrupted many holiday plans for both Victorians and interstate visitors.

Border regulations were once again stepped up as a growing number of community transmissions in Victoria and spreading throughout NSW. With fears of COVID spreading through seasonal social events, the Victorian Government introduced quick changes in regulations, especially around mask wearing, visitor numbers in houses as well as a permit system for interstate visitors. These regulations were enforced and by mid-January, with the clusters seemingly contained, restrictions started to ease again to their pre-New Year COVID-safe summer setting.

Local COVID testing sites in Epping and Mernda experienced spikes in attendance numbers around the outbreaks, however in more recently DHHS has requested Council to further promote the testing as numbers have dropped slightly from optimal figures.

Over summer, Council has held events and activities aimed at COVID-safe community connection and launched more support for local businesses through a new mentoring program. As of 18 January, Council has welcomed 50% of staff back to the office and the customer service team are continuing to cater to members of the public at South Morang and at Westfield.

A Municipal COVID-19 Pandemic Readiness and Recovery Plan has been prepared and Council is now working with Victorian Government partners on planning for the vaccination program forecasting a February start and helping the community recovery from the impacts of COVID-19.

Council will launch a community engagement program of activities to help inform its next Council Plan using a mix of online and in-person engagement methods over February and March 2021. This engagement program will include community surveys, focus groups and workshops, and a community budgeting workshop to allocate the \$2 million COVID-19 Recovery Fund which was approved in the 2020-21 Budget.

COUNCIL SUPPORT

Council focused on resuming services in a COVID-Safe environment and supporting community recovery throughout December and January. This included:

- Supporting drive-thru testing sites at Mernda and the Northern Hospital;
- Reopening local public facilities and resuming essential in-person services;
- Several emergency relief providers returning to their pre-COVID service model;
- Supporting community reconnection through in-person arts and cultural activities with COVID-Safe measures;
- Assisting businesses to adapt to changes to restrictions under the State Roadmap;
- Supporting local businesses with outdoor dining infrastructure;
- Providing financial and practical support to community members through hardship applications, grants, information and referrals for emergency relief; and

- Providing financial and in-kind support to local services under the \$500,000 Emergency Relief Fund to help them to provide emergency food relief and essential items to vulnerable community members.

COMMUNITY IMPACTS

On jobs and our economy

According to ABS data, the Victorian unemployment rate fell 0.6% in December to 6.5%. The national unemployment rate also fell 0.2% to 6.6%. However, the unemployment rate in the local North East Melbourne region was still high in November at 8.9%, up from 8.7% in September and 4.5% in March.

The number of payroll jobs in the local Whittlesea-Wallan SA3 region decreased 4.9% between 19 December 2020 and 2 January 2021. Although this likely reflects seasonal variation over the holiday period, it will be important to monitor this trend over the coming months, particularly as JobKeeper payments are wound back.

Expected financial impacts on all postcodes in the City of Whittlesea have been downgraded from a peak of 'High' to 'Extreme' in October to 'Medium' to 'High' in January. This suggests that while residents are likely to have experienced loss of income and employment during the pandemic, financial impacts may be stabilising. However, with JobKeeper and JobSeeker payments reducing, and rent and mortgage deferrals coming to an end in early 2021, it is anticipated that the need for financial support and assistance will remain strong.

However, a recent report from Equity Economics indicates that the worst may be yet to come. Forecast estimates suggest that in the local North East Melbourne region (which includes the City of Whittlesea), the high rate of unemployment during COVID-19 will lead to a dramatic increase in the number of families under housing stress and the number of people experiencing homelessness. Compared with pre-pandemic levels, forecasts indicate there will be a:

- 38% increase in the number of local families under housing stress (compared with 32% in Victoria and 24% in the rest of Australia). This change is from February 2020 (pre-pandemic) to June 2021 (post-pandemic).
- 14% increase in the number of people experiencing homelessness (compared with 13% in Victoria and 9% in the rest of Australia). This change is from February 2020 (pre-pandemic) to June 2021 (post-pandemic).

On our vulnerable community

Emergency relief data from the Whittlesea Food Collective reveals the financial hardship faced by the community due to the pandemic. From April to November 2020, 4,960 deliveries of food and other essential goods were made to households across Whittlesea, providing approximately 65% of their average weekly Recommended Dietary Intake.

Service usage and medication data from the Australian Institute of Health and Welfare demonstrates the considerable mental health impacts of the pandemic, which are likely to be reflected within our own community. In the four weeks from 31 August to 27 September 2020, national data revealed that the number of Medicare-subsidised mental health services delivered was up 15% and the number of prescriptions for antidepressants was up 7.6% compared with the same period in 2019. Contacts to crisis support lines also increased over this period, with Lifeline receiving 15.6% more calls and Beyond Blue receiving 21.3% more calls compared with the same time the previous year.

COUNCIL RESPONSE

Services

All Council facilities have reopened with appropriate modifications and COVID-safe plans in place. Many face to face services have restarted, with some continuing as online. The Farmers and Makers Market will also resume in February.

Council has welcomed 50 per cent of staff back to the office since 18 January.

Emergency relief

Council continued to provide financial and in-kind support to local non-government organisations under the \$500,000 Emergency Relief Fund. One new financial and one in-kind support requests were received from three non-government organisations in December 2020. These have all been finalised. In January, Council has received one request for financial support which has been approved.

The Toy Drive took place in December where toys, cash, gift cards and movie tickets were donated by the community at different locations within the municipality. From January 2021, Whittlesea Food Collective (WFC), a joint initiative by Whittlesea Community Connections and Whittlesea Emergency Relief Network, had a pilot launch of a supermarket model of its services to offer food relief to international students, refugees and asylum seekers, and those who are experiencing hardship due to unemployment and are unable to access services elsewhere. Council's partnership with WFC and OzHarvest will see approximately 200 kilograms of food per week that will be available for food relief for International students over a period of 12 weeks, totalling approximately 2,400 kilograms of food. The estimated commencement date of this initiative is around the first week of February.

Since 6 April 2020, 21 local organisations have received financial support under the Emergency Relief Fund, totalling \$337,668. In total, Council has received 181 requests for support from 50 organisations.

Creating jobs

Recruitment for the Working For Victoria (WfV) program concluded on 30 November 2020. Under this program, Council has employed a total of 294 people to the equivalent of 258.5 full time positions, with 147 working directly within Council and 147 within local community service and partner organisations.

Business support

Supporting our local business community to recover from the impacts of the pandemic continues to be a priority. Council is finalising the activities to support the Business Recovery Support program that includes mentoring, networking events (online and face-to-face) and educational workshops to support local businesses. Council has begun the Investment Attraction strategy and appointed Urbis as the consultant.

The first round of approximately 150 COVID-safe goody bags have been delivered to cafes, restaurants and food takeaways and the second round of the delivery of the remaining 260+ goody bags will begin in February.

Council continues to work with local businesses and shopping precincts to transition to outdoor dining under the \$500,000 State Government 'Outdoor dining and entertainment package'. Stage 1 of the project has been completed with new table and chair structures being installed at Gorge Road, South Morang; Oleander Drive, Mill Park, Hazel Glen Drive, Doreen and Church Street. The signage on these structures are currently being added. The locations for Stage 2 of the project will be finalised in the upcoming weeks.

Four businesses registered with Council under the Food Act or Public Health and Wellbeing Act closed in January 2021, all had suffered from the impacts of the Victorian Government pandemic restrictions.

Out of these four businesses, two were food businesses and the other two were public health and wellbeing businesses. However, a total of six businesses opened in January – three food businesses and three public health and wellbeing businesses.

Financial support

From November 2020 until January 2021, Council received an additional eight hardship applications via the COVID-19 Hardship Policy. A total of 185 applications have been received since 6 April, and 141 have been approved.

A \$50,000 Sports Club Emergency Grants program remains open for clubs to apply for up to \$1,000 to cover out-of-pocket expenses. To date, 25 applications have been approved, totalling \$31,777.30.

A second round of the Reconnection Grant Program inviting applications for initiatives to support community groups to reconnect and reactivate will be launched in March 2021.

Community connection

Council is continuing to develop new projects that will help our community to reconnect and recover from the impacts of the pandemic through arts, culture and creativity. Council has returned to delivering a small number of live public events under a COVID-safe plan and the State Government's new Public Events Framework. The Summer Series, a month-long festival of live entertainment including music, circus and a feature film on an outdoor cinema screen, had run from 15 to 30 January at different locations across the municipality. Tickets were free for this festival and could be booked online.

Council's Annual Community Art Exhibition inaugurated in the Great Hall on 21 January and will remain open until 18 February 2021. The exhibition is showcasing 97 works from 75 local artists, many of whom belongs to culturally and linguistically diverse backgrounds and one of them is an Aboriginal artist. An online gallery of the artists' work has also been launched for the first time.

In January, Council has released the community film - One Shot at a Time, a project that invited submissions of one shot a day from the community over a period of four weeks during lockdown. Council also continues its project - Culture in the Kitchen, a multi-cultural cooking show due to be released in February.

Council's newly established Arabic Community Support Group, African Community Support Group and Asylum Seeker Social Support Group continue to provide support and information to members of our culturally and linguistically diverse communities. In December and January, Council held a couple of meetings for these groups. Council also chaired the Whittlesea CALD COVID-19 Recovery Network meeting on 2 December with seven local services and provided case work support to six asylum seekers.

Council also continues to work with Study Melbourne and local tertiary institutions to support local international students impacted by the pandemic.

For Aboriginal communities, Council chaired the City of Whittlesea Aboriginal COVID-Response Network on 22 January and developed partnership with the Regional Aboriginal Justice Advisory Committee to deliver 60 Coles vouchers of \$50 each to Aboriginal families with newborn babies. Council is also working with the Connecting Home for Stolen Generations to provide social support to local Aboriginal seniors.

COVID-19 vaccination program

The Australian COVID-19 vaccination program will commence with priority populations including aged care and disability care residents and workers, frontline healthcare workers and quarantine and border workers. A staged rollout of the Pfizer vaccine is expected to commence from February. Vaccine doses will be available through 30 - 50 hospital sites in metropolitan and regional areas (pending advice from states and territories) plus in residential aged care and disability care facilities.

Recovery planning

A Municipal COVID-19 Pandemic Readiness and Recovery Plan has been prepared and is being presented to Council for adoption for implementation through to 30 June 2021 (subject to a separate Council report).

Over the next 6 months, Council will undertake a community engagement process on a new City of Whittlesea Council Plan 2021-2025 (Council Plan) which will include COVID-19 pandemic responses. This consultation will also explore community perspectives to guide the roll out of the \$2 million Whittlesea Community Recovery Fund.

COMMUNICATIONS

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

During December and January Council:

- Launched the community video project - 'one shot at a time', a community toolkit and an Active Whittlesea Facebook page.
- Ran campaigns promoting Carols, the Summer Series and 10 days of summer kids' activities, and the new business mentoring program.
- Supported messages and information distribution from the Victorian Government around fire preparation, mask use, traffic light border permit system and increasing testing rates.
- Shared information on changes to community group facilities hiring, libraries and opening conditions, the virtual art tour and recognition of the Greenbrook singers.

CONCLUSION

Council thanks the City of Whittlesea community for continuing to adhere to Victorian Government rules restrictions to help contain outbreaks and minimise the number of new COVID-19 cases.

We look forward to working closely with the community and hearing their insights on the future direction of Whittlesea in the upcoming Council Plan community engagement program and co-designing our \$2M fund for Covid recovery initiatives.

COUNCIL RESOLUTION

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

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

CARRIED

ITEM 6.1.2 FOR DECISION - COMMUNITY COUNCIL MEETINGS 2021**Responsible Officer: Chief Executive Officer****Author: Governance Officer****RECOMMENDATION SUMMARY**

Further to the Council resolution on 7 December 2020, it is recommended that two Council meetings be held in community venues outside the Civic Centre in 2021.

BRIEF OVERVIEW

At the Council Meeting on 7 December 2020, the dates for Scheduled Council Meetings for 2021 were determined. At that meeting, it was also proposed that one or more Council meetings be held at community venues.

Three community centres were considered as possible options and each one is in a separate ward of the municipality. The Galada Community Centre and the Whittlesea Community Activity Centre are preferred as they have adequate space and facilities to conduct Council Meetings and are central to their local communities.

It is proposed to hold the first community meetings at Whittlesea Community Activity Centre on 1 March 2021 and the second at Galada Community Centre on 7 September 2021.

RATIONALE FOR RECOMMENDATION

Conducting Council Meetings in the community will provide residents with an opportunity to attend a Council Meeting in their local community and will promote openness and transparency in Council's decision-making processes.

The two preferred centres are centrally located to the relevant communities and this should encourage greater participation from residents.

IMPACTS OF RECOMMENDATION

Conducting Council meetings throughout the year enables Council to undertake its decision-making role. As meetings are open to the public, this gives the community an opportunity to become involved in Council's decision-making process on issues that affect them.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Scheduled Council Meeting dates for 2021 have been published on Council's website. Changes to the commencement time and location of community Council Meetings will be extensively promoted in the local communities and on Council's social media and relevant stakeholders will be contacted directly and invited to attend.

REPORT**BACKGROUND**

At the Council Meeting on 7 December 2020 Scheduled Council Meetings were determined for 2021 and it was proposed that one or more Council meetings be held at community venue outside the Council Offices in South Morang.

PROPOSAL

The following format for community Council Meetings is proposed:

Community Forum – 6.15pm to 7.15pm

The forum component will provide an opportunity for community members to attend prior to the Council meeting to speak informally with Administrators and the Executive and raise any issues. Customer Service Officers will be available during the forum to log any issues raised by residents. The Forum will also provide Council with the opportunity to promote current Council projects such as the Council Plan and seek community feedback.

The Council Meeting and the Community Forum will be extensively promoted in the local community leading up to the meeting. It will also be promoted on Council's social media and relevant stakeholders will be contacted directly and invited to attend.

The Community Forum will not be live streamed. Light refreshments will be provided in a COVID safe manner.

*Break between Council meeting – 7.15pm to 7.30pm**Scheduled Council Meeting from 7.30pm*

The Scheduled Council meeting will run as usual with any confidential business being adjourned to the following week. It is expected that the Scheduled Council Meeting would close at 8.30pm and that the event would conclude by 9pm. The open portion of the scheduled Council meeting will be livestreamed and recorded and broadcast through Council's YouTube channel.

CONSULTATION

Officers have identified three venues that are of an appropriate size to hold a community Council meeting and each centre is in a different ward. The maximum capacity limits listed for each venue do not consider current COVID-19 physically distancing requirements.

Prior to each scheduled Community Council Meeting, an assessment against the relevant COVID safe requirements that apply at the time will take place and the maximum capacity limits reduced accordingly.

Galada Community Centre

The Galada Community Centre is in Epping North and is in the South West Ward. The Community Hall is large and can seat 150 people. The centre has enough tables and chairs to hold 150 people, it has a commercial kitchen and two large meeting rooms that staff and Council can use as break out rooms.

The centre has a large car park and is a fully accessible building. It is also connected to Council's corporate Wi-Fi.

Whittlesea Community Activity Centre

The Whittlesea Community Activity Centre is in Whittlesea and in the North Ward. The Memorial Hall is large and can seat 150 people. The centre has enough tables and chairs to hold 150 people, it also has chairs appropriate for the use by seniors who are regular hirers of the Hall. The centre has a commercial kitchen and two large meeting rooms that staff and Council can use as break out rooms.

The centre has a small car park however there is ample street parking for any overflow required. It is a fully accessible building and is also connected to Council's corporate Wi-Fi.

The Whittlesea Township Community are engaged civic participants. It is envisaged that were a Council Meeting held at this centre it will be well attended by residents.

Mill Park Community Centre

The Mill Park Community Centre is in Mill Park and in the South East Ward. The Main Hall is the smallest of the three centres and due to the Main Hall's layout, it would be difficult to seat more than 50 community members (depending on relevant COVID physical restrictions at the time) once the set-up for the Council Meeting and Chanel 31 is complete. There is also no room for overflow of people if required.

The centre does have a commercial kitchen and two meeting rooms that staff and Council can use as break out rooms.

Additional tables would need to be brought in from neighbouring centres, the centre's car park is small and there is no street parking available, there is also no Wi-Fi available at this centre.

CRITICAL DATES

It is proposed to hold the two meetings on 1 March 2021 and 7 September 2021. These dates do not coincide with school holidays which would encourage greater participation by residents.

FINANCIAL IMPLICATIONS

Any costs associated with holding Council Meetings at community locations would be covered in existing budgets.

POLICY STRATEGY AND LEGISLATION

In accordance with the *Local Government Act 2020* and Council's *Governance Rules 2020* Council is required to set the date, time and place of Scheduled Council Meetings and that reasonable notice be provided to the public.

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

Regular Council meetings promote open and transparent decision making and civic engagement. Conducting a Council Meeting in the community will provide residents an opportunity to attend the Council Meeting in their local community.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Connected community
Key Direction	A participating community

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

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

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

It is recommended the Galada Community Centre and the Whittlesea Community Activity Centre be used as the venues for community Council Meeting in 2021. The centres have adequate space and facilities to conduct a Council Meeting and a Community Forum and are central to their local communities.

RECOMMENDATION

THAT Council resolve to:

1. **Hold the Scheduled Council meeting on 1 March 2021 at the Whittlesea Community Activity Centre commencing at 7.30pm;**
2. **Hold the Scheduled Council meeting on 7 September 2021 at the Galada Community Centre commencing at 7.30pm; and**
3. **Promote the community Council meetings in the local community leading up to the meetings including on Council's social media and directly with relevant stakeholders and community groups.**

COUNCIL RESOLUTION

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

THAT Council resolve to adopt the Recommendation.

CARRIED

ITEM 6.1.3 FOR DISCUSSION - GREEN WEDGE AND AGRICULTURAL LAND REVIEW SUBMISSION

- Attachments:**
- 1 City of Whittlesea Green Wedge Areas Map [↓](#)
 - 2 Submission to State government GWAL Review [↓](#)

Responsible Officer: Director Planning & Development

Author: Senior Strategic Planner - Policy

RECOMMENDATION SUMMARY

That Council resolve to:

1. Endorse the submission at Attachment 2 as Council's formal submission to the *Planning for Melbourne's Green Wedge and Agricultural Land Review* and forward the submission to the Department of Environment, Land Water and Planning.
2. To seek a meeting with the Minister for Environment to enquire on progress with acquiring 1200ha of land for the Grassy Eucalypt Woodlands.
3. Provide a copy of the submission to the local Members of the Parliament, the Municipal Association of Victoria, other relevant Councils and make a copy publicly available on Council's website.
4. Write to relevant local community groups and organisations advising them of Council's submission.

BRIEF OVERVIEW

1. Melbourne's Green Wedge and peri-urban area consists of 12 designated green wedge areas across 17 municipalities surrounding the built-up urban area of Melbourne, and broader peri-urban area that extends beyond the green wedges to a 100km radius from central Melbourne.
2. Melbourne's green wedges are the green lungs for Metropolitan Melbourne that provide a diverse range of important services, capabilities and values ranging from environmental conservation, habitat, heritage protection, rural living, landscape quality, tourism and recreation. The green wedges and peri-urban area also contain some of Victoria's most productive agricultural land and produces around 10 per cent of Victoria's gross value of agricultural production.
3. The *Green Wedge and Agricultural Land review* process was commenced in 2018 by the Department of Environment Land Water and Planning. Feedback from the first round of State Government engagement highlighted that the planning system needs to do more to protect and support all of Melbourne's agricultural land, minimise land use conflicts, protect the 'right to farm' and recognise the importance of access to water to support agriculture.
4. Due to COVID 19 restrictions, the second round of public consultation was rescheduled to run from 27 November 2020 till 5 February 2021.
5. The State Government released a consultation paper that outlines proposed changes to strengthen the protection of Green Wedges and agricultural land.
6. Council officers have prepared a submission for Council endorsement (*Attachment 2*). The submission is required to be sent via a structured pro forma template which is broken up into specific topic areas and comprises of tick a box sections and an opportunity for additional comments, with a very statutory/legislative focus.

7. The submission is due on 5 February 2021.
8. Council are undertaking a separate process to review its current Green Wedge Management Plan which ends in 2021. The proposed project plan and overview was presented to a Council Briefing on 1 Dec 2020.

RATIONALE FOR RECOMMENDATION

The proposed changes outlined in the consultation paper are consistent in principle with Whittlesea's current GWMP. Council officers are generally supportive of key proposals to further protect Green Wedge areas and agricultural land and have also identified some matters that require further consideration by the State Government, including a request that the State Government make good on their commitment to secure/purchase land for the future Grassy Eucalypt Woodland (GEW) investigation area.

IMPACTS OF RECOMMENDATION

The recommendation supports further strengthening the protection of Melbourne's Green Wedge and agricultural land. The proposed changes to the planning system are consistent with Council's current strategic and policy directions for the Green Wedge and broader agricultural land.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Council will continue to liaise with the Department of Environment, Land, Water and Planning to ensure preparation of the new City of Whittlesea Green Wedge Management Plan 2022-32 is consistent with the proposed State government reforms.

REPORT**BACKGROUND**The Green Wedge and Peri-Urban area

The Green Wedge and peri-urban area surrounding Melbourne (the study area) is identified in the map at attachment 1.

It consists of:

- 12 designated green wedge areas across 17 municipalities surrounding Melbourne.
- Broader peri-urban area that extends beyond the designated green wedges to a 100km radius from central Melbourne.

It is a State Government requirement for each of these 17 local government areas to develop a Green Wedge Management Plan (GWMP) that identifies a vision, objectives and actions for the sustainable use and development of its green wedge.

Melbourne's Green Wedges provide a diverse range of important services, capabilities and values ranging from environmental conservation, heritage protection, rural living, landscape quality, tourism and recreation. The Green Wedge and peri-urban area around Melbourne, while smaller in area compared to metropolitan urban zoned land, also contain some of Victoria's most productive agricultural land and produces around 10 per cent of Victoria's gross value of agricultural production.

A diverse range of agricultural activities of different types, sizes and intensities, from commercial to hobby farming are undertaken within the area.

Planning for Melbourne's Green Wedge and Agricultural Land Review (GWAL) Project

Melbourne's metropolitan planning strategy - Plan Melbourne 2017–2050 and its Five-Year Implementation Plan outlines the Victorian Government's commitment to protecting Melbourne's Green Wedge and peri-urban areas.

In 2018, the Department of Environment, Land, Water and Planning (DELWP) undertook a technical assessment of the study area's agricultural capability, followed by consultations with a range of stakeholders including local government, water authorities, government agencies, industry bodies, community groups and the public.

Feedback from the above DELWP engagement highlighted that the planning system needs to:

- Protect and support all of Melbourne's agricultural land;
- Minimise land use conflicts and protect the 'right to farm';
- Recognise the importance of access to water to support agriculture; and
- Factor in long-term changes to safeguard the productive capability of land.

The second round of community consultation was delayed due to COVID 19 restrictions. Consultation has now been rescheduled to run from 27 November 2020 till 5 February 2021 when submissions from all stakeholders are due.

The public are invited to participate in the consultation via the following options provided by DELWP:

- Attending an online community information session;
- Commenting on an online feedback map; and
- Making a submission.

Council officers have been actively promoting the DEWLP consultation via City of Whittlesea social media channels, newsletters and will continue to do so throughout January 2021.

For the second round of consultation, DELWP have released a consultation paper that outlines the proposed changes to the legislative and policy framework relating to the protection of Green Wedges and agricultural land.

The consultation paper outlines the key purpose of the GWAL Review as follows:

- Adequately respond to land speculation and continued pressure to convert farmland to other uses;
- Respond to the high demand for rural living and the desire to use Green Wedges and agricultural land for a range of urban activities;
- Retain land for agriculture and other important non-urban uses and prevent the incremental loss of this asset;
- Prevent land use conflict (for example, conflict arising due to sensitive uses such as dwellings being located too close to agriculture); and
- Ensure that the planning system continues to support our farmers to grow, adapt and innovate.

Difference between the City of Whittlesea's Green Wedge Management Plan Review and the State government GWAL Review

Council's GWMP is being reviewed in 2021 with the aim to deliver a new GWMP for Whittlesea's Green Wedges.

While the Whittlesea GWMP identifies local land use planning policy directions for our Green Wedge areas, it must operate within the legislative and policy framework that will be updated by the State government GWAL review.

In other words, the GWMP Review project cannot change the Urban Growth Boundary (UGB) or override any other policies, controls set out by the State government. On the other hand, the State government can and is, via the GWAL review, proposing a wide range of changes to the State planning system in relation to Green Wedges.

It is important to note that the GWAL Review does not propose any change to the UGB at this time. Council can advocate for relevant changes supporting stronger protection of Green Wedge areas and agriculture land through the GWAL review process.

It is also worth noting that once the State government implements the GWAL review, Council might need to review relevant existing local policy and overlays to ensure their consistency with the new framework. This could be captured as an action arising from Council's GWMP Review project.

This report will be focused on the submission to the State Government GWAL Review.

DISCUSSION

Key changes being proposed

The consultation paper proposes several key options that address four key aspects of land use and development in Melbourne's Green Wedge and peri-urban areas:

1. Strengthen legislative and policy frameworks to provide clear strategic direction for Melbourne's green wedges and agricultural land.

Noteworthy changes proposed to the Planning & Environment Act and the Planning Schemes include:

- Require parliamentary ratification for proposals to subdivide land into more lots or smaller lots than currently provided for in the planning scheme for land in the Farming Zone and Rural Activity Zone within 100km of Melbourne.
 - Introduce right-to-farm legislation, including agent of change measures, to protect lawful agricultural uses.
 - Introduce a vision, objectives and regional policy for Green Wedges in legislation.
 - Strengthen requirements for preparation, review and ministerial approval of GWMPs through legislation.
2. Support agricultural land use by strengthening rural zones and overlays.
- Key actions proposed include:
- Update to the definition of 'Primary produce sales' to support greater farm gate sales.
 - Managing subdivision and dwelling development in agricultural areas.
 - Improve discretionary decision-making on agricultural land by introducing decision guidelines, application requirements and a practise note to allow dwellings to be considered but to also ensure the use does not compromise the long term productivity of surrounding farmland or limit the operation and expansion of agricultural uses.
3. Manage Green Wedge and peri-urban land through more consistent and coherent land use decision-making.
- Manage the urban rural interface by providing guidance on preferred transitional land uses at the urban–rural interface.
 - Provide urban design guidance that supports a permanent edge and buffer to the urban area through region-level strategic policies.
4. Improving design and development in Green Wedges to respond to the surrounding landscape.
- The key implementation approaches proposed in the consultation paper include:
- Specifying maximum site coverage, setbacks and building heights in a schedule to the Green Wedge zones.
 - Introducing a new particular provision in Planning Schemes.
 - Updating the form and structure of GWMPs to include issues such as setbacks, siting and site coverage to be determined at a local level, or adjusting the decision guidelines (General Issues and Design and Siting) in Green Wedge Zones to introduce application requirements for development.

Whilst there is discussion regarding the strategic directions and objectives for green wedge areas there is a large focus on seeking feedback to proposed detailed statutory changes to the Planning and Environment Act and the Planning Scheme to implement these objectives.

Draft Submission

Council officers have prepared a submission for Council endorsement at the 2 February 2021 (*Attachment 2*). The submission is required to be sent via a structured pro forma template which is broken up into specific topic areas and comprises of tick a box sections and an opportunity for additional comments, with a very statutory/legislative focus.

It is worth noting that while Council recognises that our Green Wedges provide for a diverse range of values, the submission itself has a heavy focus towards farming/agriculture as the latter is the primary focus of the State Government GWAL review and the proposed reforms.

The below section identifies the key directions and issues that form the basis of the submission.

Council officers are generally supportive of the following key proposals contained in the State Government consultation paper to:

- Further strengthen the legislative and policy framework for green wedges.
- Protect **all** agricultural land rather than just strategic agricultural land.
- Establish 'right to farm' legislation where the zoning supports agricultural use as a primary purpose.
- Update the definition of 'Primary produce sales' to support and encourage farm gate sales.
- Safeguard agricultural land serviced by irrigation infrastructure and make the best use of productive soils for soil-based agriculture.
- Defend existing minimum lot size.

In addition, Council officers note:

- Further consultation is required with DELWP in respect to the drafting of changes to the *Planning and Environment Act 1987*, especially in relation to appropriate time frames for Ministerial Approval of the preparation/review of GWMPs.
- Additional resources and support will be required from the State government to assist Councils in the implementation and monitoring of the GWMPs, including meeting the potential new data inventory requirements. Based on the City of Whittlesea's own experience this could require additional staff resources equivalent to 1.5 - 2 FTE to coordinate the implementation, data collection and monitoring for the life of the GWMP.
- There are still big gaps between the high-level guidance conveyed in policy and decision making on ground. Further clarity and consultation are required to further define which land uses will be considered appropriate or inappropriate on agriculture land.
- Further emphasising the 'right to farm' by requiring non-agricultural uses to meet setbacks, siting and site coverage requirements to not only minimise the impact on existing agricultural use but also on **future** agriculture uses. This is particularly important for the City of Whittlesea where we are seeking to promote and grow our existing agricultural and agribusiness base.
- On this basis, planning provisions should aim to increase flexibility, providing maximum opportunity to encourage farm gate sales and other value adding innovations to support agribusiness diversification/innovation. Controls/policy should therefore be designed with this as an overarching objective.
- Further clarification on what will be considered 'appropriate' transitional uses at the urban-rural interface.

For instance, Council officers do not consider the 'Rural Living Zone' as an appropriate "transition" zone as it would only serve to encourage residential uses and allotment fragmentation encroaching further into productive land and create ongoing pressure for subdivision and future land use conflicts.

- Application of an Urban Growth Boundary (UGB) around the Whittlesea Township where there has been increasing pressure to extend the Township boundary to support additional residential development.

This is a key recommendation of the draft Whittlesea Township Strategy. It is considered that the consultation paper does not adequately deal with the matter of defined UGBs around some of the rural/semi-rural townships within Green Wedge areas.

- The future Grassy Eucalypt Woodland (GEW) investigation area in the Whittlesea Green Wedge as described in the Melbourne Strategic Assessment, remains a significant outstanding matter yet to be progressed by the State Government.

The GEW are Nationally significant ecological communities listed under *the Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). In 2009, the Victorian Government entered into an agreement with the Commonwealth Government under the EPBC Act to undertake a strategic assessment of (among other things) the extension of Melbourne's UGB. The Commonwealth Government approved the extension of the UGB, subject to conditions aimed at ensuring that development occurs in a way that protects areas of environmental significance. This includes securing 1200ha of GEW Reserve in the Whittlesea Green Wedge as part of a broader Biodiversity Conservation Strategy across Melbourne's growth areas.

The Whittlesea GEW investigation area is covered by an Environment Significant Overlay (ESO) which was introduced into the Whittlesea Planning Scheme in August 2010 via Amendment VC68. However, to date no land within this reserve has been secured or acquisition processes commenced. It is noted that in 2020 the State Government introduced the Melbourne Strategic Assessment (MSA) Levy to assist with funding the obligations of the Biodiversity Conservation Strategy 2013 including acquisition of the land for the GEW and other conservation reserves. Whilst the MSA levy has been introduced, the State Government has not outlined a timeframe for acquisition of land for the GEW.

Establishment of the proposed GEW conservation reserve within Whittlesea's Green Wedge is important not only for the City of Whittlesea, but also the adjoining Councils and their communities.

The submission requests that the State Government make good on their commitment to secure/purchase this land, as a matter of priority. This has also been included as a recommendation of this report.

CONSULTATION

DELWP is leading the community consultation on their GWAL consultation paper.

Council officers have been liaising with DELWP and Council's own Communication officers to promote DELWP's consultation via City of Whittlesea social media and newsletters such as Landcare and Rural News to ensure the Whittlesea community have ample opportunity to get involved and make a submission to DELWP by 5 February 2021.

The submission at Attachment 2 has been prepared in consultation with internal stakeholders across Council.

CRITICAL DATES

2 February 2021 – Seek Council's endorsement on the Submission to the Green Wedge and Agricultural Land Review.

5 February 2021 – Submissions due to DELWP.

FINANCIAL IMPLICATIONS

Not applicable

POLICY STRATEGY AND LEGISLATION

- Whittlesea 2040: a sustainable environment, a strong local economy
- Whittlesea Biodiversity Strategy
- The Planning and Environment (Metropolitan Green Wedge Protection) Act 2003
- Plan Melbourne 2017–2050
- Planning and Environment Act 1987

LINK TO STRATEGIC RISKS

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

While the proposed changes outlined in the consultation paper are consistent in principle with Whittlesea's current GWMP, there is the potential that DELWP's final report and implementation plan might change the current proposals which may be inconsistent with Council's further suggestions. Council officers will closely monitor the review outcome and liaise with DELWP project team to inform the Whittlesea Green Wedge Management Plan Review project.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Strong local economy
Key Direction	Increased local employment

It will contribute primarily to the implementation of Goal 3 of Whittlesea 2040:

The GWAL submission will inform the development of new Green Wedge planning framework that seeks to protect agricultural land and encourage a broad range of agricultural businesses which offer multiple benefits ranging from economic growth, local job creation and food security for the community.

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

The State government has commenced consultation on their '*Planning for Melbourne's Green Wedge and Agricultural Land Review*'. Public consultation is being held from 27 November 2020 – 5 February 2021. Submissions from all stakeholders are due on 5 February 2021.

The consultation paper proposes comprehensive changes to further strengthen the protection of Melbourne's Green Wedge and agricultural land. Council officers are generally supportive of the key proposals being put forward, especially the proposal to introduce legislative changes and protect all agricultural land rather than just strategic agricultural land. Council officers have also identified some matters that require further careful consideration by Department of Environment Land Water and Planning.

A submission has been prepared for Council endorsement at the Council meeting on 2 February 2021.

It is recommended that a copy of the submission be provided to the local Members of the Parliament, the Municipal Association of Victoria, other relevant Councils and that a copy be made publicly available on Council's website and to relevant community groups.

RECOMMENDATION

THAT Council resolve to:

1. **Endorse the submission at Attachment 2 as Council's formal submission to the *Planning for Melbourne's Green Wedge and Agricultural Land Review* and forward the submission to the Department of Environment, Land Water and Planning.**
2. **To seek a meeting with the Minister for Environment to enquire on progress with acquiring 1200ha of land for the Grassy Eucalypt Woodlands.**
3. **Provide a copy of the submission to the local Members of the Parliament, the Municipal Association of Victoria, other relevant Councils and make a copy publicly available on Council's website.**
4. **Write to relevant local community groups and organisations advising them of Council's submission.**

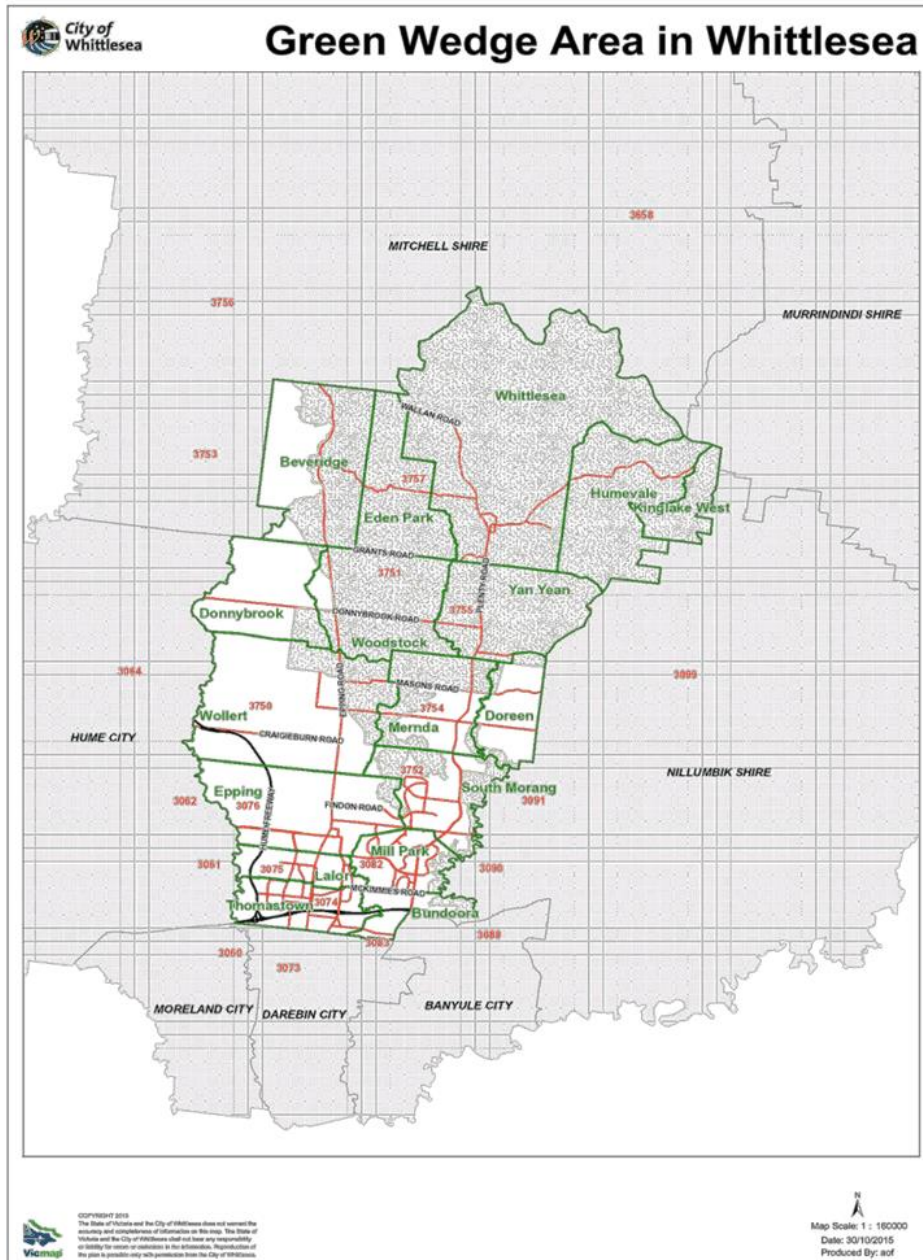
COUNCIL RESOLUTION

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

THAT Council resolve to adopt the Recommendation.

CARRIED

Attachment 1: Green Wedge area in Whittlesea





Planning for Melbourne’s Green Wedges and Agricultural Land

City of Whittlesea Submission

What it is about Melbourne’s green wedges and peri-urban areas that you value most. Please select your top three of the following values in order of preference.

1. Environmental and biodiversity features (e.g. coastal areas, waterbodies, forests and grasslands)
2. Agriculture (e.g. growing food for Victorians)
3. A strong, dynamic economy (e.g. based on agriculture, timber, transport, tourism, education, manufacturing, the service industry and commerce)

Strengthening the legislative and policy framework

Legislative and policy framework for Melbourne’s green wedges

(Consultation Paper section 3.1.1, pages 13 - 27)

To what degree do you support the proposed options to strengthen the legislative and policy framework for Melbourne’s green wedges? Ensure you only tick one checkbox per option.

	Strongly support	Somewhat support	Neutral (Neither support or oppose)	Somewhat oppose	Strongly oppose
Amend the 'Planning and Environment Act 1987' to include a vision, objectives and regional policy for green wedges, and require the preparation, review and ministerial approval of Green Wedge Management Plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update state planning policy for Melbourne’s green wedges to clearly articulate the preferred outcomes for these areas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and update Planning Practice Note 31: 'Preparing a Green Wedge Management Plan' to improve the structure, form and content of Green Wedge Management Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduce regional policy directions for Melbourne’s green wedges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Do you have any comments about the options to strengthen the legislative and policy framework for Melbourne's green wedges?

Amendment to the Planning and Environment Act (the Act)

- Council support amendments to the Act, although would like an undertaking that DELWP will consult with Councils further in respect to drafting the specific changes to the Act and in the development of regional policy statements.
- Council request further clarification from DELWP in terms of which 'strategic plans' will be subject to ministerial approval. Is this just for Green Wedge Management Plans or will this refer to any other strategic documents that affects Green Wedge land?

For instance, the City of Whittlesea is currently developing a strategic plan for the Whittlesea Township which, given the lack of an Urban Growth Boundary (UGB) around it, is classified as Green Wedge land. Would this document therefore need to be approved by the Minister under the proposed changes?

- While Council offers in principle support to amending the Act to require the preparation, review and ministerial approval of Green Wedge Management Plans, it is suggested that similar to the Planning Scheme Review process outlined in section 12B of the Act, the Act should detail appropriate time frames for the preparation/review of the Management Plans. Appropriate guidance in the form of a detailed practice note is also required to support the development and review process.

Update the Planning Policy Framework (PPF)/ Clarifying state policy objective for green wedges

- Council in principle support updating the PPF to clearly articulate the preferred outcomes for green wedges. However, further review of the suggested wording is recommended to clearly define the terms: 'non-urban purpose of the green-wedges' and 'future productive use'. The proposed wording is not clear enough to provide meaningful guidance for on ground decision making. For instance, is a golf course a 'non-urban' use? Are all educational facilities 'non-urban'? Does 'productive use' strictly refer to agricultural use? If the purpose is not listed elsewhere (i.e. in the Planning & Environment Act), it needs to be clearly defined in the Victoria Planning Provisions (VPP).

Reviewing Green Wedge Management Plans

- A review of Planning Practice Note 31 is supported to ensure that there is a closer alignment with the planning scheme and planning policy.
- There is a need to clarify if the intent of GWMPs is still to act as a framework for land management action and practice.
- While Council agree that 'a key area for reform is to ... improve their requirements for detailed environmental, landscape and land use inventory', it will be very resource intensive to gather and curate this data such that it can be comparable longitudinally and horizontally across all green wedge areas. Council's will require additional resources and support from DELWP to implement this reform.

Long-form submission – Planning for Melbourne's green wedges and agricultural land

Page 2 of 26

- Further, the mechanisms for capturing the relevant data would need to be developed and led by DELWP, in consultation with local government, to ensure a consistent approach across all Green Wedges, in order to meaningfully monitor not only the individual GWMPs but also the broader state planning policy, which is a key policy commitment of the State Government.
- It is suggested that in addition to a Practice Note or Guidelines to help Council develop a consistent approach in preparing evidence base to inform the development of GWMP, DELWP should also take the lead in curating such data across all green wedges.
- Additional resources and support will be required from the State government to assist Councils in the implementation and monitoring of the GWMPs. Depending on the type of data requirement and monitoring and reporting adopted, this might need to be further prescribed by the new Practice Note. Based on the City of Whittlesea's own experience in adopting a more onerous reporting regime (which ultimately was unsustainable for Council), this could require additional staff resources equivalent to 1.5 - 2 FTE to coordinate the implementation, data collection and monitoring for the life of the GWMP.

Introducing state-backed regional policy for green wedges

- Council support the introduction of regional policies for green wedges in the PPF.
- It is also suggested that if a regional GWMP policy is proposed, the local GWMP should include a mandatory response to the regional vision/objectives embedded in the regional green wedge policies.
- While Council strongly support the introduction of regional policy directions for green wedges, we are concerned that the proposal to 'Map areas of important agricultural production in regional policy', is inconsistent with the strong consultation findings that all agricultural land is strategically important. Council are concerned that this will leave the door open to landowners/developers and the like seeking approval for non-agricultural land uses (such as rural living) in the areas not identified as 'important' on the proposed map.

This is particularly important where agricultural capability has already been eroded by minimum subdivision areas of well under 8 hectares and where landscape policies prioritise "traditional" farming over emerging farming practice.

Further clarification is sought about the intent of this mapping and what, if any, measures are to be proposed to avoid the unintended impacts identified above whereby land not identified as important is potentially incrementally lost. This part of the project needs stronger regional and state guidance to ensure it is consistent with the strong consultation findings that all agricultural land is strategically important.

Legislative and policy framework for Melbourne's agricultural land

(Consultation Paper section 3.1.2, pages 28 - 32)

To what degree do you support the proposed options to strengthen the legislative and policy framework for Melbourne's agricultural land? *Ensure you only tick one checkbox per option.*

Long-form submission – Planning for Melbourne's green wedges and agricultural land

Page 3 of 26



	Strongly support	Somewhat support	Neutral (Neither support or oppose)	Somewhat oppose	Strongly oppose
Update the Planning Policy Framework to ensure that all agricultural land is protected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update the Planning Policy Framework to encourage land uses that have limited or negligible reliance on soil as the basis of production, to be located in areas where soil based agriculture is likely to be constrained	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update the Planning Policy Framework to include new regional policy for Melbourne’s agricultural land	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish 'right to farm' legislation to protect existing and lawful agricultural uses from nuisance complaints	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduce the 'agent of change' principle into legislation to assign responsibility for mitigating impacts of lawful agricultural operations (e.g. dust, noise and odour) to the person or organisation who introduces a new use or development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update the Planning Policy Framework to encourage appropriate siting, design and scale of sensitive uses and developments to avoid conflicts with agricultural uses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any comments on the proposed options for strengthening the legislative and policy framework for Melbourne’s agricultural land?

Protecting all agricultural land surrounding Melbourne

- Council strongly supports changes that seek to protect all agricultural land rather than just strategic agricultural land.
- However, there are still big gaps between the high-level guidance conveyed in PPF and decision making on ground. The current VPP and planning schemes already emphasise protection, however, it is unclear to Council planners exactly what they are protecting the land against. ie. it is unclear what land uses should be supported and can sometimes be used to support traditional farming at the expense of innovation and new agricultural enterprises. This gap needs to be addressed in policy, and it is not clear that this will happen

Long-form submission – Planning for Melbourne’s green wedges and agricultural land

based on the current recommendation in the Consultation Paper. To this end, it is worthwhile defining what is 'agricultural land', land zoned as 'Farming Zone', 'Rural Activity Zone'. Further clarification is needed of which land uses will be considered appropriate or inappropriate on agriculture land.

Protecting the natural resources that underpin agricultural land use

- Council support updates to the PPF to encourage land uses that have limited or negligible reliance on soil as the basis of production, to be located in areas where soil-based agriculture is likely to be constrained. To support this, it is suggested that guidelines be developed around what those land uses might be. In the absence of such guidance, Council foresee issues with landowners/developers trying to justify 'rural living' as an acceptable land use as the soil is 'no good' for agriculture.
- There is also be potential for other uses to be supported in appropriate locations on a 'temporary' basis (subject to a permit), where they are complementary to the primary purpose of the zone, do not require significant infrastructure, do not have a significant environmental footprint or risks, and can be easily removed.

Improving regional policy protection of Melbourne's agricultural land

- While Council strongly support a regional policy that seeks to '*encourage opportunities for growth and diversification of other activities complementary to agriculture that leverage the advantages of proximity to the city of Melbourne and its local market*', it is suggested further guidance needs to be provided for applicants, council planners and VCAT to agree on:
 - What does 'diversification' look like in practice,
 - What are the activities that should be supported,
 - What would these complementary activities entail.
- With respect to a regional policy that seeks to '*recognise the economic and employment contributions of Melbourne's agricultural land to local communities, the region and the State of Victoria*'. It is suggested that this could also be expressed through the advantages provided by a sustainable local food system in terms of community food security and health and wellbeing.

Legislating the right to farm

- Council strongly support 'right to farm' legislation as a foundation for increasing agribusiness diversification, value adding and innovation. It is suggested that DEWLP should also undertake a review of existing zoning that apply to Green Wedge/peri-urban land to ensure that the zoning has been applied appropriately to support the underlying purpose of the land.
- Council suggest further emphasising that the 'right to farm' does not override the requirements of other Acts (eg. Catchment and Land Protection Act and the Environment Protection Act) and Clause 52.17 of the VPP. There will be some farming activities that these acts will limit including but not limited to, clearing vegetation, damming of waterways disposing of agricultural chemicals. The Acts are necessary for environmental protections. Council acknowledge that the consultation report clarifies the above point and suggest this clarification should be communicated with any other future campaign for 'right to farm.'

Long-form submission – Planning for Melbourne's green wedges and agricultural land



Agent of change

- Council strongly support the introduction of the 'agent of change' principle to assign responsibility for mitigating impacts of lawful agricultural operations (e.g. dust, noise and odour) to the person or organisation who introduces a new use or development. This will provide reasonable protection to existing agricultural land uses from encroaching sensitive or non-agricultural uses.
- However, care needs to be taken to ensure that this principle is not used to unreasonably limit or prevent new, innovative and otherwise legitimate agricultural operations from establishing in the green wedge. (ie. land uses that meet the intended zone purpose)
- The agent of change principle should also seek to manage other issues such as kangaroo management, pest animals and pest plants/weeds, as appropriate.

Siting and Design

- Council strongly support the update of the Planning Policy Framework to encourage appropriate siting, design and scale of sensitive uses and developments to avoid conflicts with agricultural uses. Such policy would provide the leverage necessary to avoid future potential conflicts, by ensuring adequate buffer/separation distances are allowed for.
- It is essential that the policy should also require consideration of 'future' agricultural potential on adjoining land for the siting and design of non-agricultural or sensitive land uses.

Supporting agricultural land use

Managing subdivision and dwelling development in agricultural areas

(Consultation Paper section 3.2.1, pages 36 - 40)

To what degree do you support the proposed options for managing subdivision and dwelling development in agricultural areas? Ensure you only tick one checkbox per option.

	Strongly support	Somewhat support	Neutral (Neither support or oppose)	Somewhat oppose	Strongly oppose
Amend the 'Planning and Environment Act 1987' to require parliamentary ratification of proposals to subdivide land into more lots or smaller lots than currently provided for in the planning scheme in rural zones within 100km of Melbourne	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amend the subdivision provisions of the Farming Zone and Rural Activity Zone within 100km of Melbourne to prohibit the creation of a lot for an	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Strongly support	Somewhat support	Neutral (Neither support or oppose)	Somewhat oppose	Strongly oppose
existing dwelling smaller than the minimum lot size.					
Amend the Farming Zone and Rural Activity Zone to make all dwellings within 100km of Melbourne a Section 2 (Permit Required) use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introducing decision guidelines and application requirements for new dwellings in the Green Wedge Zone and Green Wedge A Zone.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any comments about the options and proposed responses to managing subdivision and dwelling development in agricultural areas?

Parliamentary ratification to subdivide land into more lots / smaller lots than currently provided for in the planning scheme in rural zones within 100km of Melbourne

- This change does not apply to the Green Wedges or the City of Whittlesea.

Managing subdivision in Farming Zone and Rural Activity Zone

- Council support the defence of the existing minimum lot size, encouraging the consolidation of lots for existing and future agriculture.
- However, it is suggested that state and regional policy should also recognise that not only larger lots are productive, that smaller lot sizes can still be productive, depending on the farming practise (e.g vertical farming) and commodity being produced.
- The policy message should be framed to recognise that some areas in the Green Wedge and peri-urban area may already be fragmented with smaller lots, and to encourage productive agricultural use on lots of diverse sizes. This recognises that not all farming is the same and that even (existing) smaller lots can be viable for agricultural purposes rather than being left for rural living or other land uses.
- It is suggested that policy should provide greater certainty and flexibility for those farm businesses who are and will be making adjustment in farming approaches that will take untraditional and innovative forms. Farmers are facing unprecedented change and uncertainty. At the same time, exciting new opportunities are emerging. To take advantage of these new opportunities, farm businesses need to be more productive, innovative and sustainable. This means that agricultural uses will need to adjust in ways that may not be traditional forms of farming, and which needs to be recognised and supported by the planning system.

Dwelling development in agricultural areas

- The current decision guidelines and considerations in the GWZ are general and unspecified. It is suggested that the particular provisions and other reforms with more specific ResCode like metrics would be of significant benefit to planners and applicant's alike.

Manage Rural -residential development

- Whilst the Consultation Paper acknowledges the need to change the FZ and RAZ to prevent smaller lots being created, consideration should also be given to the need to review minimum lot sizes in rural areas. With significant pressure on larger lots closer to existing services and infrastructure being subdivided into smaller lots that meet the existing minimum lot size requirements this would likely result in an adverse outcome effectively creating rural-residential development.

Facilitate a dwelling "in conjunction with" the agricultural land use

'Introducing application requirements for dwellings into the Green Wedge Zone and Green Wedge A Zone that require applications for dwellings to be accompanied by a written statement that explains how the proposed dwelling responds to the decision guidelines for dwellings in the zone. This change allows dwellings to be considered but ensures the use does not compromise the long term productivity of surrounding farmland or limit the operation and expansion of agricultural uses. (DELWP, Consultation Paper, 2020)

- Council suggest further guidance be provided by DELWP on how these decision guidelines will encourage legitimate proposals that 'support agricultural production' or 'encourage legitimate conjunctional use'? Current interpretation of the planning provisions tends to treat dwellings proposed on farms as a residential use. The current policy and guidance provided is insufficient and many planners do not have enough understanding of agricultural and green wedge issues to determine whether there is a nexus between an agricultural use proposed on the land (which frequently does not require a permit) and the use of the land for a dwelling (which should satisfy the test of "in conjunction with" the agricultural land use).
- However, the "in conjunction with" test will often be based on non-planning issues such as animal welfare and security (incidence of crime). It also relies on the continuation of the agricultural use (which cannot be reliably conditioned under the permit as it is not part of the remit of the permit). Further consideration needs to be given as to how the guidance and interpretation can be improved to ensure fair and reasonable outcomes.

Minimise impact on future agriculture use in Green Wedge area

'Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.'

'The potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture and natural systems.'
(DELWP, Consultation Paper, 2020)

- It is noted that not all green wedges are the same. The vision for the Whittlesea Green Wedge is in part to support and grow new agricultural and agribusiness land uses. Unlike



other areas such as the Mornington Peninsula or Yarra Valley, Whittlesea does not have a large existing agriculture sector.

Council have prepared an Agricultural Prospectus and is actively seeking to promote and encourage new agricultural/agribusiness uses to establish within our green wedge. To support this, Council are seeking a more proactive approach in state and regional policy to prevent incompatible uses (ie. dwelling or sensitive uses that do not meet the ‘*support agricultural production*’ or ‘*legitimate conjunctional use*’ test) from being established in the green wedge which might impact our capacity to support new and innovative agricultural land uses that may seek to establish themselves in the future. For instance, neighbouring properties may not have agricultural activities at the time of approval of the dwelling, but 5 years later the neighbour/s commence farming and the owner of the dwelling subsequently complains? While the ‘Agent of Change principle’ will not apply to the primary use, the existing dwelling will still impact on the establishment and ongoing operation of the farming practise.

- It is suggested that dwelling approvals should be subject to the acknowledgement that it is being built in an area where the primary purpose is agricultural activities and at any time neighbouring properties may commence agricultural activities. This acknowledgment should be built into the planning provisions and inform the decision on requirements such as setbacks from the property boundary (that reflect a reasonable buffer distance), site coverage of non-agriculture uses to minimise impact on future agriculture uses. Such requirements should in essence ‘future proof’ adjoining land so that it may be used for agricultural uses in the future.
- There is a need to define ‘concentration or proliferation’ of dwellings in an area. For instance, is 10 dwellings per 100 hectares considered a concertation?

Improving decision-making on agricultural land

(Consultation Paper section 3.2.2, page 41)

To what degree do you support the proposed options for improving decision-making on agricultural land? *Ensure you only tick one checkbox per option.*

	Strongly support	Somewhat support	Neutral (Neither support or oppose)	Somewhat oppose	Strongly oppose
Develop a practice note to guide council decision-making on planning permits in agricultural areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish an agricultural referral or expert advisory service to support decision-makers and facilitate compliance with the planning scheme	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Long-form submission – Planning for Melbourne’s green wedges and agricultural land



Do you have any comments about the proposed options for improving decision-making on agricultural land?

New Practice Note

- Council strongly support a practise note to guide decision-making on planning permits in agricultural areas.

Expert advisory service

- In principle, solutions that seek to provide additional guidance to assist with decision making and more consistent outcomes is broadly supported.
However, Council suggest more information is needed to clarify this proposal further:
 - Whether this advisory service will be permanent/ongoing?
 - Who would provide this advice and their expertise? Need to ensure the “experts” are not aligned with industrial agriculture and that they are across the full range of farming practices, including emerging and non-traditional farming practices, so they do not limit diversity and innovation. It is also important that these ‘experts’ do not become quasi decision makers.
 - When an expert advisory service will be required/triggered?
 - The referral of expert advisory service should not be a requirement for all types of applications. Rather, the option to refer an application to the expert advisory service should be available to support decision makers with more complex decisions only. The decisions makers (the RA) should be able to undertake the required assessment and not become reliant on the advice of the expert advisory service for all decisions. Therefore, the provision for such a service should ensure that it does not become a default approach, whereby Council or the community insist the service is used for all decisions and it becomes the quasi decision maker.
 - How to sure timely delivery of an advisory service which fit into the timeframe of statutory planning?
 - Given statutory planners are required to make decisions in a timely manner, the establishment of an expert advisory service, would need to ensure that advice can be accessed in a timely and effective manner.

Future proofing Melbourne's foodbowl

(Consultation Paper section 3.2.3, pages 42 - 47)

To what degree do you support the proposed options for future proofing Melbourne's foodbowl?

Ensure you only tick one checkbox per option.



	Strongly support	Somewhat support	Neutral (Neither support or oppose)	Somewhat oppose	Strongly oppose
Develop a new regional policy to preserve opportunities for irrigated agriculture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduce a new overlay designed to protect food-producing areas with access to secure water supply and irrigation infrastructure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish a process to determine where the new overlay should be applied	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any comments about the proposed options to future proof Melbourne's foodbowl?

General Comments:

- Opportunities for, and investment in, recycled water infrastructure in addition to innovative farming solutions is paramount to ensuring that agricultural activities respond appropriately to climate change. This requires whole of government approach linking with the relevant water authorities to prioritise the necessary planning and investment. This could involve governments and authorities actively supporting pilot programs to showcase viable recycled water opportunities and outcomes. These pilots will be crucial in realising an alternative water future particularly given the potential for some negative sentiment.

New regional policy, Clause 14.02-3R - Preserving opportunities for irrigated agriculture around Melbourne

- While Council support new regional policy for irrigated agriculture, Council is seeking further clarification on what the proposed differences in protections are between this policy and the rest of the policy for non-irrigated agricultural areas? In practise, how does the level of protection differ between the two? ie. what use will be excluded for those areas covered by a water supply overlay.

New planning overlay for food-producing areas with access to secure water supplies and irrigation infrastructure.

- Council also support the introduction of a new overlay to protect food-processing areas with access to secure water supplies and irrigation infrastructure, although further clarification is required in regard to how the 'Indicative Recycled Water Supply Areas' will be identified? Does or can this be extended to include areas that provide opportunities for and investment in recycled water infrastructure.



Process to determine the new overlay

- Council strongly support DEWLP in establishing a transparent process to determine where the new overlay should be applied. Council are also seeking an undertaking that DELWP will consult with Councils in determining the appropriate process.

Strengthening referral and notice requirements

(Consultation Paper section 3.2.4, pages 47 - 48)

To what degree do you support the proposed option for strengthening referral and notice requirements? *Ensure you only tick one checkbox per option.*

	Strongly support	Somewhat support	Neutral (Neither support or oppose)	Somewhat oppose	Strongly oppose
Ensure water authorities have a clear role in the decision-making process for applications to use or develop land in protected irrigation districts or in non-urban areas identified as having potential for access to alternative water in the future.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any comments on the proposed option for strengthening referral and notice requirements?

Water authorities have a clear role in the decision-making process

- While Council strongly support this initiative, it needs to be adequately resourced. Further clarification is needed about whether/how state government will ensure water authorities are adequately resourced to perform this function, particularly in peri-urban areas where water authorities are lean on resources. Melbourne Water is not typical.

Supporting agricultural diversification, value-adding and innovation

(Consultation Paper section 3.2.5, pages 49 - 50)

To what degree do you support the proposed options for supporting agricultural diversification, value-adding and innovation? *Ensure you only tick one checkbox per option.*



	Strongly support	Somewhat support	Neutral (Neither support or oppose)	Somewhat oppose	Strongly oppose
Update the definition of 'Primary produce sales' to support farm gate sales	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amend the definition of 'Host farm' to require a direct link to an 'operating agricultural property'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Make 'Host farm' a Section 1 (as-of-right) use in specified zones, providing it is undertaken in conjunction with agriculture and accommodates no more than 10 people at any one time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If the Host farm is within 100 km of Melbourne, the use must be in conjunction with Agriculture, Natural systems, Outdoor recreation facility, Rural industry or Winery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any comments on the proposed options for supporting agricultural diversification, value-adding and innovation?

General

- In principle, Council are strongly supportive and is keen to explore all options facilitating agricultural diversification, value-adding and innovation in our green wedge areas. In addition, Council acknowledge the importance of striking a balance between supporting agribusiness diversification/innovation and protecting the key environmental and landscape qualities. Both aspects have been and will continue to be key focus of our GWMP.

Council would like to emphasise that there are and will be other types of value adding farming innovations in addition to farm gate sales and host farms. It is important to draft policy/controls in a way that is not intentionally or unintentionally burdensome to impact on Council’s flexibility to consider those innovative proposals in the future.

Farm gate sales

- Council are generally supportive of changes to remove 'red-tape' for farm gate sales. In particular, Council agree that the scale and intensity of the farm gate sales should be a guiding element in decision making.
- Planning provisions should aim to increase flexibility, providing maximum opportunity to encourage farm gate sales and other value adding innovations to support agribusiness diversification/innovation. Controls/policy should therefore be designed with this as an overarching objective.

- *Definition of 'Primary Produce sales':*

'allow sale of produce from land held in one ownership to support farms comprising divided holdings in the same ownership. '(DELWP, Consultation Paper, 2020)

It is suggested that this definition be reviewed as the meaning is not clear and appears overly complicated. Consider *'Allow produce sold to be sourced from other holdings that are in the same ownership.'* Although this could become complicated if land holdings are large distances apart from each other.

'allow sale of ancillary goods (such as crackers and bottled drinks) to be consumed with the primary produce (e.g. cheese or strawberries)' (DELWP, Consultation Paper, 2020)

It is suggested that the term 'ancillary goods' should be further clarified or provided with more guidance to ensure it can be implemented in a practical manner. In its current form, it could still be subject to interpretation which could undermine the intent to provide flexibility. For instance, will bread be an ancillary good for olive oil? Can products from neighbouring farms be sold? Farm gate sales provide an important, additional income stream to assist with the viability of farms. Therefore, the policy needs to strike the balance between providing clear practical guidance, consistency in application across Green Wedges and discretion to support and encourage farm gate sales. It should be based on the scale/proportionality of the farm gate sales to provide flexibility in what is sold.

Host Farm

The purpose of host farms is to accommodate people for education, tourism or a visitor experience.

There are two major issues with the current definition of 'Host farm':

- *It is unclear on the extent to which this use must be linked to agricultural use of land*
- *The definition is silent as to what is an appropriate scale of a host farm (e.g. the number of bedrooms within a host farm).*

Proposed options:

- *Amend the definition of the land use term 'Host farm' to require a direct link to an 'operating agricultural property'.*
- *Move 'Host farm' to a Section 1 (as-of-right) use providing it is undertaken **in conjunction with** agriculture and accommodates no more than 10 people away from their normal place of residence at any one time. If these conditions are not met, the use will require a permit.*

(DELWP, Consultation Paper, 2020)

- Council support the facilitation of Host Farms (subject to a merits-based assessment) as a way of increasing small scale accommodation in green wedge areas to boost local economies.
- However, Council are not supportive of the proposed definition of 'Host farm' which requires a direct link to an 'operating agricultural property'.
The proposed definition does not provide clear guidance as to what a host farm will look like in terms of scale and intensity. For instance, a host farm could comprise of five separate new buildings or it could be an operation within an existing dwelling. Each at face value will meet the definition but differ vastly in scale and intensity, and therefore their impact on the landscape will also significantly differ.



- Council do not support ‘Host Farm’ as a Section 1 use providing it is undertaken in conjunction with agriculture and accommodates no more than 10 people

Firstly, Council are not supportive of the move of host farm to a Section 1 use when in contrast a single dwelling is a Section 2 use. Lack of control in this aspect could result in the proliferation of accommodation buildings across the green wedges, While Council supports some flexibility, it is felt that this proposal could have widespread unintended impacts and further undermine the protection of agricultural land.

Secondly, Council suggest that the ‘in conjunction with’ test also needs further clarification. For instance, ‘ancillary use’ might be a better term.

The reason being based on Cl 64.02 Land Use in Conjunction with Another Use of the planning scheme, there must be “an essential association between the two uses”. While a ‘Host Farm’ accommodation can value-add to existing productive farms. It is questionable whether a Host Farm could ever be deemed “essential” therefore meet the test. Ultimately, decisions will be tested at the VCAT where practice notes carry no weight compared to the wording of Clause 64.02.

Council suggest that ‘ancillary’ might be a more accurate description of the association between the agricultural use and the host farm. ‘Ancillary’ is also understood in planning terms and is adequately supported by existing case law to guide its application.

- On another note, Council note that there is no clear definition in the planning scheme for workers accommodation, causing unnecessary dispute at VCAT as whether a building of such purpose is permitted or not in rural zones. Council suggest the definition of ‘Group Accommodation’ in the VPP be reviewed as part of this project so it can potentially cover workers accommodation.

Managing use of green wedge and peri-urban land

Managing the urban-rural interface

(Consultation Paper section 3.3.1, pages 51 - 52)

To what degree do you support the proposed options for managing the urban-rural interface?

Ensure you only tick one checkbox per option.

	Strongly support	Somewhat support	Neutral (Neither support or oppose)	Somewhat oppose	Strongly oppose
Provide planning practice guidance on how to consider and direct planning in urban-rural interface areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide guidance on preferred transitional land uses for land at the urban-rural interface and provide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Long-form submission – Planning for Melbourne’s green wedges and agricultural land



	Strongly support	Somewhat support	Neutral (Neither support or oppose)	Somewhat oppose	Strongly oppose
urban design/buffer guidance for transitional locations					
Introduce conditions in land use zones for particular uses, such as public open space or uses serving urban populations (e.g. schools, places of worship and infrastructure), to be located in transitional locations only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Introduce the ability to apply other rural zones more suited to the roles and land conditions of particular locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Do you have any comments on the proposed options for managing the urban-rural interface?

General

- In principle, Council are supportive of policy being introduced which would ensure appropriate buffers between new residential subdivision and rural areas. It is suggested this policy or the planning provisions should be written in such a way to prevent these buffer areas/lots from being subject to subdivision in the future so as to ensure the buffer is maintained.
- In addition to appropriate transitional uses, Council suggest that there is also needed to consider transitional lot sizes for land within the UGB to help better manage the interface between the Urban Growth Zone and the Green Wedge on issues such as bushfire and as a buffer to adjoining rural activities.

Rural Living Zone

- The use of transitional zones between urban zones the UGB need to be considered carefully. Often there is pressure to support additional housing on larger lots close to urban areas without them being in conjunction with agriculture.
- Council are not supportive of the use of the Rural Living Zone (RLZ) as a “transition” zone – it would encourage the encroachment of residential uses (and expectations) further into productive land. The RLZ is often treated by most planners as though it is a residential zone. It will also encourage greater pressure for subdivision from some landowners if this zone is characterised as an orderly planning outcome for the UGB interface. The change to RLZ could also inflate prices and speculation, along with potential complaints towards legitimate agricultural uses on neighbouring farms.
- It should be noted that some Councils have already promoted de facto rural living at the urban rural interface by reducing lot sizes often due to pressure for subdivision from landowners. There is strong need for a “hard” boundary rather than a transition zone that can more readily be allowed to creep outward over time. The concept that every strategic

Long-form submission – Planning for Melbourne’s green wedges and agricultural land



review of rural land should produce more land for “rural living” is endemic in this state. Further, the use of a transition zone will simply serve to undermine the purpose of the UGB and green wedge in the first place

Preferred transitional uses

- Council suggest that Public Open Space should be used as a preferred transitional land use. This idea should be considered or embedded in one of the development/design elements.

The UGB will face continued pressure for further extension unless some similar logical terminations can be established, such as the Quarry Hills Regional Parkland and the Grassy Eucalypt Woodland (GEW) investigation area reserved for Melbourne’s north.

Public Open Space in interface areas creates a functional buffer that can be managed in a way that addresses concerns of both key users. Whittlesea’s application of this in the Quarry Hills Regional Parkland is a good example of how this can be achieved.

Schools/Places of worship in transitional locations

- Council **do not support** introducing conditions in land use zones for urban uses such as schools and places of worship to be located in transitional locations. The existence of such conditions imply that these uses are appropriate in a green wedge/peri-urban context, whereas, this would rarely be the case. Such uses are urban in nature and should be accommodated within the UGB. Council will provide further comments in the section below.

Other uses

While not identified in the Consultation Paper, aged care and retirement villages are another form of ‘urban use’ which are sometimes sought to be located the Green Wedge. Council do not support these types of urban uses being permitted in the Green Wedge. Like schools and places of worship, they need to be located within the UGB or within defined settlements if outside the UGB. It is the primary role and purpose of the PSP process and the urban zones to identify all relevant urban uses and plan for them within the UGB.

Managing discretionary uses
(Consultation Paper section 3.3.3, pages 54 - 60)

To what degree do you support the proposed options for managing discretionary uses? *Ensure you only tick one checkbox per option.*

	Strongly support	Somewhat support	Neutral (Neither support or oppose)	Somewhat oppose	Strongly oppose
Require that Educational facilities (primary and secondary schools) be located adjacent to the Urban Growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



	Strongly support	Somewhat support	Neutral (Neither support or oppose)	Somewhat oppose	Strongly oppose
Boundary, adjoin or have access to a road, and not be located in high bushfire risk areas					
Require that Places of worship be located adjacent to the Urban Growth Boundary, adjoin or have access to a road, and not be located in high bushfire risk areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Redefine 'Halls' to differentiate commercial uses from those that provide community support services, and require that Halls be located adjacent to the Urban Growth Boundary, adjoin or have access to a road, and not be located in high bushfire risk areas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restrict the number of patrons for Exhibition centres to a maximum total of 150 at any one time, and prohibit Exhibition centres in areas of high bushfire risk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amend the Rural Conservation Zone to insert conditions of use (i.e. minimum lot size requirements, number of bedrooms, in conjunction with test) for 'Group accommodation' and 'Residential hotels' consistent with conditions in the green wedge zones	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure new categories of camping and caravan parks are reflected in the planning scheme, and permit camping and caravan parks in certain zones only when they fall within 'bush/primitive' or 'tourist' categories	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prohibit Data centres in the Green Wedge Zone, Green Wedge A Zone and Rural Conservation Zone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amend the Green Wedge Zone, Green Wedge A Zone and Rural Conservation Zone to require Data centres to be located adjacent to residential, commercial or industrial zoned land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Do you have any comments on the proposed options for managing discretionary uses?

Schools and Place of Worship

- **Council do not support** the condition to 'locate these uses adjacent to the UGB'. Proponents of these uses (schools and place for worship) are looking for cheap, available land by locating them on the edge of the UGB. The existence of such a condition implies that these uses are appropriate in a green wedge/peri-urban context, whereas, this would rarely be the case. Such uses are urban in nature and should be accommodated within the UGB rather than seeking to amend the planning provisions to allow these urban uses in non-urban zones. The VPA are currently in the process of reviewing the Precinct Structure Plan (PSP) Guidelines, and it is through changes to these PSP Guidelines that greater provision/planning for other schools and places of worship should be embedded, rather than a watering down of the fundamental elements of the green wedge planning provisions.
- It is noted that previous amendments to the VPP have already had the effect of softening the rural zone provisions to make a broader range of previously prohibited uses, discretionary in particular zones. It is suggested further review of the zone provisions to strengthen the controls further with a view to reintroducing prohibitions for particular uses rather than just restrict where they can be located. The conditions whilst restricting their location will still potentially have an impact on surrounding agricultural uses.
- It is suggested that schools should in general be located within the UGB or identified settlement areas/zones unless there is an education purpose that is centred on agriculture/biodiversity. As noted in the Consultation Paper, schools often require significant areas to support buildings and recreational facilities which has the potential to impact the natural environment or being developed on land which could be used for agricultural purposes.
- Council fully acknowledge there is increasing demand for land to accommodate private schools for growth area communities and this need is not sufficiently considered as part of the current PSP process. However, we suggest those schools should be accommodated within the UGB, similar to other schools planned in PSP.

Halls

- Council support the change of definition to "Community Hall". It will provide for community facilities that are most likely to be run by a committee of management rather than being a commercial enterprise.
- Council suggest caution against a prohibition of their construction in Bushfire Management Overlay areas as this could preclude the construction of community facilities that provide valuable support to Victorian communities. It is suggested that the gathering of people at community halls can be managed in line with the fire risk on a particular day.

Camping and caravan parks

Long-form submission – Planning for Melbourne's green wedges and agricultural land

Page 19 of 26



- Council support the proposal to amend Clause 73.03 (Land use terms) to reflect the new categories of camping and caravan parks in line with proposed changes to the registration categories under the Residential Tenancies Act 1997.
- Council support eco-tourism that is compatible with the Green Wedge values. However, Council also recognise the need to manage these uses carefully as they can be used to provide permanent/semi-permanent, affordable residential accommodation which is not in keeping with the Green Wedge values and the Residential Tenancies Act 1997.
- On this basis, Council strongly support the proposal that camping and caravan parks only be permitted in certain zones when they fall within 'bush/primitive' or 'tourist' categories.

Soil and earth storage (“clean fill” / illegal dumping)

- Council strongly suggest the definition of earthwork and the permit requirement for earthwork be reviewed as part of this review. It is an action well over-due.

In May 2019, the City of Whittlesea’s Mayor along with the Mayors of nine other green wedge Councils wrote to the Minister for Planning asking for improved **definitions and planning permit triggers in the VPPs to address** this issue as a priority.

- The environmental and amenity impacts of uncontrolled soil dumping in the green wedge has been a longstanding issue (and has been exacerbated in recent years with all the road projects and level crossing removals) and is the subject of significant concern for most green wedge Councils. While it is understood that the EPA and DELWP may be looking into this issue separately, it must not be addressed in isolation of this green wedge and agricultural land review. The unregulated dumping of fill directly impacts on the agricultural and environmental values in our green wedge and will have long term consequences due to unstable contaminated soils of unknown origin. It is timely for the review and potential reinstatement of earlier provisions to enable Councils to manage soil, earth storage and illegal dumping in a more proactive way rather than through reactive enforcement due to the absence of a permit trigger.
- Also, a different approach has been taken for this issue, compared to options proposed for changes to the planning scheme in line with work that is still pending on the *Residential Tenancies Act 1997* (camping and caravan parks).

Data Centres

‘A data centre is a physical facility in which computing and networking equipment is concentrated for the purpose of collecting, storing, processing, distributing or allowing access to large amounts of data.

The introduction of this land use term was a response to emerging land uses that include facilities such as server farms for cloud computing and/or data storage and power services.

These kinds of facilities have the potential to occupy a large area of land. In addition, their appropriateness in, and effects on the values and priorities of, green wedge and peri-urban areas are also in question.’ (DELWP, Consultation Paper, 2020)

- Council support the prohibition of these uses in green wedge areas as allowing non-agricultural purposes could inflate prices and speculation. It is an intensive urbanland use which is not consistent with the primary purpose of the green wedges.

Review Section 1 and Section 3 Uses

- Council recommend DEWLP review Section 1 Uses in Green Wedges to add permit triggers/conditions which will enable Council to mitigate unintended impacts rising from the scale/ intensity of some of the uses.

Arenas and sheds

For instance, in the Whittlesea Green Wedge areas, arenas and sheds take up productive agricultural land or are built on structurally unstable sodic soils which create environmental issues such as tunnel erosion. This is a serious concern, yet a permit is not required for use. In addition, some sheds being built are larger than those on industrial blocks in Thomastown and are clearly not required for agricultural uses. This is an anomaly in the green wedge, which needs to be addressed.

Dams

Another example is dam which currently does not trigger a permit. Given the importance of water and the extensive work being done to understand and manage our water resources, dams should trigger a planning permit to enable Council with relevant water catchment & water authorities to manage and assess potential impacts from taking water from the upper reaches of streams and creeks and other potential impacts on the environment and landscape.

Other

- Council suggest that DEWLP review the ‘use’ table and consider allowing small scale, agriculture or environment related education centres in Green Wedge areas. Currently, ‘Education Centres (other than primary and secondary schools)’ use in the Green Wedge is a prohibited use while Primary Schools are a Section 2 use. This means that education centre for an agri-business would be prohibited which is not consistent with the objective to support diversification and innovation of agriculture business. This type of inconsistency towards agricultural related uses should be addressed through this process.

Improving the design of development in green wedges

Implementing design and development guidelines

(Consultation Paper section 4.1, pages 62 - 71)

To what degree do you support the proposed options for implementing design and development guidelines? *Ensure you only tick one checkbox per option.*



	Strongly support	Somewhat support	Neutral (Neither support or oppose)	Somewhat oppose	Strongly oppose
Introduction of a new planning practice note to assist responsible authorities to assess development proposals on green wedge land	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjust the decision guidelines and introduce application requirements for development applications in Green Wedge zones	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update the form and structure of Green Wedge Management Plans to require new or updated Green Wedge Management Plans to identify landscape typologies and detailed design guidelines	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduce a new particular provision that contains design guidelines and standards for development in green wedge areas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amend the schedule to Green Wedge zones to allow site coverage, setbacks and building heights to be mandated for developments associated with discretionary uses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any comments on implementing design and development guidelines?

General

- Council, in principle, welcome further planning guidance through the introduction of additional practice notes.
- Council are generally supportive of the introduction of discretionary application requirements for development, noting that these requirements may need to be responsive to the scale and form of development. The introduction of the written submission should consider the implication on 'mum and dad' applicants who may not be engaging a planner to prepare their application.
- *'require new or updated GWMPs to identify landscape typologies and detailed design guidelines.'* (DELWP, Consultation Paper, 2020)

Council suggest that this should be a state-wide project such as the State government work on Distinctive Areas and Landscapes Project. This is a significant amount of extra work to the preparation of Green Wedge Management Plans, which will be difficult to translate to planning schemes because of the level of evidence required. Without such translation, it is questionable how much effect it will have on planning decisions.

- Strongly support guidance on setbacks and site coverage for developments. Clarity and guidance on application requirements will strengthen the intent of the zones.
- Council further suggest that a principle should be adopted where if there is no existing agriculture on the neighbouring block, the assessment of the sensitive non-agricultural use application should treat the situation as if there were (or will be) an agricultural use on the neighbouring blocks, and the decision making on site coverage and setback of sensitive use to the boundary should be considered accordingly.

This is on the basis that the main purposes of this review which is to protect the land for future use for agriculture. This is critical in areas where agriculture may not be the primary land use in many green wedge and peri-urban areas at the moment. Not applying this principle will see further land lost in the green wedge.

Element 2 – Site layout

- This is supported provided the primary use of the land (ie. agriculture) is considered.
- However, the green wedge values of landscape amenity and tourism have to achieve a balance in accordance with the agricultural function and economic value. Horticultural structures or farm gate shops should not be required to meet high architectural standards and permit requirements that make them prohibitively costly to establish near roads.

Element 11 – Safety - p. 71

'A design response that balances the need to minimise bushfire risk and protect vegetation should ensure that the design and siting of a new building/development avoid/minimise the removal of established vegetation in a way that also addresses bushfire management controls of the Bushfire Management Overlay.' (DELWP, Consultation Paper, 2020)

'Design requirement

Set clear public expectations that development of land that exposes people to increased risk of natural hazards (such as bushfire) should be discouraged or prohibited.' (DELWP, Consultation Paper, 2020)

- Council suggest that this 'design requirement' be reviewed. It is too broad and possibly contradicts one of the objectives to 'encourage development of land that does not require vegetation removal'. a
- It is suggested that the design requirements could also allow for development associated with short stay/temporary use and development where the risk to human life can be managed by excluding occupation during high risk periods (eg. camping, host farm). This is quite different to proposals that establish permanent settlement.

Further comments

Do you have any other comments or suggestions about the proposed planning system changes for Melbourne's green wedges and agricultural land?

Long-form submission – Planning for Melbourne's green wedges and agricultural land

Page 23 of 26



- Council acknowledge and emphasise that Melbourne's Green Wedge and peri-urban areas are multi-dimensional and provide a diverse range of important services, capabilities and values ranging from environmental conservation, habitat, heritage protection, rural living, landscape quality, tourism, recreation as well as valuable agricultural land.

Urban Growth Boundary

- The vision for 2050 which includes containing Melbourne's footprint and a 'stable and consistently applied UGB' is strongly supported.
- To encourage farming in our green wedges there needs to be certainty around the UGB to prevent community uncertainty, artificial inflation of prices due to land banking which also incentivises degrading environmental and agricultural values to increase development potential. This means limiting planning provisions or zones that allow a transition of uses, which in effect just supports the continuous creep of urban uses and expectations. A hard boundary needs to be maintained through the UGB, policy and the planning provisions implemented. Alternative approaches to support this hard edge such as the use of public open space ie. the Quarry Hills Regional Parkland and the Grassy Eucalypt Woodland (GEW) investigation area reserved for Melbourne's north.
- The Consultation Paper does not adequately deal with the lack of a defined UGB around some of the rural/semi-rural townships within the Green Wedge of metropolitan Melbourne. The Consultation Paper whilst dealing with the interface and transitional zones and the like, does not provide any direction on how a consistent UGB will be achieved or what it will look like.
- A clear UGB provides long term certainty and clear strategic direction. The current UGB has not been applied consistently with some smaller townships within the Melbourne Metropolitan area defined by a clear UGB, whilst others such as Whittlesea Township having no clear UGB (with the whole Town designated as Green Wedge land under the Planning & Environment Act).
- For metropolitan municipalities with a hard UGB around such Townships - whilst there is still some pressure from individual landowners outside the UGB to support rezoning/relocating the UGB to achieve individual gain, there is broader municipal support for having a clear UGB. It provides clear strategic direction about where housing and other urban uses should be located.
- For others such as Whittlesea Township, the lack of a clear UGB around the Township has resulted in a sense of uncertainty within the local community and some land use speculation/land banking around the perimeter of the Township. This has resulted in increasing pressure to extend the Township boundary to support additional residential development.

Grassy Eucalypt Woodland investigation area

- The Grassy Eucalypt Woodland (GEW) are Nationally significant ecological communities that are listed under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act).

Long-form submission – Planning for Melbourne's green wedges and agricultural land

Page 24 of 26



In 2009, the Victorian Government entered into an agreement with the Commonwealth Government under the EPBC Act to undertake a strategic assessment of (among other things) the extension of Melbourne's urban growth boundary. The Commonwealth Government approved the extension of the urban growth boundary, subject to conditions aimed at ensuring that development occurs in a way that protects areas of environmental significance. This includes securing 1200ha of GEW Reserve in the Whittlesea Green Wedge as part of a broader Biodiversity Conservation Strategy across Melbourne's growth areas.

The Whittlesea GEW investigation area is covered by an Environment Significant Overlay (ESO) which was introduced into the Whittlesea Planning Scheme in August 2010 via VC68. However, to date no land within this reserve has been secured or acquisition processes commenced. It is noted that the State Government in 2020 have introduced the Melbourne Strategic Assessment (MSA) Levy to assist with funding the obligations of the Biodiversity Conservation Strategy 2013 including acquisition of the land for the GEW and other conservation reserves. Whilst the MSA levy has been introduced, the State Government has not outlined a timeframe for acquisition of land for the GEW.

- Securing the GEW investigation area will not only protect biodiversity assets and safeguard the landscape qualities for Whittlesea's green wedges but also help to implement DEWLP's proposal to manage the urban-rural interface by introducing a permanent and functional buffer to the urban growth areas.
- Establishment of the proposed GEW conservation reserve within Whittlesea's Green Wedge, as described in the Melbourne Strategic Assessment, is important not only for the City of Whittlesea, but also adjoining Councils and the State of Victoria as a whole. Council request that the State Government make good on their commitment to secure/purchase this land, as a matter of priority.

Prioritise rural road infrastructure in peri-urban land to support agricultural production.

- Council suggest that targeted funding for rural road infrastructure should be a state government priority if peri-urban land is to support agricultural production.

On page 34 of the Consultation Paper, a range of non-regulatory measures to encourage agricultural use are listed. However, the responsibility to maintain existing road infrastructure is **not** mentioned, despite being raised in the first round of consultation with local government as an important issue for the maintenance of a productive landscape and the movement of goods to market. Given the competing demands for infrastructure, Interface Councils are often in the position of having to prioritise urban road infrastructure and its maintenance over that of rural roads. It is therefore important to specifically reinforce the need to prioritise rural road infrastructure in the context of supporting agriculture, and targeted funding available to support this.

Aged care and retirement village

- While not identified in the Consultation Paper, aged care and retirement villages are another form of 'urban use' which are sometimes sought to be located in the Green Wedge.

Council does not support these types of urban uses being permitted in the Green Wedge. Like schools and places of worship, they need to be located within the UGB or within

Long-form submission – Planning for Melbourne's green wedges and agricultural land

Page 25 of 26



defined settlements if outside the UGB. It is the primary role and purpose of the Precinct Structure Planning process and the urban zones to identify all relevant urban uses and plan for them within the UGB.

6.2 LIVEABLE NEIGHBOURHOODS

ITEM 6.2.1 FOR DECISION - PUBLIC SUBMISSIONS COMMITTEE RECOMMENDATIONS REPORT - REQUEST FOR BOUNDARY CHANGE OF A LOCALITY – 182 GREENHILLS ROAD, THOMASTOWN

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

Responsible Officer: Executive Manager Governance

Author: Team Leader Governance Administration

RECOMMENDATION SUMMARY

That Council resolves to:

1. Accept the recommendations of the Committee of Council (the Committee) outlined in Attachment 1, following its consideration of public submissions on the proposal for 182 & 182W Greenhills Road Thomastown to be included in the locality of Bundoora (Attachment 2);
2. Note the advice received from the Office of Geographic Names Victoria (GNV) to amend the proposal to include the southern section of 172 Greenhills Road in the proposed locality boundary realignment;
3. Write to the submitters informing them of Council's decision in relation to their submission as detailed in the attached table (Attachment 1) and informing them that the proposal has been amended and will be readvertised;
4. Give public notice of the amended proposal to include the southern section of 172 Greenhills Road in the proposed locality boundary realignment (Attachment 3);
5. Seek input on the proposal from relevant statutory authorities including emergency and postal services operating in Thomastown and Bundoora;
6. Establish a Committee of Council comprising of two Administrators to consider any written submissions and to hear those persons requesting to be heard in relation to their submission by the Committee at a time and date to be determined by the Committee; and
7. Receive a summary report of submissions with any recommendations of the Committee at the Council meeting on 6 April 2021.

BRIEF OVERVIEW

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

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

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

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

The Committee of Council considered public submissions on the proposal. Council is required to assess the submissions received in accordance with the State Government Naming Rules and the GNV is responsible for deciding naming issues.

Subsequent to the proposal being advertised, advice was received from GNV that, for the proposed locality boundary realignment to be accepted, it would need to be amended to include the southern section of property located at 172 Greenhills Road.

Council is obliged to amend the proposal accordingly otherwise GNV has advised that it would decline the proposal.

RATIONALE FOR RECOMMENDATION

The proposal, in its current form, cannot proceed unless it is amended to include the southern portion of 172 Greenhills Road.

IMPACTS OF RECOMMENDATION

If Council agrees to amend the proposal, the amended proposal would need to be re-advertised and public submissions invited. This would include direct consultation with 234 properties of which 230 properties have already been consulted under the original proposal. Public notice would also be given on Council's website and local newspapers.

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

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Affected property owners will be informed that Council has been requested by GNV to amend the original proposal to include the southern portion of 172 Greenhills Road, Thomastown and that Council is re-consulting with the community on the amended proposal.

Affected property owners will also be informed that, if they had previously submitted a survey response or a written submission, they would not be required to re-submit and that their original feedback will be taken into consideration by Council when making a decision.

REPORT

BACKGROUND

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

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

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

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

It was made clear in the consultation documentation that the proposal was not initiated by Council but by the owner of the property 182 Greenhills Road, Thomastown and that Council's role was to process the request in accordance with the Naming Rules.

PUBLIC SUBMISSIONS

A public notice was placed on Council's website on 13 October 2020 inviting public submissions to be made by 12 November 2020. A courtesy notice was also placed in the Northern Star Weekly on 20 October 2020. Statutory authorities, including emergency and postal services and GNV were consulted.

In addition, a postal survey of affected property owners and residents was conducted. There are 230 properties within the geographic area affected by the proposal. The area was determined in accordance with the Naming Rules which require consultation for a locality boundary change to be carried out with residents and ratepayers within 200 metres of the current and proposed boundary.

Submitters were invited to speak in support of their submission at a Committee of Council meeting and were informed that the Committee would hear and consider submissions and make recommendations to Council.

In total, 46 surveys were returned by the close of the submission period. No submitter requested to speak at the submissions meeting.

Committee of Council Meeting

The Committee met on 15 December 2020 and considered the public submissions and returned surveys.

The following is summary of returned surveys:

	Agree	Object	No Response	Total
Number of surveys	29	17	252	298
Percentage of surveys	10%	6%	84%	100%

In accordance with the Naming Rules, a non-response to the survey must be taken as agreement to the proposal. A non-response was received from 84 per cent of properties surveyed. It is, therefore, deemed that 94 per cent of the owners and occupiers surveyed were supportive of the proposal.

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

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

As no significant comments were provided by submitters supporting the proposal, submissions 18 to 46 have been grouped together in the submission table.

Concerns raised by objectors

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

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

DISCUSSION

GNV have advised that the parcel of land described as 172 Greenhills Road, Thomastown is owned by the Department of Transport and that it was split into two parcels by the creation of the Metropolitan Ring Road. (Refer to Attachment 3).

GNV have requested Council to amend the proposal to enable the southern section of 172 Greenhills Road to be aligned with the locality of Bundoora. This section of land adjoins 182 Greenhills Road and 182W Greenhills Road and should be included as part of the proposal.

Council is obliged to amend the proposal based on the advice from GNV.

GNV has advised that the Department of Transport are supportive of the boundary amendment and will proceed with separating 172 Greenhills Road into two parcels.

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

The Committee also considered the advice from GNV to include the southern section of 172 Greenhills Road in the proposal.

The Committee acknowledged that, as most owners and occupiers surveyed supported the proposal, Council should proceed with the request. This will require the amended proposal to be readvertised as required by GNV.

PROPOSAL

It is recommended that the proposal for the properties at 182 and 182W Greenhills Road, Thomastown to be included in the locality of Bundoora be amended to also include the southern section of 172 Greenhills Road, Thomastown.

FURTHER PUBLIC CONSULTATION

The Naming Rules require Council to consult with the public on any naming proposal.

If Council approves the amended proposal, further public consultation will be carried out on the amended proposal. Statutory authorities, including emergency, postal and other services in Thomastown and Bundoora will also be consulted.

There are 234 properties identified in the affected geographic area under the amended proposal. Of which 230 properties within the geographic area affected were previously consulted in relation to the former proposal.

The consultation process will involve a survey of affected property owners and residents on whether they support the proposal to have the properties located at the southern part of 172 Greenhills Road, 182 & 182W Greenhills Road included in the locality of Bundoora.

Council will also invite public submissions regarding the amended proposal. A public notice will be placed on Council’s website on 9 February 2021 seeking public submissions to be received by 5pm on 11 March 2021. In addition, submitters will be informed that they are invited to speak in support of their submission at a meeting of a Committee of Council. The Committee would hear and consider any submissions and make recommendations to Council.

It would be made clear in the consultation documentation that Council is obliged to incorporate the southern portion of 172 Greenhills Road in the proposal following advice from GNV and that, as the proposal has been amended, Council is re-consulting with the affected community.

Affected property owners will be informed that, if they had previously submitted a survey response or a written submission, they would not be required to re-submit and that their original feedback will be taken into consideration by Council when making its decision.

CRITICAL DATES

Tuesday 9 February 2021	Public consultation period opens on amended proposal
Thursday 11 March 2021	Public consultation period closes on amended proposal
Monday 22 March 2021	Committee of Council Public Submissions Meeting
Tuesday 6 April 2021	Council meeting to consider the Committee of Council recommendations and to decide on the proposed locality boundary change

FINANCIAL IMPLICATIONS

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

POLICY STRATEGY AND LEGISLATION

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

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

LINK TO STRATEGIC RISKS

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

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

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

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

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

That Council accept the recommendations of the Committee outlined in Attachment 1 and readvertise the amended proposal.

RECOMMENDATION

THAT Council resolve to:

1. Accept the recommendations of the Committee of Council (the Committee) outlined in Attachment 1, following its consideration of public submissions on the proposal for 182 & 182W Greenhills Road Thomastown to be included in the locality of Bundoora (Attachment 2);
2. Note the advice received from the Office of Geographic Names Victoria (GNV) to amend the proposal to include the southern section of 172 Greenhills Road in the proposed boundary realignment;
3. Write to the submitters informing them of Council's decision in relation to their submission as detailed in the attached table (Attachment 1) and informing them that the proposal has been amended and will be readvertised;
4. Give public notice of the amended proposal including the southern section of 172 Greenhills Road in the proposed locality boundary realignment (Attachment 3);
5. Seek input on the proposal from relevant statutory authorities including emergency and postal services operating in Thomastown and Bundoora;
6. Establish a Committee of Council comprising of two Administrators, Administrator _____ and Administrator _____, to consider any written submissions and to hear those persons requesting to be heard in relation to their submission by the Committee at a time and date to be determined by the Committee; and
7. Receive a summary report of submissions with any recommendations of the Committee at the Council meeting on 6 April 2021.

COUNCIL RESOLUTION

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

THAT Council resolve to:

1. **Accept the recommendations of the Committee of Council (the Committee) outlined in Attachment 1, following its consideration of public submissions on the proposal for 182 & 182W Greenhills Road Thomastown to be included in the locality of Bundoora (Attachment 2);**
2. **Note the advice received from the Office of Geographic Names Victoria (GNV) to amend the proposal to include the southern section of 172 Greenhills Road in the proposed boundary realignment;**
3. **Write to the submitters informing them of Council's decision in relation to their submission as detailed in the attached table (Attachment 1) and informing them that the proposal has been amended and will be readvertised;**
4. **Give public notice of the amended proposal including the southern section of 172 Greenhills Road in the proposed locality boundary realignment (Attachment 3);**
5. **Seek input on the proposal from relevant statutory authorities including emergency and postal services operating in Thomastown and Bundoora;**
6. **Establish a Committee of Council comprising of two Administrators, Administrator Wilson and Administrator Duncan, to consider any written submissions and to hear those persons requesting to be heard in relation to their submission by the Committee at a time and date to be determined by the Committee; and**
7. **Receive a summary report of submissions with any recommendations of the Committee at the Council meeting on 6 April 2021.**

CARRIED



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

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

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

Advisory Committee Minutes
Tuesday 15 December 2020



Matters in Discussion

MEETING OPENED AT 10:38AM

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

Responsible Officer: Craig Lloyd, Chief Executive Officer

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

INTRODUCTION

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

DECLARATIONS OF INTEREST

NIL

MEETING CLOSED TO THE PUBLIC

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

DISCUSSION

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

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

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

COMMITTEE RECOMMENDATION

That Council resolve to:

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

Advisory Committee Minutes
Tuesday 15 December 2020



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

MEETING CLOSED AT 10:59AM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Committee Recommendation:

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

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

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

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

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

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

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

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

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

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

Committee Recommendation:

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

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

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

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

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

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

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

Committee Recommendation:

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

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

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

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

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

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

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

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

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

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

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

Committee Recommendation:

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

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

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

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

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

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

Committee Recommendation:

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

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

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

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

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

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

No	Submitter Details
17.	J Caldas [REDACTED] [REDACTED]
<p>Summary of Issues Roads are not adequately set up for the increase of traffic ie traffic light/light poles. Request raised several times. Public safety at risk.</p>	
<p>Officer Comments The matter of roads are not adequately set up for the increase of traffic is not relevant to the proposed suburb name change. Notwithstanding, an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site.</p>	
<p>Officer Recommendation: THAT the Committee resolve to write to the submitter to inform them that their submission does not address the principles specified in the <i>Naming rules for places in Victoria</i> and, therefore, cannot be considered a valid objection. The matter of roads are not adequately set up for the increase of traffic on Greenhills Road is not relevant to the proposed suburb name change. Notwithstanding, an independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site. The submission has, however, been counted as being opposed to the proposal based on the survey/voting poll carried out by Council of immediately affected properties.</p>	
<p>Committee Recommendation: The Committee welcomes the submitters feedback. Council assesses the submission in accordance with the principles in the <i>Naming rules for places in Victoria</i> (Naming Rules). As the submission does not address the principles in the Naming Rules, Council therefore cannot consider the submission to be a valid objection. You raised a concern of roads not being adequate for the increase of traffic on Greenhills Road. An independent Traffic Impact Assessment was conducted on the development; the report concluded that the development will generate traffic that can be accommodated by the existing road network close to the site. Council Traffic and Transport Engineers reviewed the Traffic Impact Assessment and agree with this conclusion. This is because the extra traffic generated by the development is not likely to exceed approximately 500 vehicles per day or have any tangible impact on the safety and operation</p>	

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

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

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

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

No	Submitter Details
	<p>The following submissions numbered 18 to 46 have been grouped as one entry in the submission table.</p> <p>In the survey/voting poll submitted to Council each of the submitters below indicated they agreed with the proposal however no comment was provided in support of the submission.</p>
18.	<p>Fanny Cohen ██████████ ██</p>
19.	<p>Randle Prasad ██████████ ████████████</p>
20.	<p>C Kavellaris ██████████ ██████████</p>
21.	<p>Hui Chen ██████████ ██████████</p>
22.	<p>Ann Poore ██████████ ██████████</p>
23.	<p>Nicholas & Belinda Falland ██████████ ██████████</p>

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

24.	Andrew Kingdom [REDACTED] [REDACTED]
25.	Dime & Zlatana Mitreski [REDACTED] [REDACTED]
26.	D & R.L. Smith [REDACTED] [REDACTED]
27.	Souyma Yelburg [REDACTED] [REDACTED]
28.	James Temple [REDACTED] [REDACTED]
29.	Pat Wilby [REDACTED] [REDACTED]
30.	Ian Bushby [REDACTED] [REDACTED]

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

31.	G Scotia [REDACTED] [REDACTED]
32.	M Mariotti [REDACTED] [REDACTED]
33.	Guiseppe Bovezza [REDACTED] [REDACTED]
34.	Ralph Cananizi [REDACTED] [REDACTED]
35.	Justin Roguska [REDACTED] [REDACTED]
36.	Maria Samsonetti [REDACTED] [REDACTED]
37.	Duro Belaj [REDACTED] [REDACTED]

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

38.	B Surina [REDACTED] [REDACTED]
39.	John Caven [REDACTED] [REDACTED]
40.	G.A. Krstev [REDACTED] [REDACTED]
41.	Sue Woess [REDACTED] [REDACTED]
42.	Lorraine Broomfield [REDACTED] [REDACTED]
43.	Mr & Mrs T Zelic [REDACTED] [REDACTED]
44.	Debra Nelsson [REDACTED] [REDACTED]

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

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

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

Committee Recommendation:

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

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



Civic Centre, Ferres Blvd
South Morang Victoria 3752
Locked Bag 1
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GIS Department
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Date: 15/09/2020
Ref: SR-22674

Proposed Suburb Boundary

Scale at A3 - 1:1,500



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- Proposed Suburb
- Access Point
- 182 Greenhills Road
- 182W Greenhills Road
- Rivers and Creeks
- Suburbs
- Pipe Track
- Property





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- ★ Access Point
- Proposed Suburb Boundary
- Rivers and Creeks
- Suburb
- 182 Greenhills Road
- 182W Greenhills Road
- 172 Greenhills Road - Southern Part
- Property



ITEM 6.2.2 FOR DECISION - KELYNACK RECREATION RESERVE MASTER PLAN

- Attachments:**
- 1 **Attachment 1- Kelynack Recreation Reserve Master Plan** [↓](#)
 - 2 **Attachment 2- Kelynack Recreation Reserve Estimate of Probable Cost** [↓](#)
 - 3 **Attachment 3- Kelynack Recreation Reserve Participation and Engagement Findings Report** [↓](#)

Responsible Officer: Director Infrastructure & Environment

Author: Landscape Architect

RECOMMENDATION SUMMARY

That Council resolve to endorse the Kelynack Recreation Reserve Master Plan.

BRIEF OVERVIEW

The City of Whittlesea's Open Space Strategy identifies Kelynack Recreation Reserve as a Municipal Level Open Space, recommending development of a master plan to guide future direction of the reserve and to address ageing infrastructure and facilities.

- A Master Plan has now been prepared for Kelynack Recreation Reserve which, meets the contemporary leisure needs of the community and guides the future direction of the reserve. The master plan addresses three key objectives developed with the community and key stakeholders:
 - Improve physical access and safety;
 - Improve the natural environment and biological connection to Plenty Gorge Parklands; and
 - Upgrade sporting infrastructure and community facilities.
- The master plan has received overwhelming support from the community and stakeholders through a comprehensive consultation process, directly engaging 1000 households and 140 community members.
- The estimate of probable cost of \$4.9m is indicative only. The master plan considers major facilities at the reserve, such as the Sports Pavilion. Endorsement of the master Plan is required for inclusion in Council's annual budget consideration. The report has previously been deferred due to an over subscription of the Council Agenda.

RATIONALE FOR RECOMMENDATION

The endorsed Kelynack Recreation Reserve Master Plan becomes the shared vision between Council and community on the future direction and development of the reserve.

IMPACTS OF RECOMMENDATION

The recommendations will allow Council to adequately plan and prepare for the development of the reserve through the New Works Program annual allocations.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

- Upload the endorsed master plan on to the City of Whittlesea website for community to view and track the progress of development.
- Add all master plan actions and recommendations into the 4/15 New Works Program.
- Report on implementation of the master plan through the Open Space Strategy annual reporting to the Open Space Board and Council.

REPORT**INTRODUCTION**

The Kelynack Recreation Reserve Master Plan (the master plan) has been developed to guide future use and development of Kelynack Recreation Reserve. To ensure that the reserve continues to function as a high quality public open space reserve and meet the needs of the growing community, three key objectives of the master plan have been developed. (*refer to attachment 1 Kelynack Recreation Reserve Master plan*) The key objectives were developed in consultation with the community and stakeholders.

1. Improve physical access and safety;
2. Improve the natural environment and biological connection to Plenty Gorge Parklands; and
3. Upgrade sporting infrastructure and community facilities.

The Master Plan objectives can be fulfilled by improvements to 13 key areas:

1. Upgrade of the North Western Entry;
2. Upgrade and relocation of the play space, picnic area and fitness station;
3. Creation of a spectator embankment;
4. Creation of a multi- play area;
5. Creation of a secondary picnic area;
6. Enhancement and expansion to the car park;
7. Construction of a new Sports pavilion including improved accessibility (to be assessed with Council's future Pavilion Development Guidelines);
8. Upgrades to the Sports Oval including fencing;
9. Retention of the cricket practise nets;
10. Provision of a vegetated buffer along the neighbouring property boundary;
11. Upgrade to the path network;
12. Provision of additional vegetation along the south eastern grassed embankment; and
13. Upgrade of the South Eastern Entry.

BACKGROUND

- Kelynack Recreation Reserve is a 5.7ha reserve in Mill Park designated as a Municipal Open Space. It is located in an established urban area in the south of the municipality. The reserve primarily accommodates football, cricket and passive recreational use.
- Kelynack Recreation Reserve is surrounded by the Blossom Park residential development. It is accessed from Blossom Park Drive and Azalea Avenue. It neighbours Blossom Park Kindergarten and is located within close proximity to Plenty Parklands Primary School and Plenty Gorge Park. It is not highly visible or accessible from surrounds which lessons opportunities for passive surveillance and inhibits safe community use.
- The reserve's linkage to Plenty Parklands Primary School and Blossom Park Kindergarten makes Kelynack Recreation Reserve an ideal destination for a range of recreational activities and informal community event space.

- The Reserve currently faces a number of issues despite its potential use by the community. There are a number of fundamental issues with the site's structure affecting how it currently functions including access, car parking, community infrastructure and social amenity, sporting infrastructure, facilities, environment and landscape.

CONSULTATION

An engagement process was undertaken to develop the Master Plan, reaching out to key stakeholders and the general community. 140 community members directly engaged in the process and strong support was provided for the master plan. (*refer to attachment 3 Kelynack Recreation Reserve Master plan – Participation and Engagement Findings Report*).

Phase 1- Master Plan Development

Feedback was gathered from stakeholders and residents to understand how they currently use the reserve and what they would like to see to maximise opportunities for further use. This information informed the development of the draft master plan. Engagement included:

- Key Stakeholder meetings with representatives from Blossom Park Kindergarten, Mill Park Football Club and Rivergum Cricket Club.
- Two onsite pop-up sessions.
- Online survey and kid's drawings activities.

To promote the project and highlight the opportunity for engagement, a variety of communication methods were utilised including:

- A direct mailout to 1000 households within walking distance of the reserve.
- 'Have Your Say' page on the City of Whittlesea website.
- Signage installed at the reserve.
- Social media post.

Phase 2- Consultation- Draft Master Plan

- The draft master plan was exhibited to the community through Council's 'Have Your Say' page.
- The draft Master Plan was presented back to key stakeholders including representatives from Blossom Park Kindergarten, Plenty Parklands Primary School, Mill Park Football Club and Rivergum Cricket Club. Representatives from Blossom Park Kinder expressed strong interest in using the reserve for future nature based activities. Overall strong support was received for the recommendations of the draft Master Plan.

FINANCIAL IMPLICATIONS

The estimated budget required to implement the master plan recommendations and actions are subject to further design development and business case assessment; however initial estimates place the cost at \$4.9 million (inclusive of the major pavilion redevelopment). \$900,000 has been allowed for in the 2022/23 financial year to deliver high priority action items. While some medium and long term action items of the master plan can be funded through existing rolling programs (e.g. playground renewal program), the bulk of the improvements will be subject to consideration as a project within Council's 4/15 New Works Program (*refer to attachment 2 Kelynack Recreation Reserve Master plan – Estimate of Probable Cost*).

There are opportunities to seek State Government funding from grants such as the Growing Suburbs Fund, Safer Communities Fund and Sports and Recreation Victoria – Community Sports Infrastructure Fund to aid funding the master plan recommendations.

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

Park master planning for complex and large reserves is required to deliver on the strategic direction of the open space system, deliver sustainable service levels and to meet community expectations.

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

The current sports and public open space infrastructure is aged with many of the site assets not currently included in Council's asset renewal programs. These assets will be unable to be renewed without the implementation of a master plan.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

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

The Kelynack Recreation Reserve Master Plan is consistent with Council's Open Space Strategy (2016) and has been prepared to address the issues of the site access, visibility, perceptions of community safety, improvement to the natural environment and upgrading of aged infrastructure.

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

A Master Plan has been prepared to guide and provide direction for the future development of Kelynack Recreation Reserve. A comprehensive engagement process was undertaken to develop the master plan, reaching out to key stakeholders and the general community. The master plan responds to issues of aged sports, increased greening and public open space infrastructure. The consultation for the master plan has shown that Mill Park residents are passionate about Kelynack Recreation Reserve and enthusiastic to see future upgrades to their local open space.

RECOMMENDATION

THAT Council resolve to endorse the Kelynack Recreation Reserve Master Plan.

COUNCIL RESOLUTION

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

THAT Council resolve to adopt the Recommendation.

CARRIED

KELYNACK RECREATION RESERVE, MILL PARK MASTER PLAN



SEPTEMBER 2020

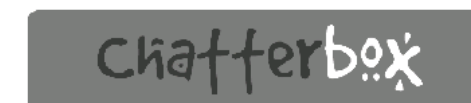




The *Kelynack Recreation Reserve Master Plan* has been prepared for Whittlesea City Council by ACLA Consultants in association with Chatterbox Projects.

Version	Revision	Date
Draft	V1	July 2019
Draft	V2	October 2019
Draft	V3	December 2019
Draft	V4	May 2020
Final	V5	September 2020

The adoption of the *Kelynack Recreation Reserve Master Plan* by Council does not constitute a decision to proceed with any identified opportunities. It provides a long-term concept to guide decision making and will be subject to future decisions and funding considerations by Council.



Contents

Table of Contents

Chapter 1: Background	4
Introduction	5
Project Method	6
Background Information Review	7
Chapter 2: Site Analysis and Assessment	8
Introduction	9
Site Analysis	
• Access, Safety and Car Parking	10
• Social Amenities, Community and Sporting Infrastructure and Facilities	11
• Environment and Landscape	12
Chapter 3: Consultation Summary	13
Consultation Summary - Phase 1 - Information Gathering	14-15
Consultation Summary - Phase 2 - Draft Master Plan Exhibition	16
Chapter 4: Master Plan	18
Key Objectives for Master Plan	19
Master Plan Overview Summary	20-21
Playspace Enlargement Plan	22
Precedent Images	23
Chapter 5: Appendices	24
Appendix 1: Review of Relevant Plans, Policies and Strategies	
• Whittlesea 2040 – A place for all	25
• City of Whittlesea Active Whittlesea Strategy 2019-2028	26
• Building Condition and Assessment Report - Kelynack Football Pavilion 2020	27
• City of Whittlesea Open Space Strategy 2016	28
• Draft Multiple Sports Strategy 2017-2026	29
• City of Whittlesea Playspace Planning Framework and Policy 2013-16	30
• Disability Action Plan 2017-2021	31
• Park Lighting Strategy 2006	31
• City of Whittlesea Heatwave Plan	32
• City of Whittlesea Natural and Built Shade Policy	32
• Sporting and Community Pavilion Guidelines 2020	33
• AFL Preferred Facility Guidelines: State, Local, School and Remote Facilities (2019)	34
Appendix 2: Kelynack Recreation Reserve Master Plan, Participation and Engagement Findings Report	35-43



Existing native vegetation at Kelynack Recreation Reserve. Image: ACLA.

Chapter 1: Background

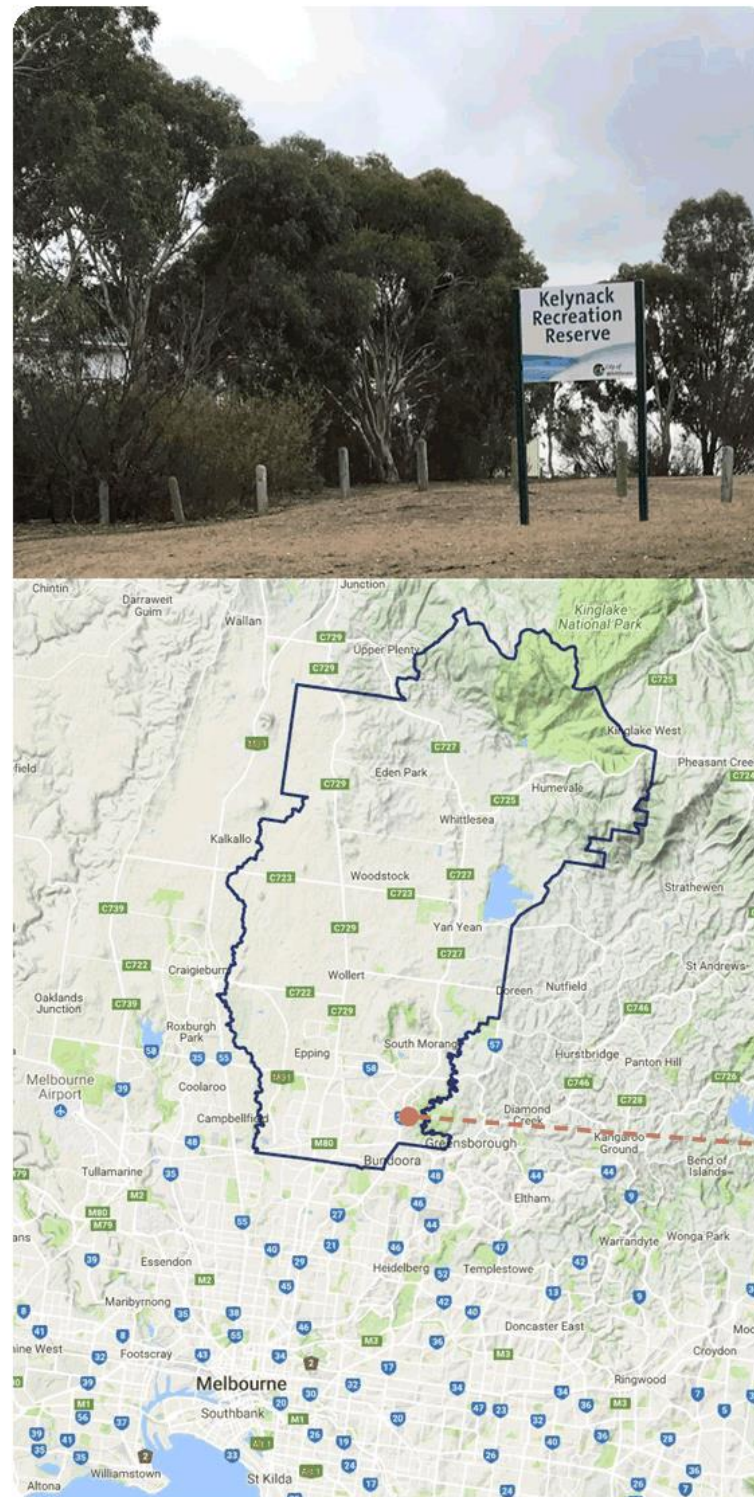
Introduction

Overview

Kelynack Recreation Reserve in Mill Park is a 5.7 ha reserve, one of the City of Whittlesea’s municipal open spaces located in an established urban area of the municipality, approximately 20km north of Melbourne’s CBD.

Kelynack Reserve is surrounded by the Blossom Park residential development and is not highly visible or accessible which lessens opportunities for passive surveillance and inhibits safe community use. Under Council’s Open Space Strategy 2016 the reserve is cited for a major upgrade to include unstructured and informal recreation facilities.

Kelynack Recreation Reserve is in close proximity to the Plenty Gorge Parklands corridor which is identified at both a state and national level as being environmentally significant and high in biodiversity. The Open Space Strategy 2016 also recommends upgrading open spaces adjacent to the parklands to include linked paths and facilities.

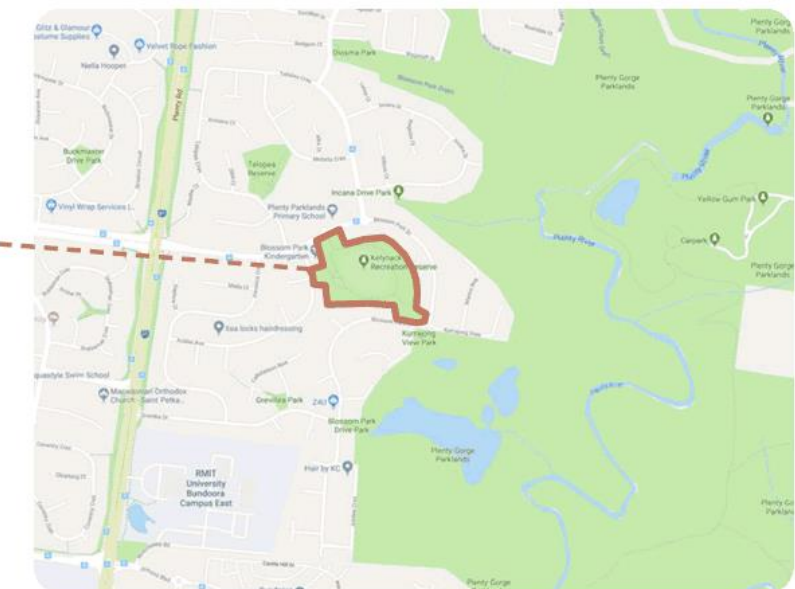


Master Plan Aims

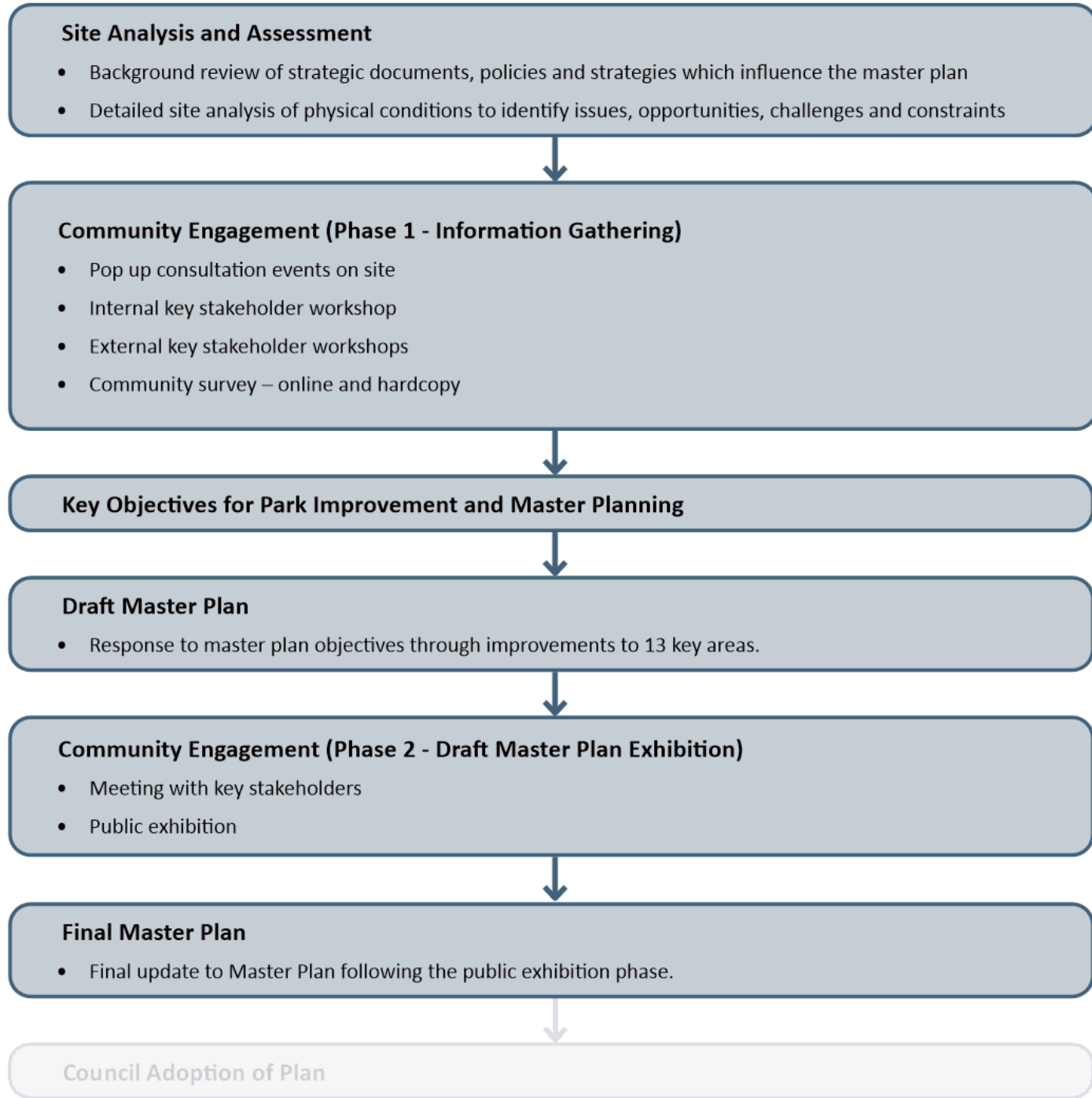
The aim of this master plan is to address the reserve’s structure at a holistic level and suggest future works which will comprehensively improve its fundamental function, taking into account the current and future needs of the community.

The master plan endeavours to:

- Create a safe and inclusive, highly accessible reserve that supports and encourages use by people of all ages and abilities;
- Inform future capital works, as stand-alone projects, or staged with a logically cumulative sequencing;
- Promote environmental sustainability through ecological conservation and improvement, increased tree canopy cover and water sensitive urban design; and
- Improve community safety through a well-considered functional layout as well as adherence to CPTED principles.



Project Method



Background Information Review

Strategies and Plans

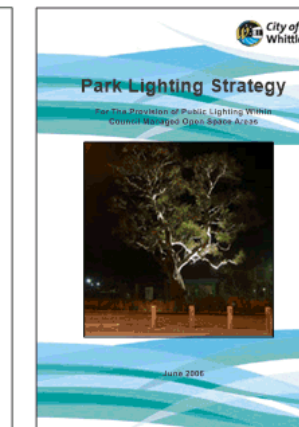
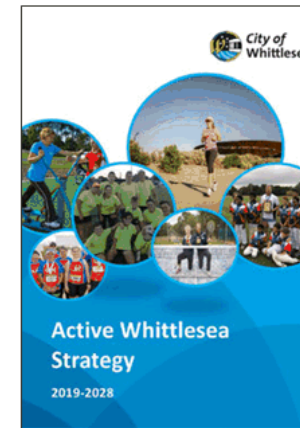
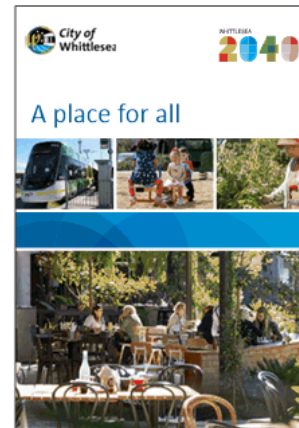
A number of existing strategic planning documents, policies and strategies have influenced the Kelynack Recreation Reserve Master Plan. A review and summary of each including key directions relevant to the Park is included in Appendix 1 for further information. The documents reviewed are as follows:

City of Whittlesea

- *Whittlesea 2040 – A place for all*
- *Active Whittlesea Strategy 2019-2028*
- *Building Condition and Assessment Report - Kelynack Football Pavilion 2020*
- *Open Space Strategy 2016*
- *Playspace Planning Framework and Policy 2013-16*
- *Multiple Sports Strategy 2017-2026*
- *Natural and Built Shade Policy*
- *Heatwave Plan*
- *Disability Action Plan 2017-2021*
- *Park Lighting Strategy 2006*
- *Sporting and Community Pavilion Guidelines 2020*

AFL

- *AFL Preferred Facility Guidelines: State, Local, School and Remote Facilities 2019*





Kelynack Recreation Reserve car park. Image: ACLA.

Chapter 2: Site Analysis and Assessment

Introduction



Kelynack Recreation Reserve is located on the western side of Plenty Gorge Parkland and functions as a key sporting reserve for Blossom Park. The Open Space Strategy recommends a range of upgrades to the reserve to improve landscape character, picnic and unstructured recreation facilities which take advantage of the spectacular views over the Plenty Gorge Park. Its linkage to the Plenty Parklands Primary School and Blossom Park Kindergarten makes Kelynack Recreation Reserve an ideal destination for a range of recreational activities and informal community event space.

Kelynack Recreation Reserve currently faces a number of issues despite its potential use by the community. There are a number of fundamental problems with the site's structure affecting how it currently functions.

This section of the plan provides a summarised analysis of the existing conditions. The purpose of the analysis is to provide relevant information on current issues and strengths identified by the project team ensuring recommendations can be implemented and constructed logically.

The analysis covers a number of areas which include:

- Access and safety;
- Car parking;
- Community infrastructure and social amenities;
- Sporting infrastructure and facilities; and
- Environment and landscape;

Site Analysis



LEGEND

Photo View	Pedestrian Desire Line	Existing Gate	Existing On Street 90° parking
Existing Asphalt Paving	Non Compliment Steep Paths	Active Frontage	Potential Future Expansion of Carpark
Existing Concrete Paving	Steep Path Cross-fall	Inactive Frontage	Existing Vehicle Exclusion Fencing / Timber Bollards
Existing Granitic Sand Paving	Existing pedestrian entry points	Existing Accessible Car Parking	
Existing Footpaths	Existing Private Property Gates	Existing Car Parking	
Existing School Crossing	Kindergarten Access Gate	Existing Off Street 90° parking	
Existing Bus Stop	Existing Maintenance Access Gate	Existing On Street Parallel Parking	



ACCESS AND SAFETY

Paths

- Pathways are predominantly compacted gravel around the sports oval varying in width. Whilst they are ideal for walking and jogging on, they are increasing expensive to maintain (top up and compact). Access for people with mobility aids proves difficult as well.
- Concrete and asphalt paths exist on steeper slopes presumably to mitigate erosion and wash out concerns. An inconsistency in paving types exist as a result.
- Broken up asphalt and weathered sleepers exists on the terraced steps in front of the pavilion.
- Goat tracks are visible suggesting strong pedestrian movement lines between entrances and existing pathways.

Entrances and frontages

- Entrances from Blossom Park Drive are steep and non-compliant grading in parts at 20% (i.e. 1 in 5).
- There is also limited visibility into the reserve from entrances along Blossom Park Drive the result of the steep incline and thick understorey planting.
- Approximately 75% of the frontages are inactive with residential properties backing onto the reserve. Passive surveillance opportunities and connection with the local community is low. Boundary fences are visually prominent.

Vehicle exclusion fencing

- A new timber post and steel pipe rail along Azalea Avenue and around the car park
- Old treated pine bollards along other active frontages

Car parking

- The car park is accessed from Azalea Avenue providing 44 car parking bays inclusive of two accessible parking spaces.
- The car park appears recently upgraded. It is fully accessible at night (i.e. unlocked).
- Maintenance access to the reserve is also provided through the car park.
- Vacant land exists to the south of the car park with the potential to expand the car park into this zone with any future upgrade of the pavilion and increased use of the park and its amenities.

Park lighting

- No pathway, car park or entrance lighting exists with the exception of spill lighting from the sports lights on training nights.

Site Analysis



LEGEND

Photo View	Existing Playspace	Existing Goal Post
Existing Bus Stop	Existing Spectator Viewing Embankment	Existing Sport Light
Existing Rubbish Bin Enclosure	Tiered spectator Seating	Existing Coach Box
Existing Seats	Existing Maintenance Gate	Sports oval
Existing Benches	Existing Gate	Existing Cricket Practice Nets
Existing Fitness Equipment	Existing Oval Fence	



Existing cricket nets



Example of existing timber seat



Spectator viewing embankment overlooking the oval.



Outdoor exercise equipment



Existing play equipment



Existing timber sleeper terracing overlooking the oval

COMMUNITY INFRASTRUCTURE AND SOCIAL AMENITIES

Cricket Nets

- The existing crickets nets are newly sited in the south-west corner of the site. It is likely that the nets will remain in their current location as a result of this investment.
- The nets support cricket training and provide opportunities for community to benefit from as well.
- The east-west orientation is not ideal as the direction of sunlight causes issues. There is an element of potential risk to passers-by when training is in progress (errant balls).

Park furniture

- Seats and benches are predominantly located on the west side of the reserve and not equally distributed along pathways. The suite of seats and benches are generally inconsistent in type, weathered and well past their useful life.
- No public bins exist, with exception to the bin enclosure which houses a number of wheelie bins presumably for exclusive use by the sporting clubs. The bin enclosure is visually unattractive and provides an unwelcoming entrance at this part of the reserve.
- No picnic facilities, shelters, drink fountains and bottle refill stations exist in the reserve.

Spectator Embankment

- This area provides good viewing onto the sports field as well as a place for children to play on. It should be preserved/retained if possible.

Playground and fitness station

- The condition of the play equipment and fitness station is good. Given the requirement to upgrade this facility to a neighbourhood/district level playspace in accordance with the Playspace Framework Policy and upgrade the sports pavilion to accord with new guidelines for participation in sport (i.e. twice the existing size), the location of the existing playspace is questionable.
- It is envisaged that the playspace would increase in size to attract greater diversity in play comprising nature play elements and more challenging features for older children and teenagers.

Sportsfield and pavilion

- The sports oval is in average condition, however slightly undersized for senior football.
- The ability of the ground to hold up in its current state to the demands of a senior football season is untested. Upgrades to surface and profile are required.
- Existing pavilion is in poor condition and not compliant with the DDA and current building code. The building will require a total replacement.
- Coaches boxes are new and positioned on the right side of the oval.
- Sports oval fencing does not have infill panels and may present potential risks on cricket match days.
- Metal halide sports field lighting were installed in 2017. Opportunities to upgrade to 100 LUX LED may be possible.
- The southern oval end could benefit from catch nets to prevent balls rolling down the embankment and further onto the road.

Site Analysis



LEGEND

- Photo View
- Existing Trees
- Existing Under Storey Garden Bed
- Lack of Boundary Buffer Planting
- Open Grassed Drainage Swale
- Open Grass areas



ENVIRONMENT AND LANDSCAPE

Vegetation

- Kelynack Recreation Reserve’s landscape is generally characterised by open grass areas and self-contained garden beds with mature trees mostly offset slightly from the reserve boundaries.
- While most of the planting on site is native it is confined mainly to the property boundaries and the rest of the reserve is lacking vegetation resulting in few refuges for shade.
- The opportunity exists to provide additional shade tree planting to key locations around the reserve, especially around areas that are likely to be used by spectators.
- Opportunities to strengthen ecological and biodiversity links with the adjacent Plenty Gorge Parklands.

Visual Access

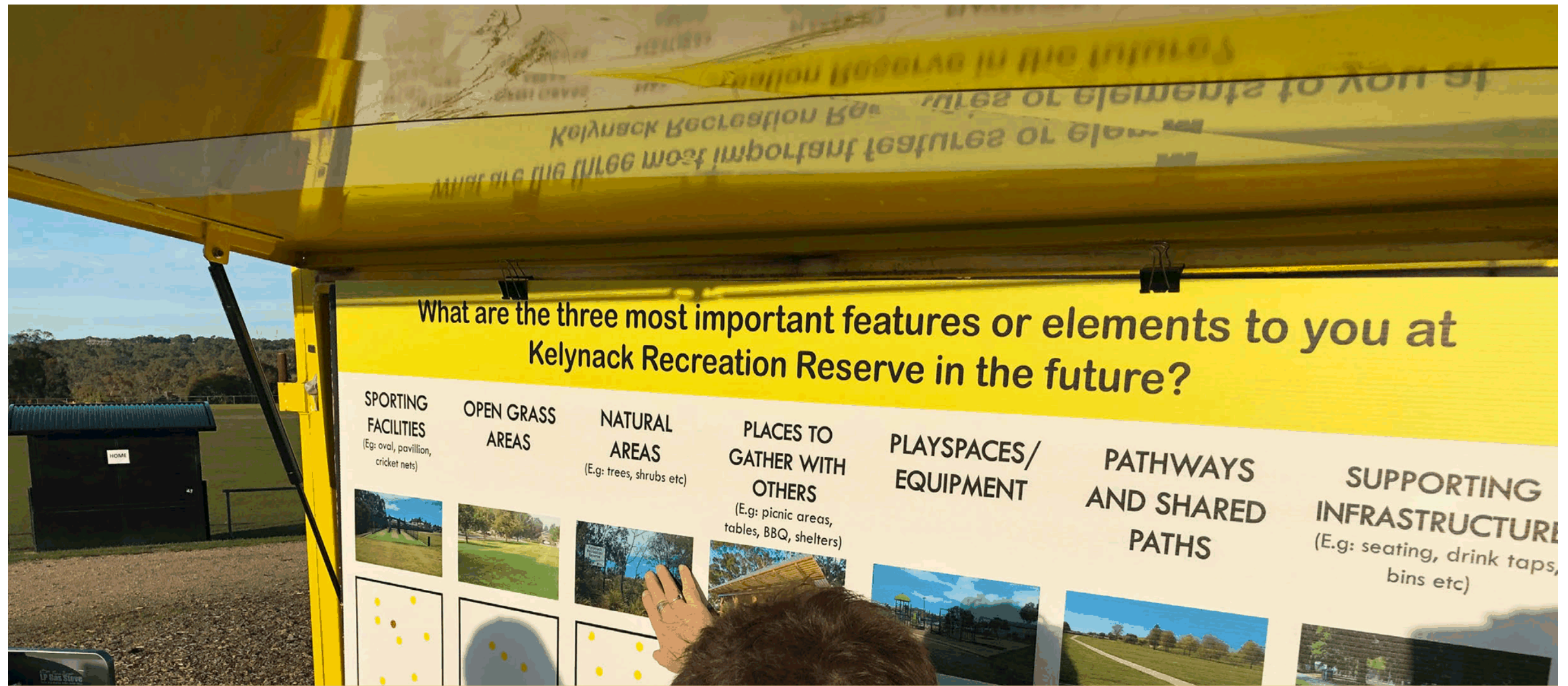
- Dense understorey planting along the reserve’s interfaces with Blossom Park Drive create a visual barrier. The opportunity exists to clear the understorey vegetation along these interfaces and improve passive surveillance into the reserve.
- Some sections of neighboring property boundary fences are bare and could benefit from additional buffer planting to soften their visual outlook to neighbouring homes.

Open Grassed Areas

- Much of the park is open mown grassed areas.
- Grassed embankment areas at the north west end of the oval provide a great informal spectator area. The opportunity exists to improve the quality of this area by irrigating the lawn.

Topography

- General site slope towards the south east corner.
- Good views across to the Plenty Gorge parklands from the higher areas of the reserve in the upper north east corner of the site.
- Open grassed drainage swales along the southern and eastern property boundaries capture overland flows and direct water towards the south eastern corner of the site.



Pop up on site consultation with Chatterbox Projects. Image: ACLA

Chapter 3: Consultation Summary

Consultation Summary - Phase 1 - Information Gathering

Introduction

Consultation was undertaken with the community, council staff and external stakeholder groups including Miller Park Football Club, Mill Park Cricket Club and Blossom Park Kindergarten to gain an understanding of how the community use the reserve and what to improve .

This section provides a summary of consultation activities undertaken and key recommendations to inform the future development of Kelynack Recreation Reserve. Refer to Appendix 2 for the full report.

Methodology

The following consultation activities were designed and undertaken to collect information on the needs of current and future users of the reserve:

- Meeting with key stakeholders including Mill Park Football Club, Mill Park Cricket Club and Blossom Park Kindergarten;
- Onsite pop-up sessions with reserve users with tools such as hard copy surveys, dotmocracy activities, voting pods and kids drawing activities to extract feedback;
- Direct mail out to 1000 household within walking distance of the reserve;
- Reserve signage;
- Council's Have Your Say page; and
- Social media updates.



Pop up on site consultation with Chatterbox Projects. Image: ACLA

Consultation Summary - Phase 1 - Information Gathering

Current Use Summary

Responses from the consultation indicated that a diverse range of users currently visit the reserve with current usage noted as follows:

- Sports facilities was the most important feature in the reserve. Majority of participants come to the reserve to watch / play football. It is very important to the community that upgrades, and improvements are undertaken on the Sports Pavilion.
- The playground gets use by different age groups and skills sets.
- Parking is an issue as the size of the carpark insufficiently caters to the sporting activity. The car park is also full on weekday mornings during the kinder drop off times. At busy period cars are required to park along Azalea Avenue and Blossom park drive.
- Many people use the reserve to wait to collect children from Plenty Parklands Primary School and Blossom Park Kinder.
- Disability access from the car park to the pavilion is an issue.
- People feel unsafe coming and going from the pavilion and accessing the car park due to lack of lighting.
- Vehicles occasionally illegally access the reserve.
- Lack of shade and canopy coverage around the reserve.

Key Recommendations

The following elements are recommended to be included in the Kelynack Recreation Reserve Master Plan, taking into consideration feedback from the community, key stakeholders and council staff.

- Future upgrades to the Pavilion
- Upgrade the sports oval and facilities, including score board, ball catch fence and oval fence
- Investigate the relocation of the play space closer to Blossom Park Drive.
- Upgrade the play space to include and be suitable for varied age groups and skills sets. Consider the inclusion of nature play elements.
- Upgrade the carpark to include additional car spaces.
- Undertake a traffic study to investigate further opportunities for on-street parking.
- Provide supporting amenities, including shelter, seating, bins, drink fountains and barbecues.
- Provide opportunities for community events.
- The inclusion of more community gathering spaces to encourage incidental social interaction.
- Provide DDA compliant path connection from the pavillion to the car park, and from the Blossom Park Drive entry to the new playspace.
- Consider the installation of lighting between the pavilion and the car park to address safety issue.
- Provide vehicle exclusion fencing along reserve boundary to mitigate illegal vehicle access
- Additional tree to be planted around the reserve to provide more shade.



Pop up on site consultation with Chatterbox Projects. Image: ACLA

Consultation Summary - Phase 2 - Draft Master Plan Exhibition

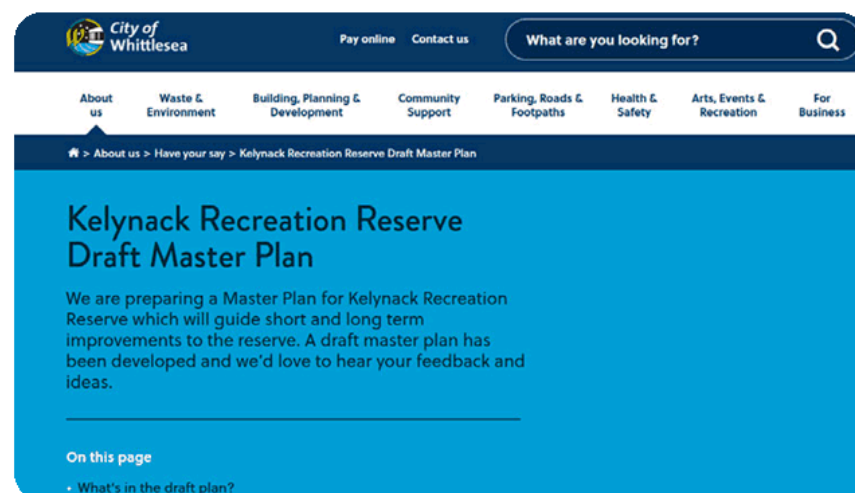
Introduction

The Draft Master Plan was exhibited for public comment in October 2019 on Council's 'Have Your Say' web page. Meetings with key stakeholders including Mill Park Football Club, Mill Park Cricket Club, Plenty Parklands Primary School and Blossom Park Kindergarten were also convened during the same period for comment.

Feedback

The Final Master Plan considers stakeholder and community responses to the Draft Master Plan with the main changes entailing:

- Additional park benches including backless benches at the top of the spectator space, outside of the playground;
- An additional bin outside of the Pavilion;
- Trees to be varied species in the south eastern grassed embankment; and
- A request from the clubs that replacement infill fencing to the oval is given high priority.



Kelynack Recreation Reserve Draft Master Plan on Council's 'Have Your Say' web page
<https://www.whittlesea.vic.gov.au/about-us/have-your-say/kelynack-recreation-reserve-draft-master-plan/>

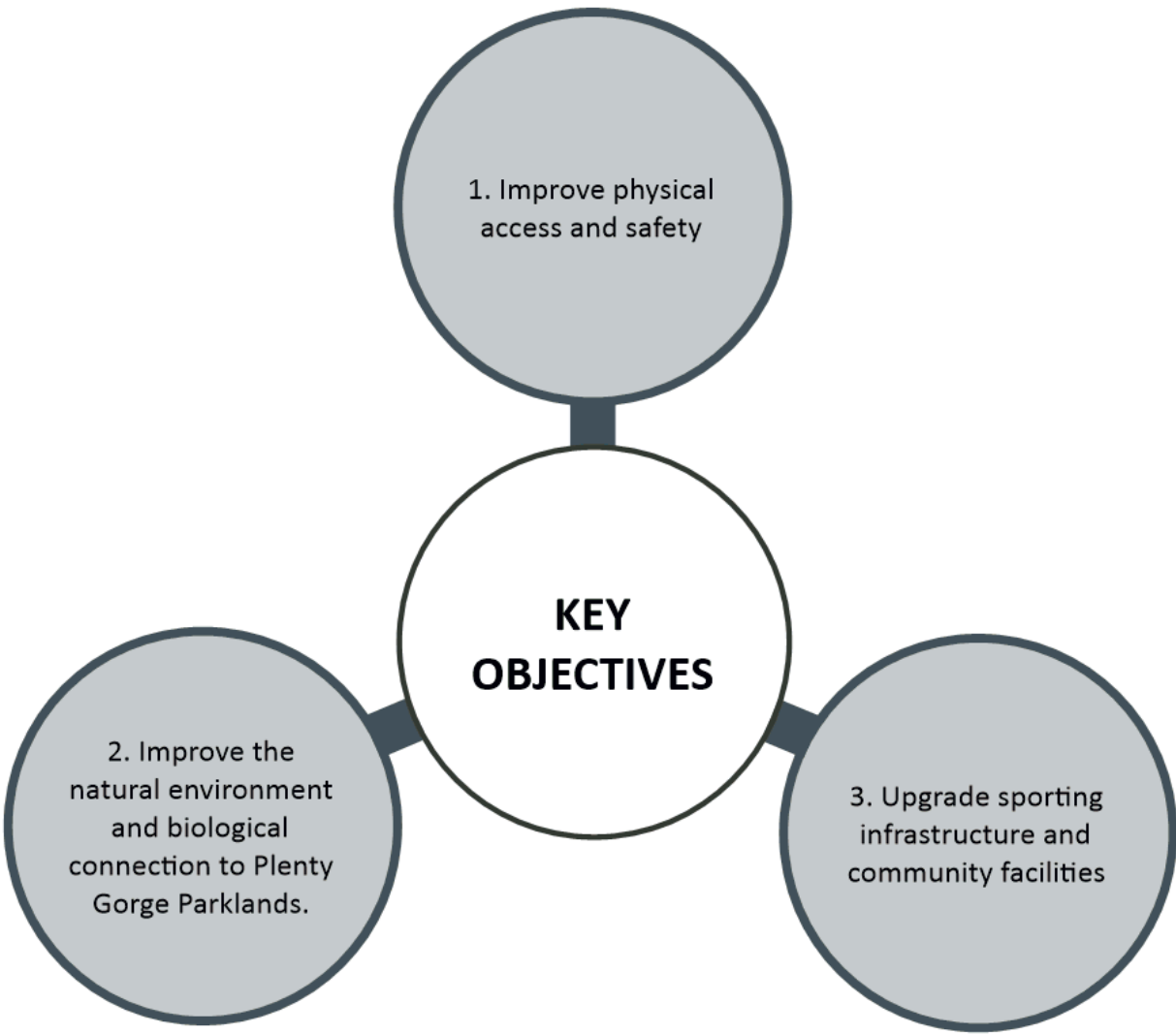




Chapter 4: Master Plan

Key Objectives for Master Plan

The site analysis and consultation work undertaken has resulted in a vision to improve the functional layout of Kelynack Recreation Reserve dependent upon the delivery of three key objectives.



Kelynack Recreation Reserve Master Plan - September 2020

Master Plan Overview Summary



Master Plan Overview Summary

The master plan objectives can be fulfilled by improvements to 13 key areas:

Priority	Timeframe
Short Term	Within 3 Years
Medium Term	Within 5 Years
Long Term	Within 10 Years

- 1 North Western Reserve Entry**

 - Remove existing asphalt entry path; (Short Term Priority)
 - Improve access into the reserve by re-aligning the entrance with existing school crossing; (Short Term Priority)
 - Enhance linkage between Plenty Parklands Primary School and the reserve; (Short Term Priority)
 - Establish a more welcoming entrance by providing signage, feature paving, seating and landscaping; (Short Term Priority)
 - Improve visibility into the reserve by thinning out overgrown understorey vegetation; and (Short Term Priority)
 - Provide new vehicle exclusion fencing and removable bollard to prevent illegal vehicle access. (Short Term Priority)
- 2 Playspace, Picnic Area and Fitness Station**

 - Relocate the existing playspace close to Blossom Park Drive; (Short Term Priority)
 - Increase playground size to attract greater diversity in play comprising nature play elements and more challenging features for older children and teenagers; (Short Term Priority)
 - Provide 2.5m wide DDA compliant concrete path from Blossom Park Drive entry to the playspace; (Short Term Priority)
 - Provide 1.5m wide concrete/ rubber circuit path within the playspace; (Short Term Priority)
 - New sheltered picnic area with accessible picnic setting, accessible barbecue, drink fountain and litter bin; and (Short Term Priority)
 - Existing fitness station to be relocated next to the playspace. (Short Term Priority)
- 3 Spectator Embankment**

 - Retain existing grassed embankment function as spectator area and a place for children to play on; and (Long Term Priority)
 - Improve the quality of this area by irrigating the lawn. (Long Term Priority)
- 4 Multi-Play Area:**

 - New multi-play court with a basketball linemarking and ring, ping pong table and seating area. (Medium Term Priority)
- 5 Secondary Picnic Area:**

 - Provide secondary picnic facilities located in close proximity to the sports pavilion, reserve entrance and car park; and (Long Term Priority)
 - Grass areas to be irrigated. (Long Term Priority)
- 6 Car Park:**

 - Upgrade the carpark to include additional car spaces by utilising vacant land to the south of the car park; (Medium Term Priority)
 - 58 car parking spaces inclusive of four accessible parking bays; (Medium Term Priority)
 - Provide canopy trees and soft landscaping within and around the car park; (Medium Term Priority)
 - Investigate the opportunity to incorporate water sensitive urban design elements to treat stormwater runoff; (Medium Term Priority)
 - Provide new vehicle exclusion fencing and removable bollards; (Medium Term Priority)
 - Provide maintenance access and emergency vehicle access point to the reserve; and (Medium Term Priority)
 - Additional lighting to illuminate the carpark at night and turn off on a timer based system. (Medium Term Priority)

- 7 Sports Pavilion (To be assessed with The City of Whittlesea Sporting and Community Sporting and Community Pavilion Guidelines 2020)**

 - Existing pavilion to be replaced with a new multi-purpose and community pavilion; (Long Term Priority)
 - Paving to external area to link oval and car park; (Long Term Priority)
 - Investigate the opportunity to incorporate an accessible public toilet within the pavilion; (Long Term Priority)
 - Additional tree planting around pavilion to provide more shade; and (Long Term Priority)
 - Establish a new entry point from the car park to the pavilion with covered area feature paving, lighting, seating area and soft landscaping. (Long Term Priority)
- 8 Sports Oval**

 - Consider the upgrade of Sportsfield lighting to 100LUX LED; (Long Term Priority)
 - Create a more consistent oval shape. Playing surface 153m x 124m with 3m runoff and 5m at goals; (Long Term Priority)
 - New enclosed oval fence; (Short Term Priority)
 - Upgrades to surface and profile; (Long Term Priority)
 - Incorporate new ball protection fencing within the oval fence line at southern end of the oval; (Medium Term Priority)
 - Provide 2.5m wide concrete loop path; (Medium Term Priority)
 - New electronic scoreboard located in north-east facing direction (club contribution); (Medium Term Priority)
 - Provide maintenance access gates; and (Short Term Priority)
 - Utilise existing coaches boxes
- 9 Cricket Nets**

 - Retain existing cricket nets; and
 - Additional tree planting behind the nets to provide shade. (Medium Term Priority)
- 10 Neighbouring Property Boundary**

 - Plant additional trees and shrub to provide sufficient buffer for residents. (Long Term Priority)
- 11 Pathway Network**

 - Existing granitic sand pathways to be demolished and removed; (Medium Term Priority)
 - Construct 2.5m wide concrete pathways around the reserve; and (Medium Term Priority)
 - Provide canopy trees along the pathways. (Medium Term Priority)
- 12 South Eastern Grassed Embankment**

 - Retain existing garden bed and trees; and (Medium Term Priority)
 - Additional trees to be planted to strengthen ecological and biodiversity links to surrounding areas. Ensure species are varied. (Medium Term Priority)
- 13 South Eastern Entry**

 - Remove overgrown understorey vegetation; (Medium Term Priority)
 - Provide new vehicle exclusion fencing and removable bollard; and (Medium Term Priority)
 - Retain existing concrete pathway noting it is difficult to provide DDA compliant access from the south eastern entrance due to the steepness of the land.



Example of feature entry



Example of signage



Example of Multi-play area



Example of Multi-play area



Example of sheltered picnic area



Example of spectator seating area



Example of open grassed area



Example of a electronic scoreboard



Example of ball protection fence



Example of oval fencing



Example of vehicle exclusion fencing



Example of concrete pathway

Playspace Enlargement Plan



- LEGEND**
- Existing Trees
 - Existing Trees To Be Removed
 - Existing Path To Be Demolished
 - Proposed Trees
 - Proposed Concrete Paving Type 1
 - Proposed Concrete Paving Type 2
 - Proposed Rubber Attenuation Surfacing Type 1
 - Proposed Rubber Attenuation Surfacing Type 2
 - Proposed Feature Paving
 - Proposed Random Cut Stone Paver
 - Proposed Gravel
 - Proposed Garden Bed Mulch
 - Proposed Garden Bed
 - Proposed Grass
 - Proposed Soft Fall Mulch
 - CE Proposed Concrete Edge
 - Proposed Retaining Wall
 - Proposed Mudstone Boulders
 - Proposed Log Edge
 - Proposed Platform Seat
 - SCALE 1:250 @ A1
1:500 @ A3

Precedent Images





Existing native vegetation at Kelynack Recreation Reserve. Image: ACLA.

Chapter 5: Appendices

Appendix 1: Review of Relevant Plans, Policies and Strategies

Council Strategies and Plans

A number of the City of Whittlesea's existing strategic planning documents, policies and strategies have influenced the *Kelynack Recreation Reserve Master Plan*. The following section contains summaries of the main background documents reviewed including any key directions relevant to the reserve.

Whittlesea 2040 – A place for all

The City of Whittlesea's 2040 – A Place For All is a long term vision supporting the municipality to be ready for the challenges and opportunities that the future will bring, and ensures that the City of Whittlesea is a great place to live now and in the future.

Whittlesea 2040 outlines four interconnected goals which have been identified as essential elements to realising the core vision. Goals:

1. Connected Community
2. Liveable neighbourhoods
3. Strong local economy
4. Sustainable environment

The community consultation undertaken for Whittlesea 2040 included over 4,000 people participating through submissions, workshops and forums. Feedback was received from all ages ranging from 3 years to 85+. Listed below are the key goals related to the actions and objectives in the master plan:

Goal 1 – Connected community

- A socially cohesive community
- A healthy and safe community
- A participating community

Goal 2 – Liveable neighbourhoods

- Well-designed neighbourhoods and vibrant town centres

Goal 4 – Sustainable environment

- Valued natural landscape and biodiversity
- Climate ready
- Leaders in clean, sustainable living



Appendix 1: Review of Relevant Plans, Policies and Strategies

City of Whittlesea Active Whittlesea Strategy 2019-2028

The City of Whittlesea’s *Active Whittlesea Strategy 2019-2028* is an evidence-based strategy and action plan to guide the planning, provision and promotion of sport, leisure and recreation programs, services and facilities within the City of Whittlesea over the next ten years. Active Whittlesea aims to increase the number of residents who are physically active by 10 per cent and includes actions to achieve the overall goal of: **75 per cent of residents participating in one or more hours of physical activity per week by September 2028**. To achieve this goal Council will implement three key directions, consistent with community feedback and grounded in evidence-based practice.

Key Direction 1	Communications and Promotion — increasing the physical literacy and community awareness of inclusive participation opportunities
Key Direction 2	Responsive Programs and Partnerships — programs that respond to local needs and partnerships that share skills, knowledge and resources to generate positive community outcomes
Key Direction 3	Open Space / Infrastructure — ensuring local communities have access to places and spaces that are safe, inclusive, accessible and meet their needs

A two-year implementation plan will be developed to deliver the objectives and actions outlined in *Active Whittlesea*. Consultation undertaken for the Active Whittlesea Strategy highlighted a number of community priorities which relate to Kelynack Recreation Reserve. Stakeholders identified the need for:

- Diverse infrastructure and free-to-public local facilities such as exercise equipment, bike paths and walking trails to reduce time, cost and location barriers
- Safer environments to be active including more lighting and public toilets in open spaces
- Club development opportunities to ensure sports clubs create a welcoming and inclusive environment for under-represented groups such as women, newly arrived communities and people with a disability
- Flexible and affordable opportunities for seniors, families, youth and low-income groups to be active, noting Council programming, leisure centres and local play spaces as popular solutions

Priority Actions applicable to Kelynack Recreation Reserve include:

- 2.1 Support, promote and facilitate club development opportunities to build capacity of existing and new sports clubs and strengthen participation from under-represented groups
- 3.1 Improve equity, accessibility and safety of community spaces through the development of infrastructure plans and the delivery of inclusively designed new works projects
- 3.4 Connect, improve and expand existing travel networks to create built environments that support active travel, incidental exercise and physical activity



Appendix 1: Review of Relevant Plans, Policies and Strategies

Building Condition and Assessment Report - Kelynack Football Pavilion 2020

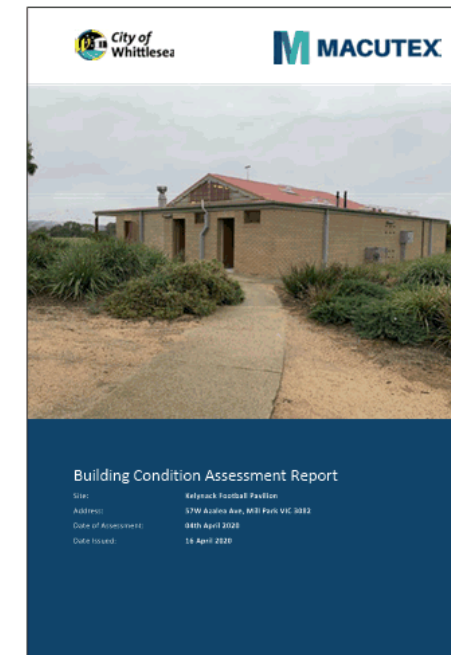
The Building Condition and Assessment Report provides information on the state of the Kelynack Football Pavilion to assist the City of Whittlesea with exploring options of upgrades or replacement with the intent to provide a facility that is fit for purpose and reflects the need and the desire of local community. Components of the pavilion were assessed to determine the building's current condition with the following findings:

Building Component	Assessment	Comment
External Fabric	Overall Fair	<ul style="list-style-type: none"> Water damage has been observed on internal ceiling elements Metal framed air vent was observed to be damaged External paint finish was observed to be worn and peeling Metal sheet wall cladding was observed to be corroded
Internal Fabric	Good to Fair	<ul style="list-style-type: none"> Skylight dome fitting was observed to be leaking Mortar cracking was observed to brick/masonry wall cladding Water damage was observed to the ceiling finish inside Several maintenance issues such as wear & tear, impact damage, peeling paint
Mechanical Services	Good to Fair	
Electrical Services		<ul style="list-style-type: none"> Mounted fluorescent tube in both the change rooms were observed to have a dislodged
Fire Services	Overall Good	
Hydraulic and Plumbing Services	Good to Fair	

Overall, the Kelynack Football Pavilion was found to be in "Good to Fair" condition and have a rating of 2.68 on a scale where 1 rates as "Excellent" and 5 rates as "Very Poor". There is no legislative requirement for the pavilion to be upgraded or replaced in its current condition, however, rectification works would enable the pavilion to provide higher standards from an operational, Occupational Health and Safety, and Disability Discrimination Act (DDA) perspective.

The following costs were calculated:

- Estimated Total Renewal cost over a 10-Year Period = **\$83,115**
- Estimated Total Operational Maintenance cost over a 5-Year Period = **\$24,100**
- Estimated Total Statutory Compliance cost over a 5-Year Period = **\$14,500**



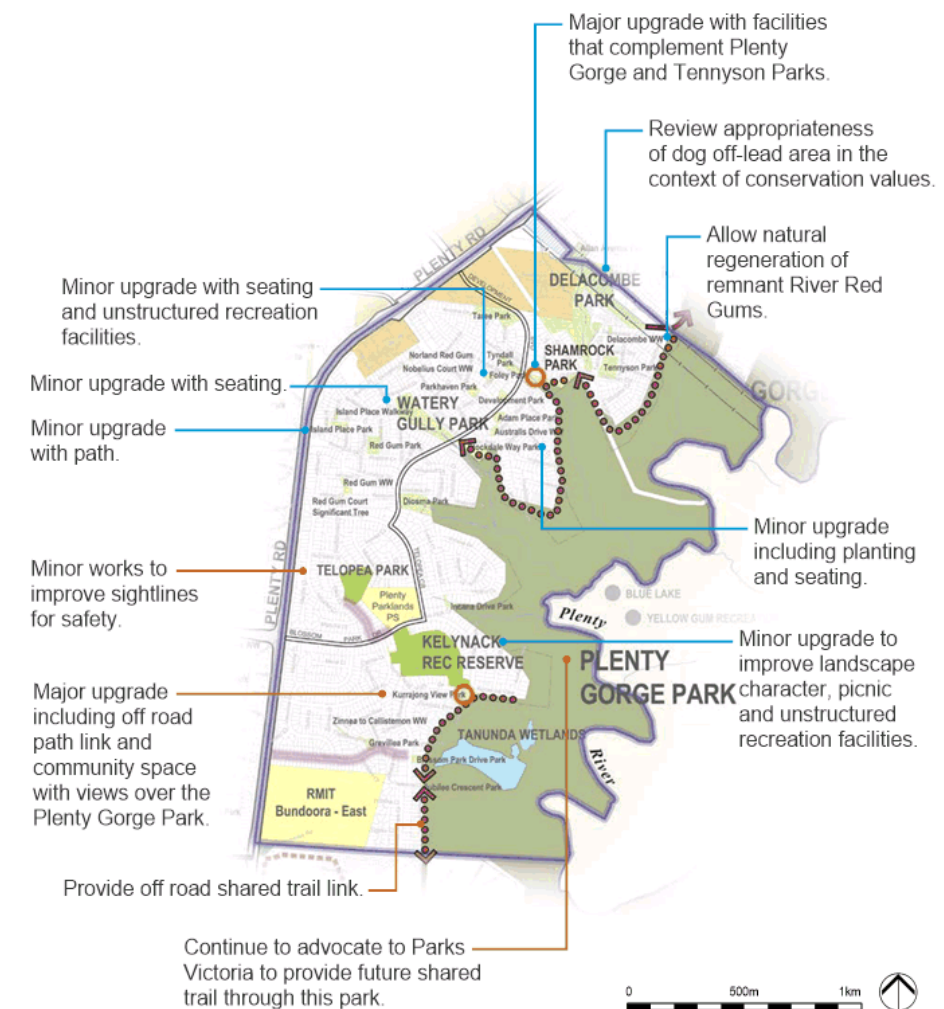
Appendix 1: Review of Relevant Plans, Policies and Strategies

City of Whittlesea Open Space Strategy 2016

The recently endorsed City of Whittlesea Open Space Strategy 2016 outlines the strategic direction for the future planning, provision design and management of open space in the Municipality until 2026. The City of Whittlesea's public open space network is expected to fulfil a number of key roles including provision for formal and unstructured recreation, passive outdoor enjoyment and play, ecological improvement and conservation, mitigation of the urban heat island effect and climate change as well as the protection and promotion of the community's cultural heritage values.

The open space survey undertaken for the Strategy identifies low levels of open space use in established urban areas which is attributed to a number of reasons including a lack of diversity in open space character, poor visibility of open space, lack of trees and shade, lack of path access to existing facilities and the poor condition of facilities. The Strategy therefore focuses on improving the quality of existing open space to improve and encourage usage by the existing and forecast community.

Under the Strategy Kelynack Recreation Reserve is identified as a Municipal open space reserve in an established urban area of the Municipality and is cited for a major upgrade to improve landscape character, picnic and unstructured recreation facilities which take advantage of the spectacular views over the Plenty Gorge Park. Other nearby open spaces include Kurrajong View Park and the Tanunda Wetlands to the south-west of the site, and Telopea Park in the north.



Source: City of Whittlesea Open Space Strategy 2016

Appendix 1: Review of Relevant Plans, Policies and Strategies

Draft Multiple Sports Strategy 2017-2026

The *Draft Multiple Sports Strategy 2017-2026: Broadening opportunities for participation in sport* provides information and direction on how Council can support less traditional or emerging sports to ensure residents have access to a range of sport and recreation opportunities. The Strategy investigates the needs and demands of 34 different sports and makes recommendations on future facility requirements and development opportunities to support the growth of these sports.

Each sport covered in this Strategy has been given a level of priority to help guide Council resources and investment into their future planning and development. Ten sports were given a high priority as these are seen to have the greatest demand at the local level.

The high priority sports have been identified as:

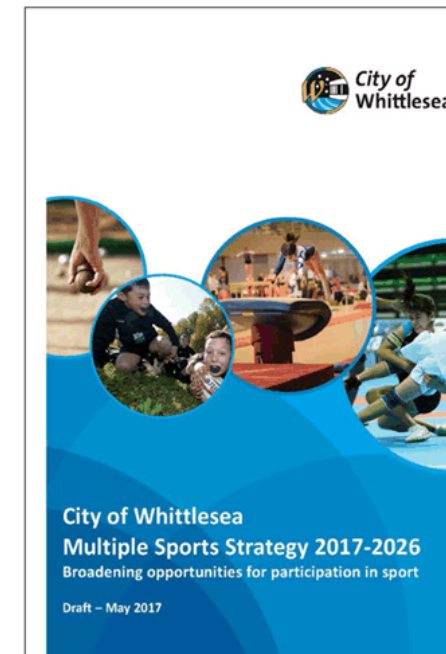
- Athletics
- Baseball
- Calisthenics
- Dance
- Softball
- Gymnastics
- Martial Art
- Touch Football
- Rugby League
- Rugby Union

Seven sports have been identified as second tier priority:

- Hockey
- Badminton
- Bocce
- Croquet
- Kabaddi
- Volleyball
- Table Tennis

In addition to the sports above, 17 sports were identified as requiring no action in the short term.

Kelynack Recreation Reserve does not currently have facilities for any of the sports listed in the report. Should future need arise in the local community the reserve could be assessed again to determine the feasibility of introducing new facilities to the site.



Appendix 1: Review of Relevant Plans, Policies and Strategies

City of Whittlesea Playspace Planning Framework and Policy 2013-16

The City of Whittlesea's Playspace Planning Framework and Policy 2013-16 is a comprehensive document aimed at informing Council officers and developers responsible for providing or maintaining playspaces within the Municipality with an understanding of the value and principles of play. The Policy reflects current research into the importance of play and nature play for children as well as adults and acknowledges that play happens everywhere while providing direction on how to design and provide best practice play environments in delineated municipal playspaces and playgrounds.

As Kelynack Recreation Reserve is designated a Municipal open space under the Open Space Strategy 2016 it is a recommendation in the Strategy that the reserve include a neighbourhood level playspace.

In the Playspace Planning Framework and Policy a neighbourhood playspace includes a broader range of accessible facilities for a few family groups to come together and socialise while children and young people play. The playspace will provide a range of play opportunities for children up to 12 years and some play and social connection opportunities for adolescents.

There may be elements outside the formal playspace area that generate play, peer interaction and social gathering, especially for older children and adolescents. These elements may comprise public art, mounds, hard ball-play areas, skate or BMX facilities and tiered seating. The space consists of a mixture of formal play equipment, natural features and landscaped elements. The equipment can be off the shelf or made to order. Amenities should include components such as toilets, seating, shelter, bins and drink fountains.

With regard to provision of new playspaces or upgrades to existing the Policy also clearly states the imperative need to engage with the community and also notes the community's own declared wish to be involved in the planning and design of their playspaces.



Appendix 1: Review of Relevant Plans, Policies and Strategies

Disability Action Plan 2017-2021

The Disability Action Plan is a key part of the City of Whittlesea Disability Strategy which aims to remove barriers and build opportunities for people with disabilities to participate fully in their local communities. The plan has been informed by widespread consultation and identifies many of the priorities and challenges faced by the individuals, carers and families who live with disability across the community.

Plan advocates that Council will commit to:

- Removing physical, social and procedural barriers to equity of access; Ensuring people with disabilities remain in good health, housing and wellbeing;
- Ensuring people with disabilities have universal rights and treated with respect, equity and dignity; and
- There is an equity of access to education and training to enable employment opportunities and inclusiveness through cultural, sporting and leisure activities.

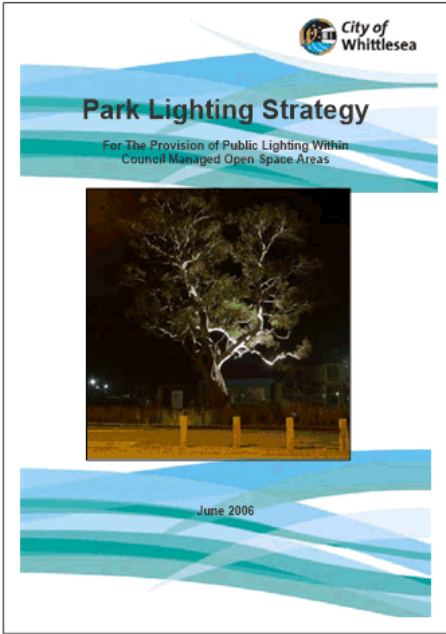
Given the steepness of Kelynack Recreation Reserve at a number of entry points, the challenge will be in providing a built and natural environment which is accessible to all.



Park Lighting Strategy 2006

Council's Park Lighting Strategy provides a strategic framework for the inclusion of lighting within public open space areas. The level of implementation is subject to available Council funding and the hierarchial classification of the open space in accordance with the Open Space Strategy.

Given that Kelynack Recreation Reserve is considered a Municipal Neighbourhood Reserve, the strategy advocates consideration to lighting of major landscape elements to create visual amenity and where a demonstrated need for after-hours recreational pursuits such as walking and exercise trails is present. Consideration should also be given to the illumination of pathways in neighbourhood parks utilised as a high traffic thoroughfare.



Appendix 1: Review of Relevant Plans, Policies and Strategies

City of Whittlesea Heatwave Plan

The City of Whittlesea's *Heat Plan* outlines Council's proposed actions and responses in regard to extreme heat and heatwave events which have been identified as one of the most serious municipal risks.

Council's longer-term planning for heat uses a framework to examine four environmental components, with impacts and adaptations for extreme heat and heatwaves identified in each. Longer term efforts to mitigate the effects of heat on Council and the community should address each of these.

- The Built/Physical environment, which includes all components of the human made landscape
- The Social environment, which includes all social and cultural interactions, including service delivery and support
- The Economic environment, which includes all components that contribute to economic activity, including human resources
- The Natural environment, which includes all natural environmental features

City of Whittlesea Natural and Built Shade Policy

The City of Whittlesea's *Natural and Built Shade Policy* outlines Council's commitment to taking a preventative approach to protecting the community from over-exposure to ultra violet radiation (UVR) through the adequate provision of best practice public facilities and environments that provide shade and shelter, particularly in high risk areas such as early years facilities, playspaces and outdoor community gathering spaces. Another of the key policy principles includes the prioritisation of the provision of canopy trees and urban forest where possible, to provide shade as well as help reduce pollution, mitigate the urban heat island effect, and improve social and mental wellbeing.

Appendix 1: Review of Relevant Plans, Policies and Strategies

Sporting and Community Pavilion Guidelines 2020

The City of Whittlesea's Sporting and Community Pavilion Guidelines 2020 (SCPG) aim to provide consistent planning and design advice for the development and improvement of local level sporting and community pavilions. The guidelines highlight the importance of shared use pavilions between sporting clubs and the broader community to balance the sport infrastructure demands of rapidly growing communities.

The guidelines introduce guiding principles to be incorporated into pavilion design to create welcoming, safe, accessible, functional and sustainable buildings that are inclusive of the broader community, including:

- Fit for Purpose - Pavilions are constructed to operate efficiently and deliver on Council's core sport participation objectives.
- Sport First - Community sport requirements are met as a priority;
- Flexible - Provide shared space between sport and community users to increase capacity;
- Inclusive - Ensure access to a broad cross-section of the community regardless of age, ability or gender;
- Sustainable- Create maintenance and operational efficiencies and reduce the use of resources required to manage facilities;and
- Welcoming and Accessible - Consider the broader precinct in the placement and delivery of pavilions with sight lines, path networks, people movement, landscaping and local neighbourhood character considered in all design.

The SCPG provide a summary of minimum standards Council has adapted for the core components relating to pavilions and community spaces within multi-purpose utilisation:

- Pavilion positioned on western / South-western side of playing area incorporating with change room, showers / toilets in change rooms, kitchen/ kiosk (with servery), kitchen pantry, social space, match officials, admin area, first aid, internal club storage, furniture storage, pavilion toilets, accessible toilets, Covered spectator shelter / seating, cleaners/ utility / plant room, bin storage; and car parking (80 Spaces). Minimum total area for a local level pavilion: 571m2
- Community spaces within multi-purpose pavilion incorporating with kitchenette (provided with shared social space), community storage (assuming shared space available), toilet amenities (if no shared access available) and multi-purpose space.

This guidelines are highly relevant given that the existing pavilion at Kelynack Recreation Reserve has been identified by Council for a replacement. The SCPG will ensure the delivery of compliant and functional pavilion that meet the needs and minimum standards of sport and community users.



Appendix 1: Review of Relevant Plans, Policies and Strategies

AFL Preferred Facility Guidelines: State, Local, School and Remote Facilities (2019)

The AFL Preferred Facility Guidelines: State, Local, School and Remote Facilities provides information and direction on how Council can develop appropriate facilities and minimum standards for new facilities and/or those being considered for major refurbishment or redevelopment at community level Australian Football venues.

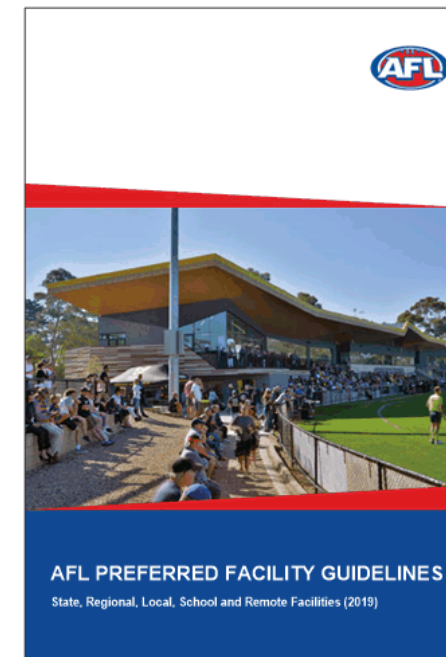
The guidelines highlight and recognise the need for new/ refurbished facilities to address current and rising trends and requirements of the sport, including:

- the growth in female participation and the subsequent need to address amenity provision and provide welcoming, inclusive club environments;
- innovation in facility and ground surface design; and
- the need to have access to an increasing number of venues to address ground capacity issues.

The guidelines provide a range of information and recommendations on facility and amenity provision. Kelynack Recreation Reserve would be classified as a 'local' level facility under the hierarchy stipulated in the guidelines and the following summary of recommendations would be applicable to redevelopment of the reserve's facilities:

- Ideal playing field size: 165m length (goal to goal) x 135m width (boundary to boundary);
- Minimum 3m boundary runoff (ideally 5m if achievable);
- 10m high goal posts with a 6m gap at ground level and 6.5m high point posts;
- Behind goal netting, scoreboard, coaches/ interchange boxes, umpire and officials boxes should be provided;
- Lighting to sports field to achieve minimum 100lux and minimum glare rating of 50 for club competition and match practice (Consider LED option);
- Additional recommended facilities including car parking (ideally 80- 120 spaces), a clock, oval fencing, PA system, siren and spectator seating.

Given the existing sports field and facilities at Kelynack Recreation Reserve have been identified by Council for an upgrade, this guidelines and its recommendations are highly relevant to ensuring that any upgrades proposed meet the standards stipulated by the AFL as well as the current and future needs of the local community.





Kelynack Recreation Reserve Master Plan

Participation and Engagement Findings Report

Prepared by Alex Desmond
July 2019

Creating vibrant self-sustaining communities together



Table of Contents

Executive Summary

- 1. Background 4
 - 1.1 Project Overview 4
 - 1.2 Purpose 4
 - 1.3 Scope of Engagement 4
- 2. Methodology..... 5
- 3. Findings..... 6
- 4. Limitations 17
- 5. Key recommendations 17

Creating vibrant self-sustaining communities together 2
Participation and Engagement Findings Report | Version: November 2017



Executive Summary

A master plan is being developed for Kelynack Recreation Reserve. Community input will provide a direction on future refurbishment to the reserve.

Kelynack Recreation Reserve has been identified by Council’s Open Space Strategy as a Municipal level open space in an established urban area of the Municipality and is cited for a major upgrade to improve landscape character, picnic and unstructured recreation facilities which take advantage of the spectacular views over the Plenty Gorge Park.

The master plan will address the following:

- Accessibility into the reserve to support and encourage use by people of all ages and abilities
- Existing play provision
- Passive and active surveillance
- Public facilities- i.e. BBQ, lighting, etc.
- Ecological conservation and improvement of tree canopy

The master plan does not include upgrades to the Sports Pavilion. Any upgrades required to the Sports Pavilion will be addressed through Council’s future Pavilion Development Guidelines. Access to the building and an allocated area for potential future expansion will be considered in the master plan.

The range and methods

- Meeting with key stakeholders
- Onsite pop-up sessions
- Hard copy surveys
- Online survey
- Dotmocracy activities
- Voting pods
- Kids drawing activities

Through the consultation, a wide range of people were consulted including children, young people and adults for a total of over 140 participants.



1. Background

1.1 Project Overview

Kelynack Recreation Reserve has been identified by Council’s Open Space Strategy as a Municipal level open space in an established urban area of the Municipality. The master plan will address issues around aged infrastructure and improvement to facilities.

Community consultation has been undertaken to gain an understanding of how the community use the reserve and how they would like to be using the reserve into the future.

1.2 Purpose

The purpose of the consultation is to determine current usage and opportunities for future use of Kelynack Recreation Reserve. Results will directly inform the design of the master plan.

1.3 Scope of Engagement

LIST STAKEHOLDERS	LIST COMMUNICATION AND ENGAGEMENT ACTIONS/ACTIVITIES
Inform: <ul style="list-style-type: none"> • Local residents 	<ul style="list-style-type: none"> • Direct mail out to 1000 households within walking distance of the reserve. • Reserve signage • Social media updates • Council’s <i>Have Your Say</i> page
Consult: <ul style="list-style-type: none"> • Reserve Users • Council Staff with subject matter expertise 	<ul style="list-style-type: none"> • Online & hardcopy survey • On-site pop-up session
Involve: <ul style="list-style-type: none"> • Mill Park Football Club • Mill Park Cricket Club • Blossom Park Kinder 	<ul style="list-style-type: none"> • Meetings to be held with key stakeholders





2. Methodology

Meetings with key stakeholders

Several key stakeholder meetings were held with representatives from external stakeholder groups. This included the following groups:

- Mill Park Football Club
- Mill Park Cricket Club
- Blossom Park Kinder

Direct mail out

A direct mail out was undertaken for 1000 household within walking distance of the reserve.

The mail out included information on the upcoming pop-up sessions, the online survey and invited feedback.

Surveys

A total of 107 participants undertook either hard copy or online surveys. Participants were asked the following questions:

- What is your age?
- What do you identify as? (female, male, non-binary/ prefer not to say)
- What suburb do you live in?
- Have you ever been to Kelynock Recreation Reserve?
- Approximately how often do you visit the Reserve?
- What facilities and spaces do you use when you visit the Reserve?
- What do you normally visit the Reserve to do?
- How do you normally get to the Reserve?
- Do you live within walking distance of the Reserve?
- Thinking more broadly than Kelynock Recreation Reserve, what are the three most important features in local parks, reserves to you?
- What do you love or value now about Kelynock Recreation Reserve?
- What are your ideas for improving Kelynock recreation Reserve for the future?
- If you have any other comments about the future of Kelynock Recreation Reserve, please share them here.

Onsite pop-up sessions

Two pop-up sessions were held onsite on the following days:

- Tuesday 25 June 3:30pm-5:30pm
- Sunday 30 June 10:30am-1:30pm

The following activities were completed at the pop-up sessions:

- Hard copy surveys
- "Big Idea" drawing activity sheets
- Voting pods
- Dotmocracy boards

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5



3. Findings

This section provides the results from the surveys and onsite pop-up sessions.

Pop-up sessions:

Participation	
Number of surveys completed at pop up session?	72
Number of postcards/forms distributed?	2
Number of "Big Idea" drawings completed?	7
Number of people participating with voting pod?	104
Number of people participating with dotmocracy board?	59
Approximate number of people engaged?	140

Results:

Dotmocracy													
What are the three most important features to you at Kelynock Recreation Reserve in the future?													
Sports facilities		Natural areas		Open grass areas		Places to gather with others		Supporting infrastructure		Playspaces equipment		Pathways and trails	
Under 18	Over 18	Under 18	Over 18	Under 18	Over 18	Under 18	Over 18	Under 18	Over 18	Under 18	Over 18	Under 18	Over 18
15	8	20	3	8	2	19	19	29	16	13	9	7	11
23		23		10		38		45		22		18	

Voting Pod											
How often to you use or come to Kelynock Recreation Reserve?											
Daily		2-3 times per week		Once a week		Once a fortnight		Monthly		Not often (2-3 times per year)	
Under 18	Over 18	Under 18	Over 18	Under 18	Over 18	Under 18	Over 18	Under 18	Over 18	Under 18	Over 18
36	26	18	8	5	4	1	1	2	1	1	1
62		26		9		2		3		2	

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6

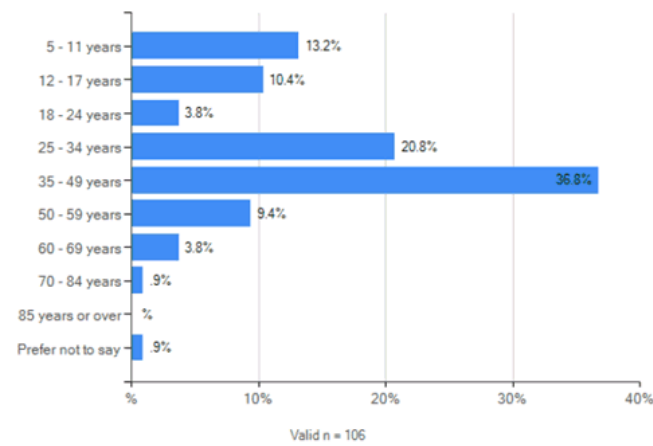


Survey Results:

This section provides results from the hard copy and online surveys completed by 107 community members.

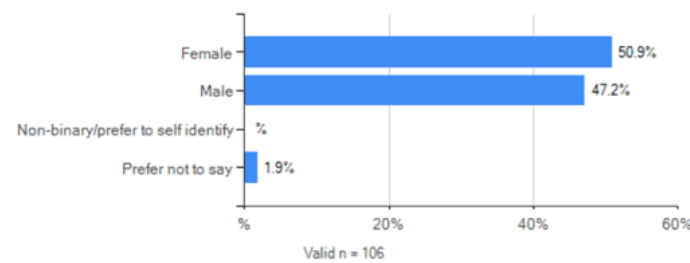
Question 1: What is your age?

There were representatives from each age group between 85 years participating in the consultation. Majority of participants are between the age of 35-39 years (36.8%) with a large representation also between 25-34 years (20.8%).



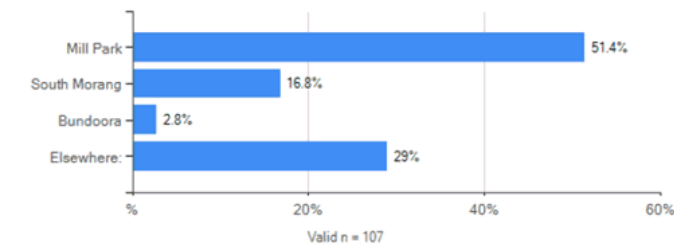
Question 2: What do you identify as?

There was close to equal percentage of male and female participants with 50.9% female and 47.2% male.



Question 3: What suburb do you live in?

Majority of participants reside in Mill Park (51.4%), followed by South Morang (16.8%). A large portion of participants were located outside of the suburbs surrounding Kelynack Recreation Reserve. This would be due to the people travelling to use the site for active recreation purposes.

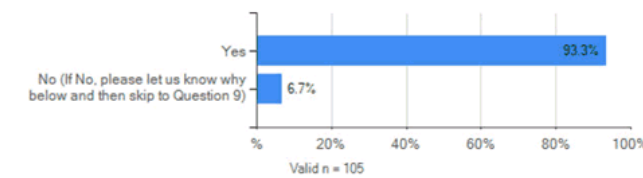


Other responses:

- Doreen (11)
- Epping (7)
- Mernda (5)
- Eltham (2)
- Kimore
- Watsonia
- Wallan
- Craigieburn
- St Helena

Question 4: Have you ever been to Kelynack Recreation Reserve?

Majority of participants had previously visited Kelynack Recreation Reserve.



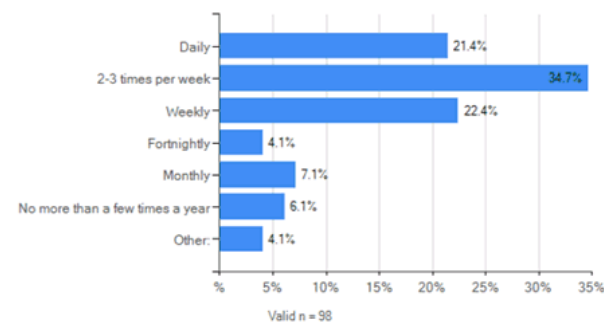
Other responses:

- No aware of it
- No games here
- No need
- I don't live in the area



Question 5: Approximately how often to you visit the Reserve?

The results showed that the reserve receives a high amount of use, with majority of participants visiting 2-3 times per week (34.7%), daily (21.4%) or weekly (22.4%).

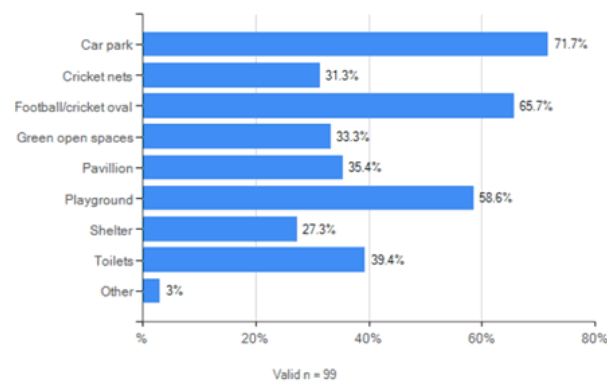


Other responses:

- Cricket season
- Once a year for school sports
- Used to live in Mill park and still 2 times a week

Question 6: What facilities and spaces do you use when you visit the Reserve? (Choose all that apply)

The spaces which receive the most amount of use are the carpark (71.7%), followed by the football/ cricket oval (65.7%) and the playground (58.8%). In comparison, facilities which receive a low amount of use are shelter (27.3%), cricket Nets (31.3%), Open green spaces (33.3%) and the Pavilion (35.4%).

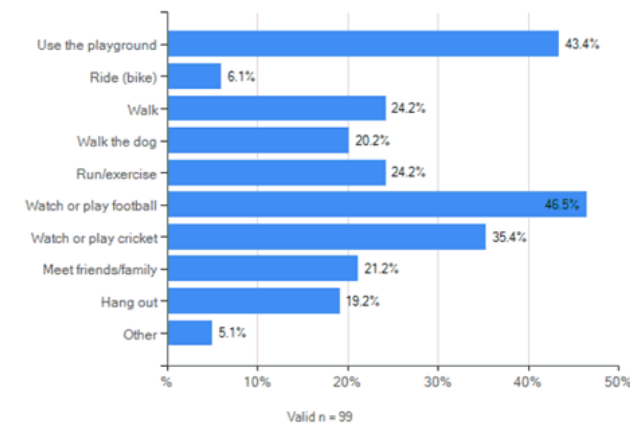


Other responses:

- Walk around
- Use the gym

Question 7: What do you normally visit the Reserve to do? (Choose all that apply)

Majority of participants come to the reserve to watch/ play football (46.5%), use the playground (43.4%) or watch/ play cricket (35.4%). In comparison a low proportion of participants come to the reserve to ride (6.1%).

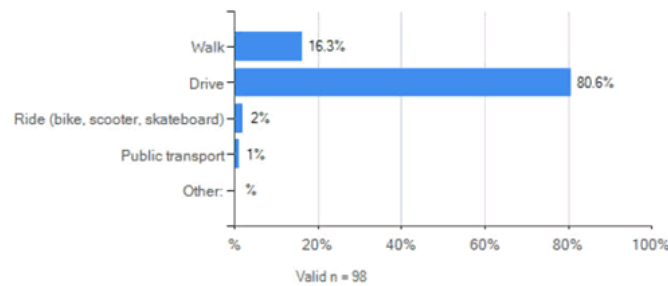


Other responses:

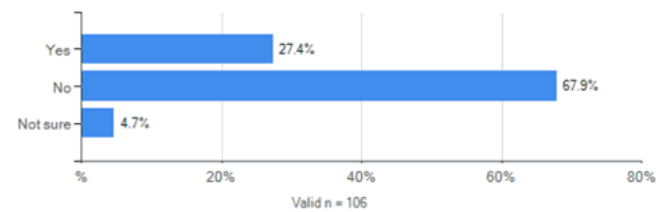
- Taking grandchildren
- Training for football
- To get to school
- Collect kids from kinder and school



Question 8: How do you normally get to the reserve? (Please choose one option only)
 Majority of participants drive to the reserve (80.6%) with only 16.3% walking, 2% riding and 1% using public transport.



Question 9: Do you live within walking distance of the Reserve? (i.e. within approx. 1km)
 Only 27.4% of participants live within walking distance of the reserve. A high proportion of participants living outside of walking distance (67.9%)



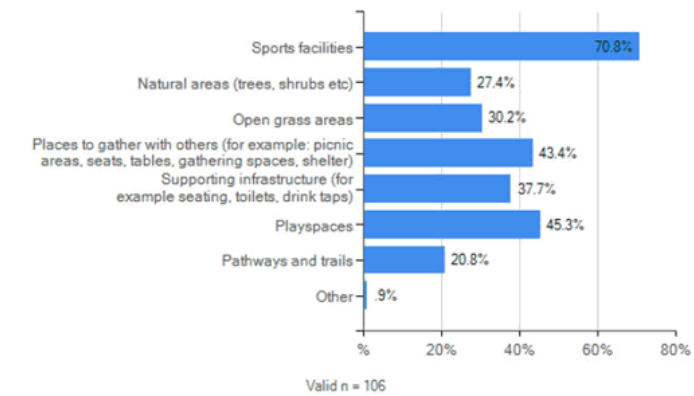
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11



Question 10: Thinking more broadly than Kelynack Recreation Reserve, what are the three most important features in local parks/ reserve for you? (choose no more than 3 options)
 Sports facilities was by far the most important feature in any reserve to participants (70.8%). All other facilities received a response range between 20%- 45%, showing that they similarly valued to participants .



Other responses:

- Fenced off leash area
- Dog friendly

Question 11: What do you love or value now about Kelynack Recreation Reserve?

From the below summarised responses, the Sports oval and playground are most valued by the community. Participants also enjoy having a large open space, the exercise equipment and the view. The action recreation was a common theme in the responses, showing the community values having access to recreation facilities.

- Oval/ sporting ground (26)
- Playground/ play equipment (20)
- Open space (16)
- Exercise equipment (12)
- The view (9)
- Play sports / cricket & football (6)
- The River Redgum Cricket club plays there (5)
- Easy to get to/ accessible/ location (4)
- Walking/ running/ paths (4)
- Close to home (3)
- Watching football / cricket (3)
- The size (3)
- Trees/ flora (3)
- Cricket nets (2)
- Wildlife (2)

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12



- Club rooms (2)
- Large field
- Parking
- Sporting facilities
- Green grass
- The people
- Proximity to school / kinder
- Night time lights
- Natural
- Place to meet
- Walking the dog

Question 12: What are your ideas for improving Kelynack Recreation Reserve for the future?

From the below summarised responses it is very important to the community that upgrades, and improvements are undertaken on the Sports Pavilion. Although works to the pavilion are not included in the master plan, space for the pavilion to expand will need to be allowed for upgrades to the playground were also highlighted as extremely important. This included equipment for varied age groups, nature play and a zipline. Other common themes were an increase to the carparking facilities, provision of shade, seating and public toilets.

- Pavilion improvement (31)
- Playground upgrade/ better equipment (22)
- Increase/ improve carparking (21)
- Shade/ shelter (21)
- Seating (17)
- Public Toilets (15)
- BBQs (11)
- Bike and walking tracks (5)
- Zipline / flying fox (5)
- Picnic area (5)
- Improve oval (5)
- Ball catching net (5)
- Bins (4)
- Basketball court (4)
- Drink fountain (4)
- Swing set (3)
- Upgrade sporting facilities (3)
- Change the direction of the cricket nets (3)
- Nature play (2)
- Dog bags (2)
- Spectator space (2)
- Lights (2)
- Safety (2)
- Off lead area (2)
- Kangaroos (2)

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13



- Improve club rooms
- Bigger gym
- Bocce
- Tennis wall
- More fencing
- Interpretive signage
- Pavilion forecourt
- Disability access
- Fencing around the ground
- Trees
- Scoreboard
- Soccer pitch
- Coffee van

Question 13: If you have any other comments about the future of Kelynack Recreation Reserve, please share them here

From the summarised below responses, it was reiterated by participants that an upgrade to the Pavilion was extremely important. This was an opportunity for participants to share that they enjoy the reserve in its current state. Other items which were requested to be considered as part of the master plan included public toilets, shade/ shelter, changing of the orientation of the cricket nets and to make space for festivals/ events.

- Upgrade the pavilion (8)
- I love Kelynack/ wonderful location (4)
- Public toilets (3)
- Make a space for festivals/ events (2)
- Shade/ shelter (2)
- Change the direction of the cricket nets (2)
- Enclose the oval fence (2)
- Nature play (2)
- Trees (2)
- Bins
- BBQs
- Better paths
- Safety
- Close the park at night
- Dirt path around the path around the oval s great for running
- Upgrade the playground
- Seats
- Upgrade/ expand the car park
- Upgraded facilities with a theme the reflect the environment

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14



Key Stakeholder Meetings

Stakeholder meetings were held with key internal and external stakeholders. This provided the opportunity to have in-depth discussions with staff and the community about issues and opportunities. Discussion and feedback included the following:

Overall Reserve:

- Apart from the sports which run on the site, Kelynack is not a nice reserve to spend time in.
- Many people use the reserve to wait to collect children from Plenty parklands Primary School and Blossom Park Kinder

Sports Oval:

- The ground is currently used by the Football club for training and as an overflow ground
- Surface of the oval is assessed as in a good condition by the Football and Cricket clubs
- Fence around the oval should be infilled to stop balls from rolling down the hill.
- The irrigation on the oval is working well with only a few wet spots experienced in winter.

Sports Pavilion:

- Improve access to the Pavilion
- It would be beneficial to have more shade around the Pavilion. There is currently only a very small covered area for spectators.
- The doors to the toilets should be solid.

Spectator Space:

- The spectator space outside the pavilion needs to be resurfaced to make it a safer and more inviting area.

Scoreboard:

- A scoreboard similar to the one at Redleap Recreation Reserve would be beneficial.
- Future scoreboard should be positioned in a north/ east facing direction.

Cricket Nets:

- The orientation of the nets results in the bowler facing the sun in the afternoon which is when the nets are at peak use. Consider planting trees behind the nets to provide shade.

Ball Catching Fence:

- A ball catching fence is required particularly due to the slope at the south/ eastern side of the reserve.



Playground:

- The playground gets a lot of use on match days and it would be preferable to the Football and Cricket Clubs that it was located within viewing distance of the Pavilion forecourt area.
- Users of the kindergarten are happy for the playground to be located closer to Blossom Park Drive.
- Incorporate nature play into the playground area

Social Spaces:

- Need to design spaces which encourage incidental social interaction.

Walking Paths:

- All paths around the sports pavilion should be concreted
- Disability access from the car park to the pavilion is an issue
- The walking loop around the oval rarely gets use. The path which runs along the south west of the oval receives the most use.

Trees/ Vegetation:

- Additional trees should be planted around the reserve to get more shade and canopy coverage.
- Provide deciduous trees which provide seasonal variation

Drink Taps:

- Drink taps are required to be installed in the reserve

Seating:

- Bench seats are required around the reserve

Vehicle exclusion fencing:

- Vehicles occasionally illegally access the reserve.

Car Parking:

- Parking is an issue as the size of the carpark insufficiently caters to the sporting activity.
- The car park is also full on weekday mornings during the kinder drop off times.
- At busy period cars are required to park along Azalea Avenue and Blossom park drive.

Barbecue:

- Barbecue facilities would receive use.

Lighting:

- Due to the reserve being activated after hours for sports use, the lack of lighting between the Pavilion and the car park is a safety issue. Installing lighting along the path would help to feel safer.



4. Limitations

The following limitations were experienced through the consultation process:

- **Lack of interest from the community:**
Direct mail advising of the consultation was directly distributed to 1000 households within walking distance of the reserve. Of the 1000 households, we received 107 formal responses. This may be due to community members unable to attend the pop-up sessions, unwilling to fill in a survey or consultation fatigue.

5. Key recommendations

From the feedback received from the key stakeholders and community members, the following recommendations are made for the inclusion in the master plan.:

- Upgrade the play space to include to be suitable for varied age groups and skills sets. Consider the inclusion of nature play elements.
- Investigate the relocation of the play space closer to Blossom Park Drive.
- Upgrade the carpark to include additional car spaces.
- Undertake a traffic study to investigate further opportunities for on-street parking.
- Provide supporting amenities, including shelter, seating, bins and barbecues.
- Provide opportunities for community events.

Although the sports Pavilion will not be included as part of the master plan works, the importance of future upgrades to the Pavilion are recognised as significantly important to the community. Feedback provided on the Sports Pavilion will be included in future reviews of the City of Whittlesea's planning.



KELYNACK RESERVE MASTER PLAN OPINION OF PROBABLE COST SUMMARY

SHORT TERM PRIORITY (3 year timeframe)	
NORTH WESTERN RESERVE ENTRY AND PLAYSPACE TOTAL (ITEM 1&2)	\$821,393
SUB-TOTAL (excl. GST)	\$821,393
MEDIUM TERM PRIORITY (5 year timeframe)	
MULTI-PLAY AREA TOTAL (ITEM 4)	\$140,622
CARPARK TOTAL (ITEM 6)	\$390,222
SPORTS OVAL TOTAL (ITEM 8)	\$780,515
CRICKET NETS TOTAL (ITEM 9)	\$4,020
PATHWAY NETWORKS TOTAL (ITEM 11)	\$226,650
SOUTH EASTERN GRASSED EMBANKMENT TOTAL (ITEM 12)	\$13,560
SOUTH EASTERN RESERVE ENTRY TOTAL (ITEM 13)	\$151,128
SUB-TOTAL (excl. GST)	\$1,706,717
LONG TERM PRIORITY (10 year timeframe)	
SPECTATOR EMBANKMENT TOTAL (ITEM 3)	\$77,070
SECONDARY PICNIC AREA TOTAL (ITEM 5)	\$143,052
SPORTS PAVILION AND LANDSCAPE WORKS TOTAL (ITEM 7)	\$2,123,621
NEIGHBOURING PROPERTY BOUNDARY TOTAL (ITEM 10)	\$91,032
SUB-TOTAL (excl. GST)	\$2,434,775
TOTAL (excl. GST)	\$4,962,885

**KELYNACK RESERVE MASTER PLAN
ITEM 1&2 - NORTH WESTERN RESERVE ENTRY AND PLAYSPACE
OPINION OF PROBABLE COST
DECEMBER 2019**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT (EXCL. GST)
1.0	PRELIMINARIES				
1.01	Costs relating to site set up and establishment, site safety, temporary fencing, survey and setting out and services location.	Percent		7.5%	\$47,800
2.0	DEMOLITION WORKS				
	Demolish and remove off site the following:				
2.01	Granitic sand paving	Sq.m	265	10	\$2,650
2.02	Asphalt paving - Pedestrian	Sq.m	30	15	\$450
2.03	Concrete footpath paving	Sq.m	7	25	\$175
2.04	Timber bollards	L.m	77	15	\$1,155
2.05	Grass	Sq.m	1981	5	\$9,905
2.06	Signs	No.	1	100	\$100
2.07	Seat	No.	3	200	\$600
2.08	Trees	No.	17	300	\$5,100
2.09	Garden bed	Sq.m	1180	10	\$11,800
2.10	Play Equipment	Allow	1	5000	\$5,000
2.11	Softfall Mulch	Sq.m	235	7	\$1,645
2.12	Rubber impact attenuation surface	Allow	29	15	\$435
2.13	Concrete Edge	L.m	90	15	\$1,350
	Remove with care and store on site for refurbishment:				
2.10	Fitness equipment	No.	3	500	\$1,500
3.0	SITE PREPARATION AND EARTHWORKS				
3.01	Bulk earthworks - cut and fill on site, grading and compaction.	Sq.m	1920	10	\$19,200
4.0	DRAINAGE WORKS				
	Supply, install and perform the following including trenching, backfill and compaction as specified:				
4.01	Drainage infrastructure	Allow	1	15000	\$15,000
5.0	INSITU CONCRETE WORKS				
	Supply and install the following:				
5.01	Concrete Paving Type 1 - (Pedestrian)	Sq.m	275	95	\$26,125
5.02	Concrete Paving Type 2 - (Pedestrian)	Sq.m	183	105	\$19,215
5.03	Concrete Edge	L.m	65	80	\$5,200
5.04	Concrete Stairs	Allow	1	17500	\$17,500
5.01	Feature Paving - Exposed Aggregate Concrete	Sq.m	24	180	\$4,320
6.0	PAVINGS				
	Supply and install the following:				
6.01	Random Cut Stone Paving	Sq.m	9	350	\$3,150
6.0	RETAINING WALL				
	Supply and install the following:				
6.04	Retaining wall	L.m	13	650	\$8,450
7.0	HANDRAILS				
	Supply and install the following:				
7.01	Stainless steel handrails to steps	L.m	22	480	\$10,560
8.0	SURFACE SAFETY INDICATORS				
	Supply and install the following:				
8.01	TGSIs	L.m	4	350	\$1,400
9.0	PARK FURNITURE AND FENCING				
	Supply and install the following:				
9.01	Custom seats	L.m	2	1500	\$3,000
9.02	Platform Seat- Circular	No.	3	3,000	\$9,000
9.03	Council Standard Bin Enclosure	No.	1	2,500	\$2,500
9.04	Council Standard Drink Fountain	No.	1	8,800	\$8,800
9.05	Council Standard BBQ	No.	1	11,000	\$11,000
9.06	Provision of power to BBQ	Allow	1	5,000	\$5,000
9.07	Picnic Setting	No.	2	4,200	\$8,400
9.08	Picnic Shelter	Allow	1	28,000	\$28,000
9.09	Timber post and steel cable vehicle exclusion fence	L.m	66	140	\$9,240
9.10	Removable bollard	No.	1	500	\$500
10.0	RESERVE SIGNAGE				
	Supply and install the following:				
10.01	Reserve signage	Allow	1	3000	\$3,000

11.0	PLAY EQUIPMENTS				
	Supply and install the following (incl.10% Builders Margin):				
11.01	Kelynack Climber with Monkey Bars (Lypa)	No.	1	49,981	\$49,981
11.02	Stirrups - Kelynack Climber with Monkey Bars (Lypa)	No.	75	275	\$20,625
11.03	Concrete Slide - Height 1200mm (Lypa)	No.	1	9,635	\$9,635
11.04	Linear Stilts (Lypa)	No.	5	909	\$4,545
11.05	Stepped Log (Lypa)	No.	2	3,913	\$7,826
11.06	Balance Sleeper with Posts (Lypa)	No.	7	844	\$5,908
11.07	Tee Pee Cubby - Rustic (Lypa)	No.	1	4,077	\$4,077
11.08	Swing A-Frame Triple (Rigid/Flexi/Basket) (Lypa)	No.	1	19,729	\$19,729
11.09	Stirrups - Swing	No.	6	330	\$1,980
11.10	Flying Fox - Double 30M (Lypa)	No.	1	50,768	\$50,768
11.11	Stirrups – Flying Fox (Lypa)	No.	12	440	\$5,280
11.12	Rope Pole (Lypa)	Allow	1	2,000	\$2,000
11.13	Climbing Grips (Lypa)	Allow	1	2,000	\$2,000
11.14	Freight Estimate (Lypa)	No.	1	5,390	\$5,390
11.15	Mobilisation (Lypa)	No.	1	5,312	\$5,312
11.16	Mini-Space-Shuttle-Spinner (Playground Centre)	No.	1	23,308	\$23,308
12.0	FITNESS EQUIPMENTS				
	Re-install and perform the following				
12.01	Re-located fitness equipments	No.	3	500	\$1,500
12.0	SOFTFALL SURFACING WORKS				
	Supply, install and perform the following				
12.01	Rubber impact attenuation surface (Including roll over edges and fibre reinforced concrete base)	Sq.m	243	265	\$64,395
12.02	350mm minimum depth timber softfall mulch.	Sq.m	465	25	\$11,625
	Play Space Audit				
12.03	Audit of playspace and impact attenuation testing of all synthetic and organic softfall areas by GLG.	Allow	1	2500	\$2,500
13.0	ROCK WORKS				
	Supply, install and perform the following				
13.01	Large mudstone boulders	No.	30	300	\$9,000
13.02	100mm depth 20-40mm gravel mulch to rocky swale	Sq.m	97	25	\$2,425
14.0	TIMBER LOG WORKS				
	Supply, install and perform the following				
14.01	Timber log steppers	No.	45	150	\$6,750
14.02	Natural timber logs	No.	4	200	\$800
15.0	GARDEN BED PREPARATION & PLANTING WORKS				
	Supply, install and perform the following				
15.01	Advanced trees in 45L containers	No.	36	250	\$9,000
15.02	Garden bed preparation - herbicide treatment, cultivation and gypsum, 200mm depth topsoil, 75mm depth mulch, soil conditioner	Sq.m	507	40	\$20,280
15.03	Shrubs, tufties and grasses	Sq.m	507	20	\$10,140
16.0	GRASS REINSTATEMENT				
	Supply, install and perform the following:				
16.01	Hydromulching including 50mm imported topsoil dressing	Sq.m	721	10	\$7,210
17.0	ESTABLISHMENT & MAINTENANCE				
	Supply, install and perform the following:				
17.01	Maintain all horticultural works until the end of the establishment period (52 weeks)	Sq.m	1228	10	\$12,280
SUB-TOTAL (excl. GST)					\$684,494
18.0	MISCELLANEOUS				
18.01	Allow construction contingency	Percent	\$684,494	10%	\$68,449
18.02	Design fees	Percent	\$684,494	10%	\$68,449
TOTAL (excl. GST)					\$821,393

**KELYNACK RESERVE MASTER PLAN
ITEM 3 - SPECTATOR EMBANKMENT
OPINION OF PROBABLE COST
DECEMBER 2019**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT (EXCL. GST)
1.0	PRELIMINARIES				
1.01	Costs relating to site set up and establishment, site safety, temporary fencing, survey and setting out and services location.	Percent		10%	\$5,900
2.0	IRRIGATION WORKS				
	Supply, install and perform the following:				
2.01	Design and construction of automatic irrigation system to grass	Sq.m	1709	25	\$42,725
3.0	TREE PLANTING WORKS				
	Supply, install and perform the following				
3.01	Advanced trees in 45L containers	No.	14	250	\$3,500
4.0	GRASS REINSTATMENT				
	Supply, install and perform the following:				
4.01	Grass seeding and topsoiling over irrigation pipe work trenches. Assume quarter of total grass area	Sq.m	430	10	\$4,300
5.0	ESTABLISHMENT & MAINTENANCE				
	Supply, install and perform the following:				
5.01	Maintain all horticultural works until the end of the establishment period (52 weeks)	Weeks	52	150	\$7,800
SUB-TOTAL (excl. GST)					\$64,225
6.0	MISCELLANEOUS				
6.01	Allow construction contingency	Percent	\$64,225	10%	\$6,423
6.02	Design fees	Percent	\$64,225	10%	\$6,423
TOTAL (excl. GST)					\$77,070

**KELYNACK RESERVE MASTER PLAN
ITEM 4 - MULTI-PLAY AREA
OPINION OF PROBABLE COST
DECEMBER 2019**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT (EXCL. GST)
1.0	PRELIMINARIES				
1.01	Costs relating to site set up and establishment, site safety, temporary fencing, survey and setting out and services location.	Percent		10%	\$10,700
2.0	DEMOLITION WORKS				
	Demolish and remove off site the following:				
2.01	Grass	Sq.m	310	5	\$1,550
3.0	SITE PREPARATION AND EARTHWORKS				
3.01	Bulk earthworks - cut and fill on site, grading and compaction.	Sq.m	310	10	\$3,100
4.0	DRAINAGE WORKS				
	Supply, install and perform the following including trenching, backfill and compaction as specified:				
4.01	Drainage infrastructure	Allow	1	5000	\$5,000
5.0	INSITU CONCRETE WORKS				
	Supply and install the following:				
5.01	Concrete Paving Type 1 - (Pedestrian)	Sq.m	15	95	\$1,425
6.0	MULTI-PLAY COURT				
	Supply and install the following:				
6.01	Multi-Purpose court with Laykold surface including concrete base and linemarking	Sq.m	240	250	\$60,000
6.01	Ping Pong Table	No.	1	12000	\$12,000
6.02	Basketball tower, backboard and ring	No.	1	3500	\$3,500
7.0	PARK FURNITURE				
	Supply and install the following:				
7.01	Seatings	Allow	1	10000	\$10,000
8.0	GARDEN BED PREPARATION & PLANTING WORKS				
	Supply, install and perform the following				
8.01	Advanced trees in 45L containers	No.	5	250	\$1,250
8.02	Garden bed preparation - herbicide treatment, cultivation and gypsum, 200mm depth topsoil, 75mm depth mulch, soil conditioner	Sq.m	51	40	\$2,040
8.03	Shrubs, tufties and grasses	Sq.m	51	20	\$1,020
9.0	GRASS REINSTATMENT				
	Supply, install and perform the following:				
9.01	Hydromulching including 50mm imported topsoil dressing	Sq.m	40	10	\$400
10.0	ESTABLISHMENT & MAINTENANCE				
	Supply, install and perform the following:				
10.01	Maintain all horticultural works until the end of the establishment period (52 weeks)	Weeks	52	100	\$5,200
SUB-TOTAL (excl. GST)					\$117,185
11.0	MISCELLANEOUS				
11.01	Allow construction contingency	Percent	\$117,185	10%	\$11,719
11.02	Design fees	Percent	\$117,185	10%	\$11,719
TOTAL (excl. GST)					\$140,622

**KELYNACK RESERVE MASTER PLAN
ITEM 5 - SECONDARY PICNIC AREA
OPINION OF PROBABLE COST
DECEMBER 2019**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT (EXCL. GST)
1.0	PRELIMINARIES				
1.01	Costs relating to site set up and establishment, site safety, temporary fencing, survey and setting out and services location.	Percent		10%	\$10,900
2.0	DEMOLITION WORKS				
	Demolish and remove off site the following:				
2.01	Grass	Sq.m	130	5	\$650
3.0	SITE PREPARATION AND EARTHWORKS				
3.01	Bulk earthworks - cut and fill on site, grading and compaction.	Sq.m	130	10	\$1,300
4.0	DRAINAGE WORKS				
	Supply, install and perform the following including trenching, backfill and compaction as specified:				
4.01	Drainage infrastructure	Allow	1	3000	\$3,000
5.0	INSITU CONCRETE WORKS				
	Supply and install the following:				
5.01	Concrete Paving Type 1 - (Pedestrian)	Sq.m	130	95	\$12,350
6.0	PARK FURNITURE AND VEHICLE EXCLUSION FENCING				
	Supply and install the following:				
6.01	Council Standard Bin Enclosure	No.	1	2,500	\$2,500
6.02	Council Standard Drink Fountain	No.	1	8,800	\$8,800
6.03	Council Standard BBQ	No.	1	11,000	\$11,000
6.04	Provision of power to BBQ	Allow	1	2,000	\$2,000
6.05	Picnic Setting	No.	2	4,200	\$8,400
6.06	Picnic Shelter	Allow	1	28,000	\$28,000
7.0	GRASS REINSTATMENT				
	Supply, install and perform the following:				
7.01	Hydromulching including 50mm imported topsoil dressing	Sq.m	751	10	\$7,510
8.0	IRRIGATION WORKS				
	Supply, install and perform the following:				
8.01	Design and construction of automatic irrigation system to grass and garden bed areas	Allow	1	15000	\$15,000
9.0	ESTABLISHMENT & MAINTENANCE				
	Supply, install and perform the following:				
9.01	Maintain all horticultural works until the end of the establishment period (52 weeks)	Weeks	52	150	\$7,800
SUB-TOTAL (excl. GST)					\$119,210
10.0	MISCELLANEOUS				
10.01	Allow construction contingency	Percent	\$119,210	10%	\$11,921
10.02	Design fees	Percent	\$119,210	10%	\$11,921
TOTAL (excl. GST)					\$143,052

**KELYNACK RESERVE MASTER PLAN
ITEM 6 - CAR PARK
OPINION OF PROBABLE COST
DECEMBER 2019**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT (EXCL. GST)
1.0	PRELIMINARIES				
1.01	Costs relating to site set up and establishment, site safety, temporary fencing, survey and setting out and services location.	Percent		10%	\$29,600
2.0	DEMOLITION WORKS				
	Demolish and remove off site the following:				
2.01	Asphalt paving - Vehicular	Sq.m	120	25	\$3,000
2.02	Concrete footpath paving	Sq.m	10	25	\$250
2.03	Concrete road paving	Sq.m	20	50	\$1,000
2.04	Concrete kerb	L.m	160	25	\$4,000
2.05	Timber bollards	No.	11	100	\$1,100
2.06	Signs	No.	8	100	\$800
2.07	Wheel stops	No.	8	100	\$800
2.08	Trees	No.	2	300	\$600
2.09	Grass	Sq.m	667	5	\$3,335
2.10	Garden bed	Sq.m	129	10	\$1,290
2.11	Timber post and steel pipe rail	L.m	80	20	\$1,600
	Remove with care and store on site for refurbishment:				
2.12	Bollard to existing accessible bay	No.	1	100	\$100
2.13	Maintenance gate including footings	No.	1	400	\$400
3.0	SITE PREPARATION AND EARTHWORKS				
3.01	Bulk earthworks - cut and fill on site, grading and compaction.	Sq.m	849	10	\$8,490
4.0	DRAINAGE WORKS				
	Supply, install and perform the following including trenching, backfill and compaction as specified:				
4.01	Drainage to the carpark	Allow	1	15,000	\$15,000
5.0	INSITU CONCRETE WORKS				
	Supply and install the following:				
5.01	Concrete Paving Type 1 - (Pedestrian)	Sq.m	92	95	\$8,740
5.02	Concrete Vehicular Crossover	Item	1	10000	\$10,000
5.02	Concrete Barrier Kerb and Channel	L.m	180	90	\$16,200
6.0	PAVINGS				
	Supply and install the following:				
6.01	Asphalt paving - Vehicular	Sq.m	447	90	\$40,230
7.0	PARK FURNITURE AND VEHICLE EXCLUSION FENCING				
	Reinstall the following:				
7.01	Relocate - Bollard to existing accessible bay	No.	1	50	\$50
7.02	Relocate - Maintenance gate	No.	1	400	\$400
	Supply and install the following:				
7.03	Removable bollard	No.	2	500	\$1,000
7.04	Parking signage	Allow	1	4000	\$4,000
7.05	Timber post and steel cable vehicle exclusion fence	L.m	50	140	\$7,000
7.06	New bollard and accessible parking bay	No.	1	1200	\$1,200
8.0	LINEMARKINGS				
	Supply and install the following:				
8.01	Linemarkings	Allow	1	10000	\$10,000
9.0	LIGHTING WORKS				
	Supply and install the following:				
9.01	Public post mounted illuminate lighting	Allow	1	100000	\$100,000
10.0	WATER SENSITIVE URBAN DESIGN				
	Supply and install the following:				
10.01	Water sensitive urban design initiatives	Allow	1	20,000	\$20,000
11.0	GARDEN BED PREPARATION & PLANTING WORKS				
	Supply, install and perform the following				
11.01	Advanced trees in 45L containers	No.	24	250	\$6,000

11.02	Garden bed preparation - herbicide treatment, cultivation and gypsum, 200mm depth topsoil, 75mm depth mulch, soil conditioner	Sq.m	310	40	\$12,400
11.03	Shrubs, tufties and grasses	Sq.m	310	20	\$6,200
12.0	ESTABLISHMENT & MAINTENANCE				
	Supply, install and perform the following:				
12.01	Maintain all horticultural works until the end of the establishment period (52 weeks)	Weeks	52	200	\$10,400
			SUB-TOTAL (excl. GST)		\$325,185
13.0	MISCELLANEOUS				
13.01	Allow construction contingency	Percent	\$325,185	10%	\$32,519
13.02	Design fees	Percent	\$325,185	10%	\$32,519
			TOTAL (excl. GST)		\$390,222

**KELYNACK RESERVE MASTER PLAN
ITEM 7 - SPORTS PAVILION LANDSCAPE WORKS
OPINION OF PROBABLE COST
NOVEMBER 2020**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT (EXCL. GST)
1.0	PRELIMINARIES				
1.01	Costs relating to site set up and establishment, site safety, temporary fencing, survey and setting out and services location.	Percent		10%	\$151,800
2.0	DEMOLITION WORKS				
	Demolish and remove off site the following:				
2.01	Concrete footpath paving	Sq.m	120	25	\$3,000
2.02	Timber Steps	L.m	60	25	\$1,500
2.03	Granitic sand paving	Sq.m	440	10	\$4,400
2.04	Garden bed	Sq.m	360	10	\$3,600
2.05	Grass	Sq.m	400	5	\$2,000
2.06	Seat	No.	2	200	\$400
3.0	SITE PREPARATION AND EARTHWORKS				
3.01	Bulk earthworks - cut and fill on site, grading and compaction.	Sq.m	1393	10	\$13,930
4.0	DRAINAGE WORKS				
	Supply, install and perform the following including trenching, backfill and compaction as specified:				
4.01	Drainage infrastructure	Allow	1	25000	\$25,000
5.0	NEW PAVILION WORKS				
	Supply and install the following:				
5.01	Hall space	Sq.m	100	2300	\$230,000
5.02	Storage space	Sq.m	20	1600	\$32,000
5.03	Kitchen	Sq.m	28	3400	\$95,200
5.04	Staff Office	Sq.m	12	2600	\$31,200
5.05	Public Toilet	Sq.m	35	3600	\$126,000
5.06	Exeloo	Item	1	200000	\$200,000
6.0	UPGRADES TO EXISTING PAVILION				
	Supply and install the following:				
6.01	External storage	Sq.m	20	1600	\$32,000
6.02	Amenities	Sq.m	78	3600	\$280,800
6.03	Umpires change	Sq.m	20	3600	\$72,000
6.04	First aid	Sq.m	6.6	2600	\$17,160
7.0	PAVING WORKS				
	Supply and install the following:				
7.01	Concrete Paving Type 1 - (Pedestrian)	Sq.m	23	95	\$2,185
7.02	Feature Paving - Exposed Aggregate Concrete	Sq.m	400	180	\$72,000
7.03	Feature Paving	Sq.m	250	350	\$87,500
8.0	SPECTATOR SEATING				
	Supply and install the following:				
8.01	Spectator seating	Item	1	35000	\$35,000
9.0	PARK FURNITURE				
	Supply and install the following:				
9.01	Council Standard Bin Enclosure	No.	1	2500	\$2,500
9.02	Custom seats	L.m	10	1500	\$15,000
10.0	LIGHTING WORKS				
	Supply and install the following:				
10.01	Lighting	Allow	1	50,000	\$50,000
11.0	GARDEN BED PREPARATION & PLANTING WORKS				
	Supply, install and perform the following				
11.01	Advanced trees in 45L containers	No.	12	250	\$3,000
11.02	Garden bed preparation - herbicide treatment, cultivation and gypsum, 200mm depth topsoil, 75mm depth mulch, soil conditioner	Sq.m	790	40	\$31,600
11.03	Shrubs, tufties and grasses	Sq.m	790	20	\$15,800
12.0	GRASS REINSTATMENT				
	Supply, install and perform the following:				
12.01	Hydromulching including 50mm imported topsoil dressing	Sq.m	110	10	\$1,100
13.0	IRRIGATION WORKS				
	Supply, install and perform the following:				
13.01	Design and construction of automatic irrigation system to grass and garden bed areas	Allow	1	16,000	\$16,000

14.0	ESTABLISHMENT & MAINTENANCE				
	Supply, install and perform the following:				
14.01	Maintain all horticultural works until the end of the establishment period (52 weeks)	Weeks	52	300	\$15,600
SUB-TOTAL (excl. GST)					\$1,669,275
15.0	MISCELLANEOUS				
15.01	Allow construction contingency	Percent	\$1,669,275	10%	\$166,928
15.02	Design fees	Percent	\$1,669,275	10%	\$166,928
15.03	Planning & building permits	Percent	\$1,116,360	1%	\$11,164
15.04	Authority charges	Percent	\$1,116,360	2%	\$22,327
15.05	Site conditions	Nominal	Nominal		\$75,000
15.06	Services establishment	Nominal	Nominal		\$12,000
TOTAL (excl. GST)					\$2,123,621

**KELYNACK RESERVE MASTER PLAN
ITEM 8 - SPORTS OVAL
OPINION OF PROBABLE COST
DECEMBER 2019**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT (EXCL. GST)
1.0	PRELIMINARIES				
1.01	Costs relating to site set up and establishment, site safety, temporary fencing, survey and setting out and services location.	Percent		7.5%	\$52,000
2.0	DEMOLITION WORKS				
	Demolish and remove off site the following:				
2.01	Concrete footpath paving	Sq.m	80	25	\$2,000
2.02	Granitic sand paving	Sq.m	1090	10	\$10,900
2.03	Asphalt paving - Pedestrian	Sq.m	77	15	\$1,155
2.04	Grass	Sq.m	19010	5	\$95,050
2.05	AFL goal posts	No.	4	200	\$800
2.06	Steel Pipe Fencing	L.m	442	30	\$13,260
2.07	Timber Steps	L.m	40	25	\$1,000
	Remove with care and store on site for refurbishment:				
2.08	Coaches boxes	L.m	2	500	\$1,000
3.0	SITE PREPARATION AND EARTHWORKS				
3.01	Bulk earthworks - cut and fill on site, grading and compaction, Removal excess material off-site	Sq.m	17848	15	\$267,720
4.0	INSITU CONCRETE WORKS				
	Supply and install the following:				
4.01	Concrete Paving Type 1 - (Pedestrian)	Sq.m	1210	95	\$114,950
5.0	FENCING WORKS				
	Supply and install the following:				
5.01	1.2m high black PVC coated chain wire fence	L.m	380	130	\$49,400
5.02	High ball protection fence	L.m	86	800	\$68,800
5.03	Concrete spoon drain below sports fence	L.m	466	80	\$37,280
6.0	COACHE BOXES AND GATES				
	Reinstall the following:				
6.01	Relocate - Coach Boxes	No.	2	1000	\$2,000
	Supply and install the following:				
6.02	Maintenance gate	No.	2	5000	\$10,000
6.03	Electronic scoreboard				Excl.
7.0	GARDEN BED PREPARATION & PLANTING WORKS				
	Supply, install and perform the following				
7.01	Advanced trees in 45L containers	No.	26	250	\$6,500
8.0	GRASS REINSTATMENT				
	Supply, install and perform the following:				
8.01	Hydromulching including 50mm imported topsoil dressing to reinstate areas adjacent to new paths	Sq.m	1030	10	\$10,300
9.0	ESTABLISHMENT & MAINTENANCE				
	Supply, install and perform the following:				
9.01	Maintain all horticultural works until the end of the establishment period (52 weeks)	Weeks	52	700	\$36,400
SUB-TOTAL (excl. GST)					\$780,515

**KELYNACK RESERVE MASTER PLAN
ITEM 9 - CRICKET NETS
OPINION OF PROBABLE COST
DECEMBER 2019**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT (EXCL. GST)
1.0	PRELIMINARIES				
1.01	Costs relating to site set up and establishment, site safety, temporary fencing, survey and setting out and services location.	Percent		10%	\$400
1.0	PLANTING WORKS				
	Supply, install and perform the following				
1.01	Advanced trees in 45L containers	No.	3	250	\$750
2.0	ESTABLISHMENT & MAINTENANCE				
	Supply, install and perform the following:				
2.01	Maintain all horticultural works until the end of the establishment period (52 weeks)	Weeks	52	50	\$2,600
SUB-TOTAL (excl. GST)					\$3,350
3.0	MISCELLANEOUS				
3.01	Allow construction contingency	Percent	\$3,350	10%	\$335
3.02	Design fees	Percent	\$3,350	10%	\$335
TOTAL (excl. GST)					\$4,020

**KELYNACK RESERVE MASTER PLAN
ITEM 10 - NEIGHBOURING PROPERTY BOUNDARY
OPINION OF PROBABLE COST
DECEMBER 2019**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT (EXCL. GST)
1.0	PRELIMINARIES				
1.01	Costs relating to site set up and establishment, site safety, temporary fencing, survey and setting out and services location.	Percent		10%	\$6,900
2.0	GARDEN BED PREPARATION & PLANTING WORKS				
	Supply, install and perform the following				
2.01	Advanced trees in 45L containers	No.	30	250	\$7,500
2.02	Garden bed preparation - herbicide treatment, cultivation and gypsum, 200mm depth topsoil, 75mm depth mulch, soil conditioner	Sq.m	851	40	\$34,040
2.03	Shrubs, tufties and grasses	Sq.m	851	20	\$17,020
3.0	ESTABLISHMENT & MAINTENANCE				
	Supply, install and perform the following:				
3.01	Maintain all horticultural works until the end of the establishment period (52 weeks)	Weeks	52	200	\$10,400
SUB-TOTAL (excl. GST)					\$75,860
4.0	MISCELLANEOUS				
4.01	Allow construction contingency	Percent	\$75,860	10%	\$7,586
4.02	Design fees	Percent	\$75,860	10%	\$7,586
TOTAL (excl. GST)					\$91,032

**KELYNACK RESERVE MASTER PLAN
ITEM 11 - PATHWAY NETWORKS
OPINION OF PROBABLE COST
DECEMBER 2019**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT (EXCL. GST)
1.0	PRELIMINARIES				
1.01	Costs relating to site set up and establishment, site safety, temporary fencing, survey and setting out and services location.	Percent		10%	\$17,200
2.0	DEMOLITION WORKS				
	Demolish and remove off site the following:				
2.01	Concrete footpath paving	Sq.m	100	25	2500
2.02	Granitic sand paving	Sq.m	660	10	6600
2.03	Grass	Sq.m	615	5	3075
3.0	SITE PREPARATION AND EARTHWORKS				
3.01	Bulk earthworks - cut and fill on site, grading and compaction.	Sq.m	1275	10	\$12,750
4.0	INSITU CONCRETE WORKS				
	Supply and install the following:				
4.01	Concrete Paving Type 1 - (Pedestrian)	Sq.m	1100	95	\$104,500
5.0	PARK FURNITURE				
	Supply and install the following:				
5.01	Council Standard Bench	No.	3	1800	\$5,400
6.0	GARDEN BED PREPARATION & PLANTING WORKS				
	Supply, install and perform the following				
6.01	Advanced trees in 45L containers	No.	15	250	\$3,750
6.02	Garden bed preparation - herbicide treatment, cultivation and gypsum, 200mm depth topsoil, 75mm depth mulch, soil conditioner	Sq.m	175	40	\$7,000
6.03	Shrubs, tufties and grasses	Sq.m	175	20	\$3,500
7.0	GRASS REINSTATMENT				
	Supply, install and perform the following:				
7.01	Hydromulching including 50mm imported topsoil dressing to reinstate areas adjacent to new paths	Sq.m	1220	10	\$12,200
8.0	ESTABLISHMENT & MAINTENANCE				
	Supply, install and perform the following:				
8.01	Maintain all horticultural works until the end of the establishment period (52 weeks)	Weeks	52	200	\$10,400
					SUB-TOTAL (excl. GST)
					\$188,875
9.0	MISCELLANEOUS				
9.01	Allow construction contingency	Percent	\$188,875	10%	\$18,888
9.02	Design fees	Percent	\$188,875	10%	\$18,888
					TOTAL (excl. GST)
					\$226,650

**KELYNACK RESERVE MASTER PLAN
ITEM 12 - SOUTH EASTERN GRASSED EMBANKMENT
OPINION OF PROBABLE COST
DECEMBER 2019**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT (EXCL. GST)
1.0	PRELIMINARIES				
1.01	Costs relating to site set up and establishment, site safety, temporary fencing, survey and setting out and services location.	Percent		10%	\$1,100
2.0	GARDEN BED PREPARATION & PLANTING WORKS				
	Supply, install and perform the following				
2.01	Advanced trees in 45L containers	No.	20	250	\$5,000
3.0	ESTABLISHMENT & MAINTENANCE				
	Supply, install and perform the following:				
3.01	Maintain all horticultural works until the end of the establishment period (52 weeks)	Weeks	52	100	\$5,200
SUB-TOTAL (excl. GST)					\$11,300
4.0	MISCELLANEOUS				
4.01	Allow construction contingency	Percent	\$11,300	10%	\$1,130
4.02	Design fees	Percent	\$11,300	10%	\$1,130
TOTAL (excl. GST)					\$13,560

**KELYNACK RESERVE MASTER PLAN
ITEM 13 - SOUTH EASTERN RESERVE ENTRY
OPINION OF PROBABLE COST
DECEMBER 2019**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT (EXCL. GST)
1.0	PRELIMINARIES				
1.01	Costs relating to site set up and establishment, site safety, temporary fencing, survey and setting out and services location.	Percent		10%	\$3,100
2.0	DEMOLITION WORKS				
	Demolish and remove off site the following:				
2.01	Timber bollards	L.m	22	15	\$330
2.02	Overgrown understorey planting	Sq.m	1473	10	\$14,730
3.0	PARK FURNITURE AND VEHICLE EXCLUSION FENCING				
	Supply and install the following:				
3.01	Timber post and steel cable vehicle exclusion fence	L.m	110	140	\$15,400
3.02	Removable bollard	No.	1	500	\$500
4.0	GARDEN BED PREPARATION & PLANTING WORKS				
	Supply, install and perform the following				
4.01	Advanced trees in 45L containers	No.	14	250	\$3,500
4.02	Garden bed preparation - herbicide treatment, cultivation and gypsum, 200mm depth topsoil, 75mm depth mulch, soil conditioner	Sq.m	1473	40	\$58,920
4.03	Shrubs, tufties and grasses	Sq.m	1473	20	\$29,460
SUB-TOTAL (excl. GST)					\$125,940
4.0	MISCELLANEOUS				
4.01	Allow construction contingency	Percent	\$125,940	10%	\$12,594
4.02	Design fees	Percent	\$125,940	10%	\$12,594
TOTAL (excl. GST)					\$151,128



Kelynack Recreation Reserve Master Plan

Participation and Engagement Findings Report

Prepared by Alex Desmond
July 2019

Creating vibrant self-sustaining communities together



Table of Contents

Executive Summary

1. Background	4
1.1 Project Overview	4
1.2 Purpose	4
1.3 Scope of Engagement	4
2. Methodology.....	5
3. Findings.....	6
4. Limitations	17
5. Key recommendations	17



Executive Summary

A master plan is being developed for Kelynock Recreation Reserve. Community input will provide a direction on future refurbishment to the reserve.

Kelynock Recreation Reserve has been identified by Council's Open Space Strategy as a Municipal level open space in an established urban area of the Municipality and is cited for a major upgrade to improve landscape character, picnic and unstructured recreation facilities which take advantage of the spectacular views over the Plenty Gorge Park.

The master plan will address the following:

- Accessibility into the reserve to support and encourage use by people of all ages and abilities
- Existing play provision
- Passive and active surveillance
- Public facilities- i.e. BBQ, lighting, etc.
- Ecological conservation and improvement of tree canopy

The master plan does not include upgrades to the Sports Pavilion. Any upgrades required to the Sports Pavilion will be addressed through Council's future Pavilion Development Guidelines. Access to the building and an allocated area for potential future expansion will be considered in the master plan.

The range and methods

- Meeting with key stakeholders
- Onsite pop-up sessions
- Hard copy surveys
- Online survey
- Dotmocracy activities
- Voting pods
- Kids drawing activities

Through the consultation, a wide range of people were consulted including children, young people and adults for a total of over 140 participants.



1. Background

1.1 Project Overview

Kelynack Recreation Reserve has been identified by Council's Open Space Strategy as a Municipal level open space in an established urban area of the Municipality. The master plan will address issues around aged infrastructure and improvement to facilities.

Community consultation has been undertaken to gain an understanding of how the community use the reserve and how they would like to be using the reserve into the future.

1.2 Purpose

The purpose of the consultation is to determine current usage and opportunities for future use of Kelynack Recreation Reserve. Results will directly inform the design of the master plan.

1.3 Scope of Engagement

LIST STAKEHOLDERS	LIST COMMUNICATION AND ENGAGEMENT ACTIONS/ACTIVITIES
Inform: <ul style="list-style-type: none"> Local residents 	<ul style="list-style-type: none"> Direct mail out to 1000 households within walking distance of the reserve. Reserve signage Social media updates Council's <i>Have Your Say</i> page
Consult: <ul style="list-style-type: none"> Reserve Users Council Staff with subject matter expertise 	<ul style="list-style-type: none"> Online & hardcopy survey On-site pop-up session
Involve: <ul style="list-style-type: none"> Mill Park Football Club Mill Park Cricket Club Blossom Park Kinder 	<ul style="list-style-type: none"> Meetings to be held with key stakeholders



2. Methodology

Meetings with key stakeholders

Several key stakeholder meetings were held with representatives from external stakeholder groups. This included the following groups:

- Mill Park Football Club
- Mill Park Cricket Club
- Blossom Park Kinder

Direct mail out

A direct mail out was undertaken for 1000 household within walking distance of the reserve.

The mail out included information on the upcoming pop-up sessions, the online survey and invited feedback.

Surveys

A total of 107 participants undertook either hard copy or online surveys. Participants were asked the following questions:

- What is your age?
- What do you identify as? (female, male, non-binary/ prefer not to say)
- What suburb do you live in?
- Have you ever been to Kelynack Recreation Reserve?
- Approximately how often do you visit the Reserve?
- What facilities and spaces do you use when you visit the Reserve?
- What do you normally visit the Reserve to do?
- How do you normally get to the Reserve?
- Do you live within walking distance of the Reserve?
- Thinking more broadly than Kelynack Recreation Reserve, what are the three most important features in local parks, reserves to you?
- What do you love or value now about Kelynack Recreation Reserve?
- What are your ideas for improving Kelynack recreation Reserve for the future?
- If you have any other comments about the future of Kelynack Recreation Reserve, please share them here.

Onsite pop-up sessions

Two pop-up sessions were held onsite on the following days:

- Tuesday 25 June 3:30pm-5:30pm
- Sunday 30 June 10:30am-1:30pm

The following activities were completed at the pop-up sessions:

- Hard copy surveys
- "Big Idea" drawing activity sheets
- Voting pods
- Dotmocracy boards



3. Findings

This section provides the results from the surveys and onsite pop-up sessions.

Pop-up sessions:

Participation	
Number of surveys completed at pop up session?	72
Number of postcards/forms distributed?	2
Number of "Big Idea" drawings completed?	7
Number of people participating with voting pod?	104
Number of people participating with dotmocracy board?	59
Approximate number of people engaged?	140

Results:

Dotmocracy													
What are the three most important features to you at Kelynack Recreation Reserve in the future?													
Sports facilities		Natural areas		Open grass areas		Places to gather with others		Supporting infrastructure		Playspaces equipment		Pathways and trails	
Under 18	Over 18	Under 18	Over 18	Under 18	Over 18	Under 18	Over 18	Under 18	Over 18	Under 18	Over 18	Under 18	Over 18
15	8	20	3	8	2	19	19	29	16	13	9	7	11
23		23		10		38		45		22		18	

Voting Pod											
How often to you use or come to Kelynack Recreation Reserve?											
Daily		2-3 times per week		Once a week		Once a fortnight		Monthly		Not often (2-3 times per year)	
Under 18	Over 18	Under 18	Over 18	Under 18	Over 18	Under 18	Over 18	Under 18	Over 18	Under 18	Over 18
36	26	18	8	5	4	1	1	2	1	1	1
62		26		9		2		3		2	

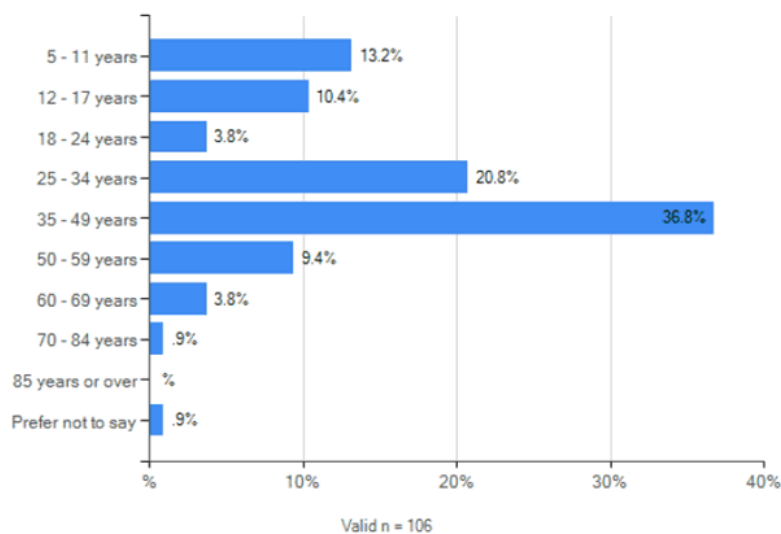


Survey Results:

This section provides results from the hard copy and online surveys completed by 107 community members.

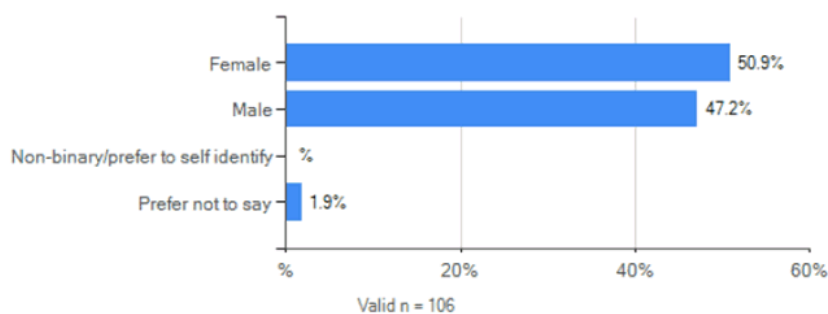
Question 1: What is your age?

There were representatives from each age group between 85 years participating in the consultation. Majority of participants are between the age of 35-39 years (36.8%) with a large representation also between 25-34 years (20.8%).



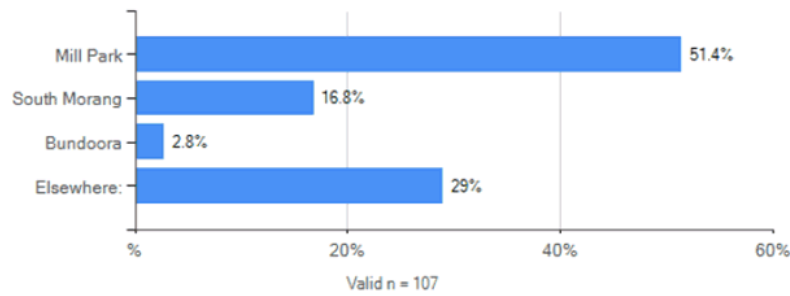
Question 2: What do you identify as?

There was close to equal percentage of male and female participants with 50.9% female and 47.2% male.



Question 3: What suburb do you live in?

Majority of participants reside in Mill Park (51.4%), followed by South Morang (16.8%). A large portion of participants were located outside of the suburbs surrounding Kelynack Recreation Reserve. This would be due to the people travelling to use the site for active recreation purposes.

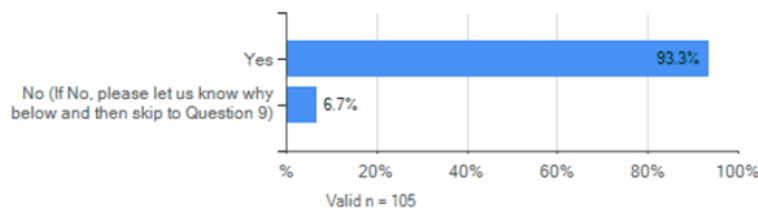


Other responses:

- Doreen (11)
- Epping (7)
- Mernda (5)
- Eltham (2)
- Kimore
- Watsonia
- Wallan
- Craigieburn
- St Helena

Question 4: Have you ever been to Kelynack Recreation Reserve?

Majority of participants had previously visited Kelynack Recreation Reserve.



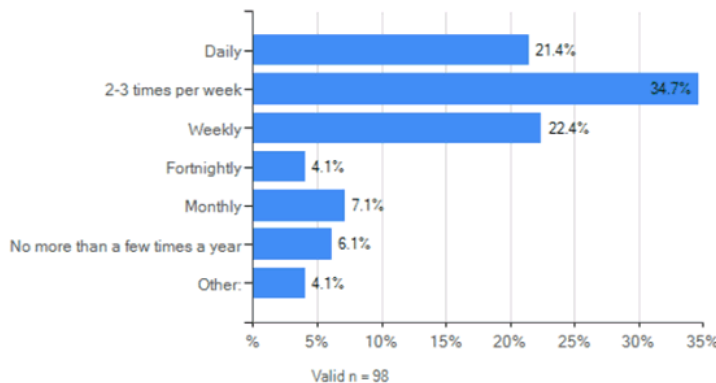
Other responses:

- No aware of it
- No games here
- No need
- I don't live in the area



Question 5: Approximately how often to you visit the Reserve?

The results showed that the reserve receives a high amount of use, with majority of participants visiting 2-3 times per week (34.7%), daily (21.4%) or weekly (22.4%).

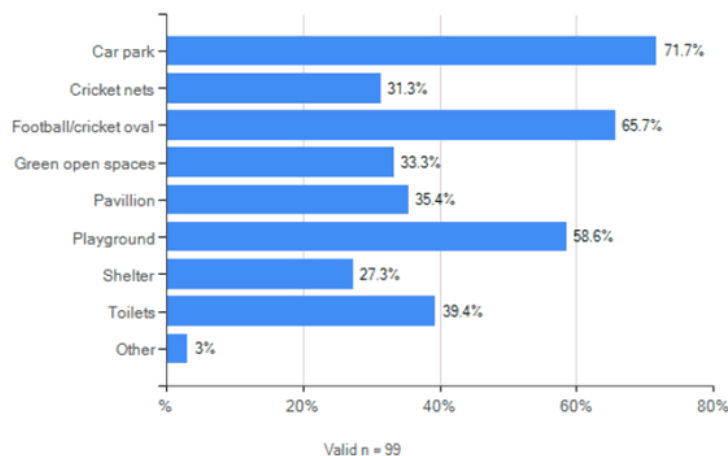


Other responses:

- Cricket season
- Once a year for school sports
- Used to live in Mill park and still 2 times a week

Question 6: What facilities and spaces do you use when you visit the Reserve? (Choose all that apply)

The spaces which receive the most amount of use are the carpark (71.7%), followed by the football/ cricket oval (65.7%) and the playground (58.8%). In comparison, facilities which receive a low amount of use are shelter (27.3%), cricket Nets (31.3%), Open green spaces (33.3%) and the Pavilion (35.4%).



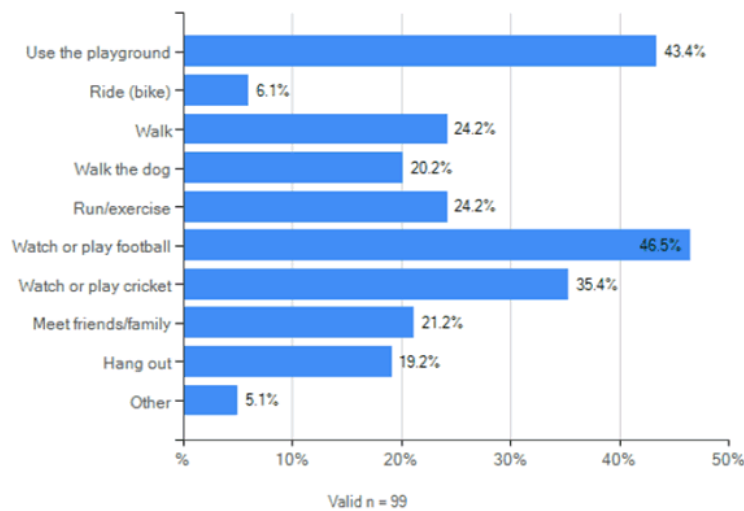


Other responses:

- Walk around
- Use the gym

Question 7: What do you normally visit the Reserve to do? (Choose all that apply)

Majority of participants come to the reserve to watch/ play football (46.5%), use the playground (43.4%) or watch/ play cricket (35.4%). In comparison a low proportion of participants come to the reserve to ride (6.1%).



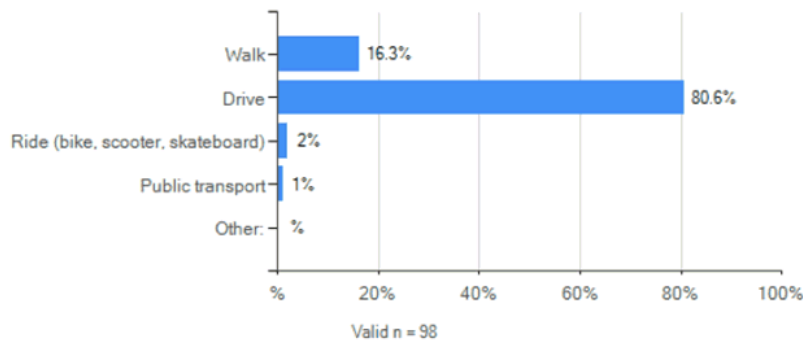
Other responses:

- Taking grandchildren
- Training for football
- To get to school
- Collect kids from kinder and school



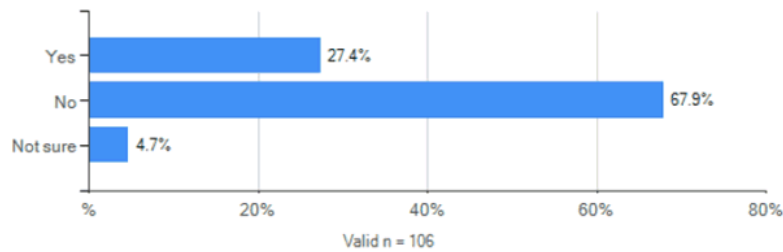
Question 8: How do you normally get to the reserve? (Please choose one option only)

Majority of participants drive to the reserve (80.6%) with only 16.3% walking, 2% riding and 1% using public transport.



Question 9: Do you live within walking distance of the Reserve? (i.e. within approx. 1km)

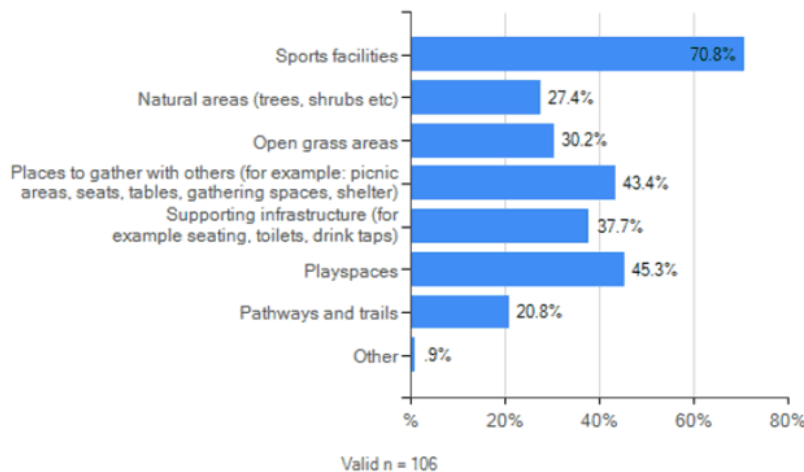
Only 27.4% of participants live within walking distance of the reserve. A high proportion of participants living outside of walking distance (67.9%)





Question 10: Thinking more broadly than Kelynack Recreation Reserve, what are the three most important features in local parks/ reserve for you? (choose no more than 3 options)

Sports facilities was by far the most important feature in any reserve to participants (70.8%). All other facilities received a response range between 20%- 45%, showing that they similarly valued to participants .



Other responses:

- Fenced off leash area
- Dog friendly

Question 11: What do you love or value now about Kelynack Recreation Reserve?

From the below summarised responses, the Sports oval and playground are most valued by the community. Participants also enjoy having a large open space, the exercise equipment and the view. The action recreation was a common theme in the responses, showing the community values having access to recreation facilities.

- Oval/ sporting ground (26)
- Playground/ play equipment (20)
- Open space (16)
- Exercise equipment (12)
- The view (9)
- Play sports / cricket & football (6)
- The River Redgum Cricket club plays there (5)
- Easy to get to/ accessible/ location (4)
- Walking/ running/ paths (4)
- Close to home (3)
- Watching football / cricket (3)
- The size (3)
- Trees/ flora (3)
- Cricket nets (2)
- Wildlife (2)



- Club rooms (2)
- Large field
- Parking
- Sporting facilities
- Green grass
- The people
- Proximity to school / kinder
- Night time lights
- Natural
- Place to meet
- Walking the dog

Question 12: What are your ideas for improving Kelynack Recreation Reserve for the future?

From the below summarised responses it is very important to the community that upgrades, and improvements are undertaken on the Sports Pavilion. Although works to the pavilion are not included in the master plan, space for the pavilion to expand will need to be allowed for upgrades to the playground were also highlighted as extremely important. This included equipment for varied age groups, nature play and a zipline. Other common themes were an increase to the carparking facilities, provision of shade, seating and public toilets.

- Pavilion improvement (31)
- Playground upgrade/ better equipment (22)
- Increase/ improve carparking (21)
- Shade/ shelter (21)
- Seating (17)
- Public Toilets (15)
- BBQs (11)
- Bike and walking tracks (5)
- Zipline / flying fox (5)
- Picnic area (5)
- Improve oval (5)
- Ball catching net (5)
- Bins (4)
- Basketball court (4)
- Drink fountain (4)
- Swing set (3)
- Upgrade sporting facilities (3)
- Change the direction of the cricket nets (3)
- Nature play (2)
- Dog bags (2)
- Spectator space (2)
- Lights (2)
- Safety (2)
- Off lead area (2)
- Kangaroos (2)



- Improve club rooms
- Bigger gym
- Bocce
- Tennis wall
- More fencing
- Interpretive signage
- Pavilion forecourt
- Disability access
- Fencing around the ground
- Trees
- Scoreboard
- Soccer pitch
- Coffee van

Question 13: If you have any other comments about the future of Kelynack Recreation Reserve, please share them here

Form the summarised below responses, it was reiterated by participants that an upgrade to the Pavilion was extremely important. This was an opportunity for participants to share that they enjoy the reserve in its current state. Other items which were requested to be considered as part of the master plan included public toilets, shade/ shelter, changing of the orientation of the cricket nets and to make space for festivals/ events.

- Upgrade the pavilion (8)
- I love Kelynack/ wonderful location (4)
- Public toilets (3)
- Make a space for festivals/ events (2)
- Shade/ shelter (2)
- Change the direction of the cricket nets (2)
- Enclose the oval fence (2)
- Nature play (2)
- Trees (2)
- Bins
- BBQs
- Better paths
- Safety
- Close the park at night
- Dirt path around the path around the oval s great for running
- Upgrade the playground
- Seats
- Upgrade/ expand the car park
- Upgraded facilities with a theme the reflect the environment

**Key Stakeholder Meetings**

Stakeholder meetings were held with key internal and external stakeholders. This provided the opportunity to have in-depth discussions with staff and the community about issues and opportunities. Discussion and feedback included the following:

Overall Reserve:

- Apart from the sports which run on the site, Kelynack is not a nice reserve to spend time in.
- Many people use the reserve to wait to collect children from Plenty parklands Primary School and Blossom Park Kinder

Sports Oval:

- The ground is currently used by the Football club for training and as an overflow ground
- Surface of the oval is assessed as in a good condition by the Football and Cricket clubs
- Fence around the oval should be infilled to stop balls from rolling down the hill.
- The irrigation on the oval is working well with only a few wet spots experienced in winter.

Sports Pavilion:

- Improve access to the Pavilion
- It would be beneficial to have more shade around the Pavilion. There is currently only a very small covered area for spectators.
- The doors to the toilets should be solid.

Spectator Space:

- The spectator space outside the pavilion needs to be resurfaced to make it a safer and more inviting area.

Scoreboard:

- A scoreboard similar to the one at Redleap Recreation Reserve would be beneficial.
- Future scoreboard should be positioned in a north/ east facing direction.

Cricket Nets:

- The orientation of the nets results in the bowler facing the sun in the afternoon which is when the nets are at peak use. Consider planting trees behind the nets to provide shade.

Ball Catching Fence:

- A ball catching fence is required particularly due to the slope at the south/ eastern side of the reserve.

**Playground:**

- The playground gets a lot of use on match days and it would be preferable to the Football and Cricket Clubs that it was located within viewing distance of the Pavilion forecourt area.
- Users of the kindergarten are happy for the playground to be located closer to Blossom Park Drive.
- Incorporate nature play into the playground area

Social Spaces:

- Need to design spaces which encourage incidental social interaction.

Walking Paths:

- All paths around the sports pavilion should be concreted
- Disability access from the car park to the pavilion is an issue
- The walking loop around the oval rarely gets use. The path which runs along the south west of the oval receives the most use.

Trees/ Vegetation:

- Additional trees should be planted around the reserve to get more shade and canopy coverage.
- Provide deciduous trees which provide seasonal variation

Drink Taps:

- Drink taps are required to be installed in the reserve

Seating:

- Bench seats are required around the reserve

Vehicle exclusion fencing:

- Vehicles occasionally illegally access the reserve.

Car Parking:

- Parking is an issue as the size of the carpark insufficiently caters to the sporting activity.
- The car park is also full on weekday mornings during the kinder drop off times.
- At busy period cars are required to park along Azalea Avenue and Blossom park drive.

Barbecue:

- Barbecue facilities would receive use.

Lighting:

- Due to the reserve being activated after hours for sports use, the lack of lighting between the Pavilion and the car park is a safety issue. Installing lighting along the path would help to feel safer.



4. Limitations

The following limitations were experienced through the consultation process:

- **Lack of interest from the community:**
Direct mail advising of the consultation was directly distributed to 1000 households within walking distance of the reserve. Of the 1000 households, we received 107 formal responses. This may be due to community members unable to attend the pop-up sessions, unwilling to fill in a survey or consultation fatigue.

5. Key recommendations

From the feedback received from the key stakeholders and community members, the following recommendations are made for the inclusion in the master plan.:

- Upgrade the play space to include to be suitable for varied age groups and skills sets. Consider the inclusion of nature play elements.
- Investigate the relocation of the play space closer to Blossom Park Drive.
- Upgrade the carpark to include additional car spaces.
- Undertake a traffic study to investigate further opportunities for on-street parking.
- Provide supporting amenities, including shelter, seating, bins and barbecues.
- Provide opportunities for community events.

Although the sports Pavilion will not be included as part of the master plan works, the importance of future upgrades to the Pavilion are recognised as significantly important to the community. Feedback provided on the Sports Pavilion will be included in future reviews of the City of Whittlesea's planning.

6.3 STRONG LOCAL ECONOMY

ITEM 6.3.1 FOR DECISION - MUNICIPAL PANDEMIC READINESS AND RECOVERY PLAN

Attachments: 1 **Municipal Pandemic Readiness and Recovery Plan** [↓](#)

Responsible Officer: **Manager Community Wellbeing**

Author: **Pandemic Recovery Coordinator**

A Municipal COVID-19 Pandemic Readiness and Recovery Plan (the Plan) has been prepared and is presented to Council for adoption for implementation through to 30 June 2021.

Over the next 6 months, Council will undertake a community engagement process on a new City of Whittlesea Council Plan 2021-2025 (Council Plan) which will include COVID-19 pandemic responses. This consultation will also explore community perspectives to guide the roll out of the \$2 million Whittlesea Community Recovery Fund.

This report proposes the new Council Plan includes COVID-19 Pandemic readiness and recovery as a clearly articulated and distinctive set of actions within the new Council Plan. These pandemic recovery and readiness actions can be extracted as a separate report if required and will form our Recovery Plan for reporting purposes under the Emergency Management Act.

Council will also continue to liaise with key government agencies to advocate for local community needs in any COVID-19 related program and provide input into any new government directions.

Council's Pandemic recovery and readiness responses will be reported on (quarterly) and updated (annually) via Council Plan processes.

It also proposed that the new Council Plan incorporates our Municipal Public Health and Wellbeing Plan (subject to a separate Council report).

The proposed framework aims to align major inter-related strategic planning processes as well as consolidate Council resources and effort for maximum community benefit and outcomes.

RECOMMENDATION SUMMARY

That Council resolve to:

1. Adopt the Municipal COVID-19 Pandemic Readiness and Recovery Plan for implementation through to 30 June 2021.
2. Undertake community engagement on a new City of Whittlesea Council Plan 2021-2025 which includes COVID-19 pandemic responses including implementation opportunities for the Whittlesea Community Recovery Fund.
3. Carry forward the \$2 million for the Community Recovery Fund to the 2020/21 budget. This will include \$1 million from reserve and \$1 million from savings identified from Departments being a total of \$2 million.
4. Develop COVID-19 Pandemic readiness and recovery actions as a clearly articulated and distinctive set of actions within the new Council Plan.
5. Notes that pandemic recovery and readiness actions within the new City of Whittlesea Council Plan 2021-2025 will be extracted as a separate report as required and will form our Recovery Plan for reporting purposes under the Emergency Management Act.

6. Notes that Council's Pandemic recovery and readiness responses will be reported on (quarterly) and updated (annually) via Council Plan processes.

BRIEF OVERVIEW

The Municipal Readiness and Recovery Plan's purpose is to guide community recovery from, and transition through, the COVID-19 pandemic.

The plan brings together community and business perspectives, evidence and research gathered throughout the COVID-19 period, as well as specialist knowledge and insights from council teams and departments across Council.

With the move towards 'COVID Normal', the Municipal Pandemic Readiness and Recovery Plan has been developed to guide Council through to the end of the 2020/21.

Our 2020 Pandemic journey is summarised highlighting key impacts and responses, as well as a broad range of recovery actions to be completed in the first half of 2021.

Consistent with the identified role of local government as the coordinator of local relief and recovery activities, this Plan aligns with the community vision, Whittlesea 2040 and the objectives of the Victorian State Emergency Relief Plan for COVID-19. It outlines key directions and an action plan which are designed to assist the community back to a state of normal functioning.

Early in 2021, Council will engage with the community to further develop a new City of Whittlesea Council Plan 2021-2025 which includes COVID-19 pandemic responses. This process will explore implementation opportunities to guide the roll out of the \$2 million Community Recovery Fund.

RATIONALE FOR RECOMMENDATION

The COVID-19 Pandemic will continue to have a profound health, social and economic impact globally and locally. Whittlesea's response has been designed to respond to evidence and draw on the findings from Council's Pandemic Impact Assessments, community engagements and is aligned with other Council plans, strategies and budgets to optimise Council's capacity to support the community to recover from the pandemic.

IMPACTS OF RECOMMENDATION

A summary of how the Pandemic has impacted the Whittlesea community is provided on pages 7-8 of the Plan (**Attachment 1**).

The Plan identifies actions which will be led by Council to address impacts experienced by the community through the pandemic. The Plan has a strong alignment between the *Environments for Health*¹ approach which guides Whittlesea 2040 goals, municipal public health planning as well as the *Disaster Recovery Environments*². The table below aligns these themes with Whittlesea goals. These goals will be used to prioritise and measure pandemic recovery responses.

¹ Department of Health & Human Services (2001) *Environments for Health*

² Emergency Management Victoria (2019) *Resilient Recovery Strategy*

Table 1: Alignment between Whittlesea 2040, Environments for Health and Disaster Recovery Environments

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

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

- Progress against the Plan be reported to the community quarterly.
- Consultation and engagement be undertaken with the community as part of new Council Plan process by 30 June 2021.
- Ongoing monitoring of government and industry responses and updating of findings of Council's Pandemic Impact Assessments.

REPORT**INTRODUCTION**

This report outlines Council's COVID-19 Pandemic recovery and readiness approach.

A Municipal Pandemic Readiness and Recovery Plan has been prepared to lead Council's response through to the end of the financial year. This Plan is consistent with the identified role of local government as the coordinator of local relief and recovery activities and aligns with the community vision, Whittlesea 2040 and the objectives of the Victorian State Emergency Relief Plan for COVID-19. It outlines key directions and an action plan and from each of the four Whittlesea 2040 goal areas, designed to assist the community back to a state of normal functioning.

The COVID-19 pandemic has exacerbated key social and economic determinants of health, such as financial vulnerability, unemployment/underemployment, inequality and social isolation and will have an impact upon mental and physical wellbeing. Pandemic recovery will align with the Whittlesea 2040 goals and have a strengthened focus on the social and economic environment. The pandemic has highlighted the benefits of access to the natural environment and this presents an opportunity to strengthen access to local natural green open space.

Over the next 6 months, Council will undertake a community engagement process on a new City of Whittlesea Council Plan 2021-2025 (Council Plan) which will include COVID-19 pandemic responses. This consultation will also explore community perspectives to guide the roll out of the \$2 million Whittlesea Community Recovery Fund.

BACKGROUND

- In March 2020, in response to the COVID-19 Pandemic and a declared state of Public Health Emergency and State of Disaster, Council established a team to coordinate its response under the Emergency Management Act.
- Multiple sources were used to collate and update Pandemic Impact Assessments on the municipality.
- Almost every service delivered by Council was altered or reprioritised to comply with Victorian Government restrictions, support the community and lay the groundwork for recovery. These actions were collated into an operational 'Pandemic Action Plan' that was updated fortnightly.
- In response to the scale of the impacts and the understanding that the road to recovery would be long and complex, Council committed \$2 million in the 2020/21 budget to create a 'Community Recovery Fund'
- Whilst preparing to consult, the second wave unfolded.
- In response to the pandemic's second wave, recovery planning was postponed, and Council committed a further \$1 million to sustain the extension of response and relief actions.
- With an imminent move to 'COVID Normal' It is now timely to produce a Municipal Pandemic Readiness and Recovery Plan to guide Council through to the end of the 2020/21 financial year which builds on learnings and actions to date; and create a program of reporting and community engagement to keep the Plan relevant.

- The Plan brings together community and business perspectives, evidence and research gathered throughout the COVID-19 period, as well as specialist knowledge and insights from council teams and departments across Council. The key directions from each of the four Whittlesea 2040 goal areas are designed to assist the community to recover and are aligned to emergency management frameworks.
- The process of developing and updating the Plan will be aligned with other Council planning and engagement processes and timelines – notably the new Whittlesea Council Plan 2021-2025.

PROPOSAL

It is proposed that an organisation wide, Municipal Pandemic Readiness and Recovery Plan be endorsed which will guide Council through to the end of the current financial year (refer to Attachment 1).

The purpose of the Plan is to guide community recovery from, and transition through, the COVID-19 Pandemic. The Plan outlines the measures that are in place to support the community while the Pandemic continues. As restrictions ease, the Plan will support the community in both the short and medium term. Given the unpredictable nature of this Pandemic, the Plan has the flexibility to adapt as conditions, restrictions as community needs evolve and change.

The Plan is structured around Whittlesea 2040 goals. Most of the actions in the Plan are already committed and underway in either the Pandemic Action Plan, Council Plan 2017-2021 or service plans.

This report proposes the new Council Plan includes COVID-19 Pandemic readiness and recovery as a clearly articulated and distinctive set of actions within the new Council Plan. These pandemic recovery and readiness actions can be extracted as a separate report if required and will form our Recovery Plan for reporting purposes under the Emergency Management Act.

CONSULTATION

During the development of Municipal Pandemic Readiness and Recovery Plan consultation occurred with key external partners and across the organisation.

The Plan reflects community impacts and input derived from multiple sources and reflected in Council's monthly Pandemic Impact Assessments. Sources include direct community inputs via Coronavirus Community Impact Survey and the Business Impact Survey. These are complimented and calibrated against inputs from council services, multiple networks and partnerships and data sources such as ABS and other national and state-wide research.

Early in 2021, Council will engage with the community to further develop the new City of Whittlesea Council Plan 2021-2025 which includes COVID-19 pandemic responses. This consultation will also explore community perspectives to guide the roll out of the \$2 million Whittlesea Community Recovery Fund.

Consultation and advocacy will continue with key State Government Departments and local stakeholders. Council will also liaise closely with the local Department of Health Public Health Unit which has been established to enable stronger place-based approaches as part of the future state-wide public health system.

CRITICAL DATES

Given the unpredictable nature of this Pandemic, a phased approach in the Plan is proposed. This allows Council to move in and out of phases as conditions and restrictions change.

Council's planning and responses may evolve as further information is available on the impacts of COVID-19 and the needs of the community change.

February – June 2021:

- Adopt and implement the Municipal COVID-19 Pandemic Readiness and Recovery Plan through to 30 June 2021.
- Consult and engage with the community as part of new Council Plan process.

Post 30 June 2021:

- Adopt new Council Plan which includes Pandemic readiness and recovery actions.
- Report (quarterly) and update (annually) Council's Pandemic recovery and readiness responses via Council Plan processes.

FINANCIAL IMPLICATIONS

Almost every service delivered by Council has been altered or reprioritised to comply with Victorian Government restrictions, support the community and lay the groundwork for recovery. These actions required re-forecasting of Council's budget and where possible were implemented within existing resources. Additional Pandemic resourcing is summarised in **Table 2** below.

Table 2: Council resourcing for pandemic relief and recovery

Item	Target Group	Comment	Financial Year	Financial Year
			2019/20 Actual	2020/21 Forecast
Additional Initiatives				
Emergency Relief Fund	Local Service Providers	Resources allocated to local service providers to support immediate emergency relief for impacted residents.	\$200,000	\$500,000*
Business Assistance and Resilience Program (Emergency Relief Fund)	Local business	Resources allocated to support local businesses experiencing financial hardship.		\$500,000*
Community Support reprioritised programs	Whole of community	Implementation of projects to address reduced community connections.	\$28,450	\$26,350

Item	Target Group	Comment	Financial Year	Financial Year
			2019/20 Actual	2020/21 Forecast
Additional Initiatives				
Community messaging directing to testing sites	Whole of community	Directional signage and COVID-19 messaging for Northern Hospital and Mernda testing sites.	\$70,000	\$6,000
Business support package	Local business	Activities including additional mentoring session, Business Development Program and educational webinars.	\$69,333	\$20,667
COVID-19 Hardship Policy	Residents with need	<p>The Policy includes payment plans, deferral of rates, fees and charges, and holding interest until 30 June 2021.</p> <p>It provides support for those in our community who are having difficulty meeting everyday living expenses and other basic necessities.</p>		Rate payments totalling \$1,607,381** have either been deferred or put on payment plans. Though the final date offered for deferrals or payment plans is 30 June 2021, there have been a variety of different timings prior to that date agreed to as well as those electing the 30 June 2021 date. A total of 141 hardship applications have been approved.
International Student Wellbeing Hub	International students	Work with partners to establish an International Student Wellbeing Hub to provide non-medical health and social connection opportunities.		\$10,000

Item	Target Group	Comment	Financial Year	Financial Year
			2019/20 Actual	2020/21 Forecast
Additional Initiatives				
Community Recovery Fund	Whole of community	Create a 'Community Recovery Fund'. Community perspectives will guide the roll out of the fund.		\$2,000,000***
Council staff arrangements				
Pandemic Relief and Recovery Staff	Council staff	Staff redirected to focus on Councils pandemic response, relief and recovery role.	\$225,596	\$207,309
COVID-19 Leave	Council Staff	To support staff to remain at home during testing or positive case of COVID-19.	\$151,698	\$200,000
Working for Victoria	Local employment	Coordination costs for the State Government Working for Victoria initiative.		\$140,380
Fee Waiver Initiatives				
Provide fee subsidies for sporting clubs	Sporting clubs	Winter and summer sporting clubs were provided fee relief.	\$18,512	\$11,400
Provide fee subsidies for groups which use the Community Activity Centres.	Community groups	Community Facilities were closed from mid-June to November 2020. No users were accessing the facilities during this period. All fees waived from 1 November to 24 January when charging of fees for regular hirers will recommence.		\$85,465

Item	Target Group	Comment	Financial Year	Financial Year
			2019/20 Actual	2020/21 Forecast
Fee Waiver Initiatives				
Registered businesses Fee Waiver		Waive registration fees for the 2021 calendar year for 1,180 local businesses under the Food Act 1984 and the Public Health and Wellbeing Act 2008, that have been significantly impacted by the State Government COVID-19 restrictions during 2020.		\$550,000
Grants				
Sporting clubs emergency grants	Sporting clubs	Clubs to apply for up to \$1,000 to cover out-of-pocket expenses.	\$10,000	\$40,000
COVID-19 Response Grant Programs	Whole of community	Restructure of Council's community grant programs to better serve the community in recovering from the impacts of the COVID-19 pandemic by establishing four new COVID-19 Response Grant Programs for a minimum period of 12 months.		\$533,000****
TOTAL COST			\$773,589	\$4,830,571

* Provisional allocation of \$1 million from the accrued 2019/20 net operating surplus.

** Not included in TOTAL COSTS as these hardship applications have either been deferred or put on payment plans and will be recovered by Council.

*** Request Council to carry forward to the 2021/22 financial year.

**** Business as usual budget repurposed to pandemic recovery.

In July 2020, Council committed \$2 million in the 2020/21 budget to create a 'Community Recovery Fund'. Whilst preparing to consult with the community, the second wave unfolded requiring Council to return to relief phase. With restrictions starting to ease, Council will engage with the community to further develop the new City of Whittlesea Council Plan 2021-2025 which includes COVID-19 pandemic responses. This consultation will also explore community perspectives to guide the roll out of the \$2 million Whittlesea Community Recovery Fund.

This report proposes that Council carry forward the \$2 million for the Community Recovery Fund to the 2021/22 budget. This will include \$1 million from reserve and \$1 million from savings identified from Departments being a total of \$2 million.

POLICY STRATEGY AND LEGISLATION

Under the **Emergency Management Act**, following any major emergency incident, Council is required to develop a local Recovery Plan which incorporates outcomes from community engagement and impact assessments. This report proposes the new Council Plan includes COVID-19 Pandemic readiness and recovery as a clearly articulated and distinctive set of actions within the new Council Plan. These pandemic recovery and readiness actions can be extracted as a separate report if required and will form our Recovery Plan for reporting purposes under the Emergency Management Act.

Under the Act, the pandemic is a class 2 incident and the State is also required to develop a recovery plan and Council would be expected to align the local plan with the State plan, once developed. Under a class 2 incident, local government is not eligible for resource reimbursement for emergency relief and recovery expenditure from the Victorian Government. There are however ongoing discussions between Councils, the Department of Health and Human Services, Emergency Management Victoria, and other Government Departments on funding and grants for specific pandemic response and recovery initiatives.

At this point the State is yet to confirm when they will release their Recovery Plan. Once a State Recovery Plan is developed, the local plan (via our Council Plan quarterly reporting and annual updates) can be aligned when it is next updated.

Whittlesea 2040 – A place for all Having municipal Pandemic Readiness and Recovery items embedded within the new Council Plan will align with Whittlesea 2040 goals and other major Council strategies. In addition, Whittlesea 2040 goals align with the four disaster recovery environments identified in **Table 1** of this report.

LINK TO STRATEGIC RISKS

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

Development of a Municipal Pandemic Readiness and Recovery Plan is a requirement of the Emergency Management Act and a key 'planned treatment' under Council's strategic risk management framework.

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

Developing Municipal Pandemic Readiness and Recovery actions that are embedded in the Council Plan and aligned with Whittlesea 2040 as well as wider emergency management frameworks avoids the risks associated with poorly coordinated services and maximises community outcomes.

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

The pandemic has had a major impact on Council and community finances and municipal pandemic readiness and recovery Planning that is aligned with Council Plan and Council budget maximises the opportunity to achieve financial sustainability during a turbulent and challenging time.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Connected community
Key Direction	A healthy and safe community

Key Direction: A healthy and safe community

The Municipal Pandemic Readiness and Recovery Plan and subsequent actions within the new Council Plan will specifically address Council's commitments to create a healthy and safe community and support the achievement of Whittlesea 2040 goals by coordinating Council's recovery actions into other key Council plans, resources and service delivery.

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

The Municipal Pandemic Readiness and Recovery Plan and subsequent updates through the new Council Plan will draw on considerable works to date, the findings of Council's Pandemic Impact Assessments, community engagements and is aligned with other Council plans, strategies and budgets to optimise Council's capacity to support the community to recover.

RECOMMENDATION

THAT Council resolve to:

- 1. Adopt the Municipal COVID-19 Pandemic Readiness and Recovery Plan for implementation through to 30 June 2021.**
- 2. Undertake community engagement on a new City of Whittlesea Council Plan 2021-2025 which includes COVID-19 pandemic responses including implementation opportunities for the Whittlesea Community Recovery Fund.**
- 3. Carry forward the \$2 million for the Community Recovery Fund to the 2021/22 budget. This will include \$1 million from reserve and \$1 million from savings identified from Departments being a total of \$2 million.**
- 4. Develop COVID-19 Pandemic readiness and recovery actions as a clearly articulated and distinctive set of actions within the new Council Plan.**

5. Note that pandemic recovery and readiness actions within the new City of Whittlesea Council Plan 2021-2025 will be extracted as a separate report as required and will form our Recovery Plan for reporting purposes under the Emergency Management Act.
6. Note that Council's Pandemic recovery and readiness responses will be reported on (quarterly) and updated (annually) via Council Plan processes.

COUNCIL RESOLUTION

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

THAT Council resolve to adopt the Recommendation.

CARRIED



Municipal Pandemic Readiness and Recovery Plan

January - June 2021

A place for all



Table of Contents

- 1. Acknowledgement of Country 2
- 2. Executive summary 3
- 3. About the Readiness and Recovery Plan 4
 - Purpose of this Plan4
 - Developing the Plan5
- 4. Impact on the City of Whittlesea 6
- 5. Council’s responsibility in emergency management 8
- 6. Becoming COVID safe 9
- 7. Pandemic Management Approach..... 10
- 8. Key Responses 11
- 9. Key Directions 12
- 10. Engaging the community: the next steps 14
- 11. The Action Plan 16

1. Acknowledgement of Country

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





2. Executive summary

The purpose of this Municipal COVID-19 Pandemic Readiness and Recovery Plan is to guide our community's transition through and recovery from, the COVID-19 pandemic.

The Plan brings together community and business perspectives, evidence and research gathered throughout the COVID-19 period, as well as specialist knowledge and insights from council teams and departments across Council.

With the move towards 'COVID Normal', the initial Municipal Pandemic Readiness and Recovery Plan has been developed to guide Council through to the end of the 2020/21.

Our 2020 Pandemic journey is outlined here, highlighting key responses and impacts, as well as a broad range of recovery actions to be completed in the first half of 2021.

Consistent with the identified role of local government as the coordinator of local relief and recovery activities, this Plan aligns with the community vision, Whittlesea 2040 and the objectives of the Victorian State Emergency Relief Plan for COVID-19. It outlines key directions and an action plan which are designed to assist the community back to a state of normal functioning.

Over the next 6 months, Council will undertake a community engagement process on a new City of Whittlesea Council Plan 2021-2025 which will include COVID-19 pandemic responses. This consultation will also explore community perspectives to guide the roll out of the \$2 million Whittlesea Community Recovery Fund.

To keep our community informed, Council's Pandemic recovery and readiness responses will be reported on (quarterly) and updated (annually) via Council Plan processes.



A place for all

3



3. About the Readiness and Recovery Plan

Council has a statutory responsibility to improve health and wellbeing outcomes, reduce health inequalities and create healthy environments in the municipality.

Purpose of this Plan

The purpose of the Plan is to guide community recovery from, and transition through, the COVID-19 pandemic. The Plan outlines the measures that are in place to support our community while the pandemic continues.

Our 2020 Pandemic journey is outlined in the Plan, highlighting key impacts and responses, as well as a broad range of recovery actions to be completed in the first half of 2021.

As restrictions ease, the Plan will support our community in both the short and medium term. Given the unpredictable nature of this Pandemic, the Plan has the flexibility to adapt as conditions, restrictions and community needs evolve and change.

The Plan identifies actions which will be led by Council to address impacts experienced by the community through the pandemic. The Plan has a strong alignment between the *Environments for Health*¹ approach which guides Whittlesea 2040 goals, municipal public health planning as well as the *Disaster Recovery Environments*². The table below aligns these themes with Whittlesea goals. These goals will be used to prioritise and measure pandemic recovery responses.

Table 1. Alignment Whittlesea 2040, Environments for Health and Disaster Recovery Environments

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

¹ Department of Health & Human Services (2001) *Environments for Health*.

² Emergency Management Victoria (2019) *Resilient Recovery Strategy*.



Developing the Plan

In March 2020, in partnership with health and support services and local community organisations, Council provided a coordinated response to the COVID-19 Pandemic and declarations of states of Public Health Emergency and of Disaster respectively.

Almost every service delivered by Council was altered or reprioritised to comply with state government restrictions, support the community and lay the groundwork for recovery. These actions were collated into a 'Pandemic Action Plan' that was updated fortnightly.

Through a process of reprioritisation, many adjustments were made to programs and resources. Services were modified, fees were reduced or waived, grants were created to respond to specific needs, especially increased vulnerability within the community.

In response to the scale of the impacts and the understanding that the road to recovery would be long and complex, Council committed \$2 million to create a Community Recovery Fund. While preparing to consult with community, the second wave of the pandemic unfolded. In response to this wave, recovery planning was postponed, and Council committed a further \$1 million to sustain the extension of response and relief actions.

With the move towards 'COVID Normal', this Plan will guide Council's readiness and recovery response through to 30 June 2021.

Over the next 6 months, Council will undertake a community engagement process on a new City of Whittlesea Council Plan 2021-2025 which will include COVID-19 pandemic responses. This consultation will also explore community perspectives to guide the roll out of the \$2 million Whittlesea Community Recovery Fund.

The COVID-19 pandemic has exacerbated key social and economic determinants of health, such as financial vulnerability, unemployment/underemployment, inequality and social isolation and will have a strong impact upon mental and physical wellbeing. Pandemic recovery will align with Whittlesea 2040 goals and have a strengthened focus on the social and economic environment. The pandemic has highlighted the benefits of access to the natural environment and this presents an opportunity to strengthen access to local natural green open space.

COVID-19 Pandemic readiness and recovery will be included in the new Council Plan as a clearly articulated and distinctive set of actions. These pandemic recovery and readiness actions can be extracted as a separate report if required and will form our Recovery Plan for reporting purposes under the Emergency Management Act. Council's Pandemic recovery and readiness responses will be reported on (quarterly) and updated (annually) via Council Plan processes.

4. Impact on the City of Whittlesea

WHAT HAPPENED IN OUR COMMUNITY?

The COVID-19 pandemic has had a major impact both globally and locally on the social, economic and the built and natural environments. While reoccurring themes focused on mental health, financial stress and social isolation, there have also been some positive indicators for community members.



Common Themes

Increase in digital confidence

From working to learning and staying connected with their loved ones, people have turned to digital technologies to ride out the storm

Decrease in the number of routine medical appointments

Arising from fear of visiting hospitals and doctor's clinics or cancellation of face-to-face appointments

Innovative ways of doing business

Many businesses adapted innovative practices and collaborated with other businesses to maintain their livelihood

Social isolation

Arising from "stay at home" directions, especially increase in levels of anxiety, mental health issues and mental illness and negative impact on social life due to Victorian government restrictions

Economic impacts

Unemployment, underemployment, and stress on businesses due to loss of revenue, loss of customers, reduced staff and increased operating costs, arising from closures or financial hardship of a range of businesses to enforce social distancing and lockdown restrictions

Loss of sense of community and connectedness

Arising from home isolation and social distancing measures as well as temporary closure of all senior citizens clubs, sports clubs, libraries, etc

Concern over children's social and mental wellbeing

Arising from not meeting their friends, extensive homeschooling, the closure of playgrounds and the cancellation of sports and other activities

Supporting Our Community

People experiencing family violence

Increase in family violence and elder abuse has a negative impact on the wellbeing of individuals and the community

International students

International students experiencing loneliness and reduced wellbeing as a result of being away from their families and inability to travel overseas

Young people

Reduced social, educational and economic opportunities has impacted their mental and physical health

Older people

Impact of social isolation and lack of connectedness with their loved ones has affected their mental and physical wellbeing

Local businesses

Social distancing and the fluctuating restrictions due to the COVID-19 waves resulted in local businesses suffering from financial hardship

IMPACT OF COVID-19 ON CITY OF WHITTLESEA COMMUNITY



56% of parents are concerned about their children's social wellbeing



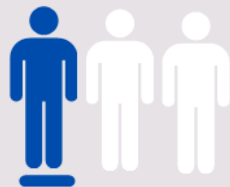
2 in 3 people had negative impact on their mental health



3 in 5 people felt less connected to their community



A lot of people took up daily walks and hobbies such as gardening that they would like to keep



1 in 3 businesses have laid off casual workers and 16% stood down permanent staff



Many people faced financial distress due to unemployment and underemployment



For **72% businesses** it was impossible to operate remotely



More than 80% of businesses have lost revenue and customers

Sources:

COVID-19 Community Impact Survey Report | COVID-19 Business Impact Survey Report | COVID-19 Community Impact Reports



5. Council's responsibility in emergency management

2020 was a year of unprecedented emergencies in Victoria. Significant bushfires in the Gippsland and Hume regions of the state and the global COVID-19 Pandemic challenged our existing emergency management arrangements. As we navigate the Pandemic, we remain ready to manage and coordinate response, relief and recovery efforts for all types of potential emergencies, such as bushfires or floods.

The City of Whittlesea takes an 'all hazard' approach to our emergency management. We work in partnership with key emergency services, response and support agencies, and local emergency health and relief providers.

Under the Emergency Management Act, following any major emergency incident, Council is required to develop a local Recovery Plan which incorporates outcomes from community engagement and impact assessments. Under the Act, the pandemic is a class 2 incident and the State is also required to develop a recovery plan and Council would be expected to align the local plan with the State plan, once developed. At this point the State is yet to confirm when they will commence recovery planning. Once a State Recovery Plan is developed, local planning can align when it is next updated.

This Plan will guide Council over the next six months, then the new Council Plan will include COVID-19 Pandemic readiness and recovery as a clearly articulated and distinctive set of actions. These pandemic recovery and readiness actions can be extracted as a separate report if required and will form our Recovery Plan for reporting purposes under the Emergency Management Act.

Council will liaise closely with Public Health Units which have been established across Victoria to enable stronger place-based approaches as part of the future state-wide public health system.

The purpose of the North East Public Health Unit will be two-fold:

1. To provide a decentralised COVID-19 response function. The short-term focus of NEPHU will be COVID-19 case management, contact tracing and outbreak management.
2. To deliver a range of broader public health functions. This second component has yet to be defined and will likely evolve over time.

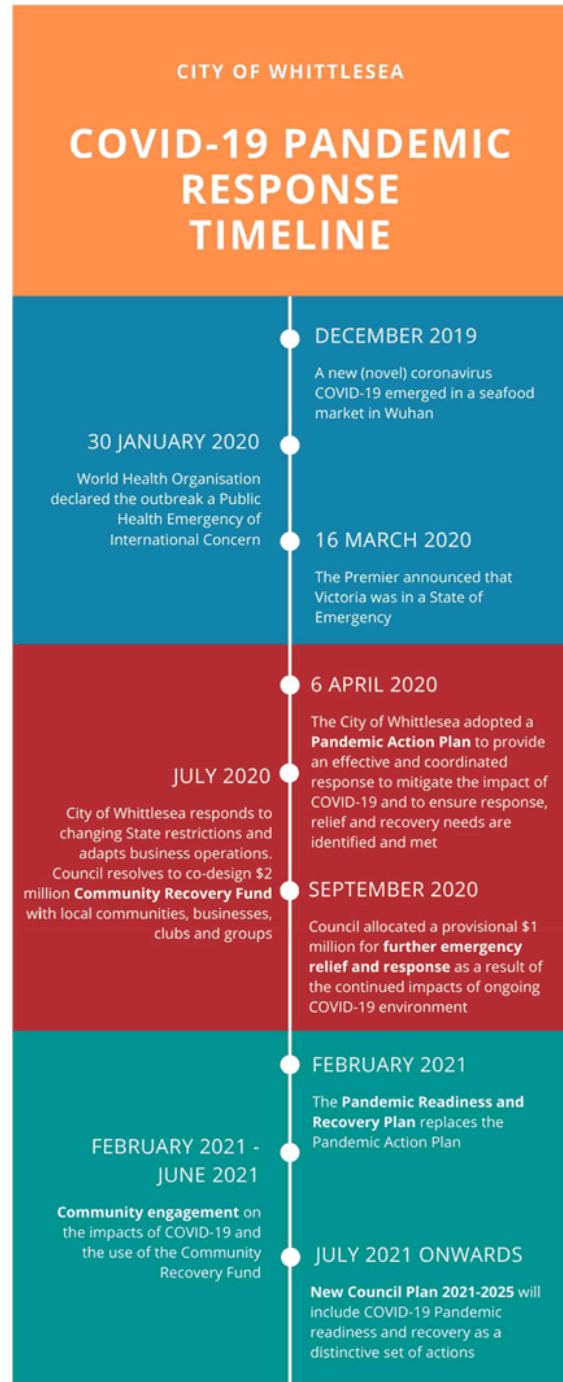


6. Becoming COVID safe

In response to the COVID-19 Pandemic and social distancing requirements almost every service delivered by Council was altered or reprioritised to comply with state government restrictions, support the community and lay the groundwork for recovery.

In April 2020, we implemented our Pandemic Action Plan alongside a number of tools to gain a deeper understanding of community and business impacts from the Pandemic.

Pandemic action planning identified issues and impacts as well as specific target groups of highly affected community members. Through a process of reprioritisation, many adjustments were made to programs and resources. Services were modified, fees were reduced or waived, grants were created to respond to specific needs, especially increased vulnerability within the community.





7. Pandemic Management Approach

	IMPACT ASSESSMENT	RESPONSE	RELIEF	RECOVERY	READINESS
<i>Phase description</i>	<i>Learn what is happening in the local community and broader</i>	<i>Change and adapt the way we work to support our community</i>	<i>Offer relief and support to people that are struggling</i>	<i>Work towards a return to normal community functioning</i>	<i>Ready to respond to outbreaks or impacts</i>
<i>Council's Approach</i>	<ul style="list-style-type: none"> • Australian Bureau of Statistics data • COVID-19 Snapshot surveys • Connect with members of Whittlesea Futures Partnership, local businesses • Community Impact Survey • Business Impact Survey • Emergency Management Pandemic sub committee 	<ul style="list-style-type: none"> • Support COVID-19 testing sites • Implement State Government restrictions • Implement Food and Health Act premises operating restrictions • Support emergency food provision • Support local welfare services 	<ul style="list-style-type: none"> • Emergency Relief programs active • Subsidises and fees waivers for many Council services • Optimise services for at risk groups • Programs for social support moved online • Business Relief and Resilience Grants • Support businesses to adapt to new regulations • Fee waivers for registered businesses under Food and Health Acts 	<ul style="list-style-type: none"> • Community Recovery Fund • Community Engagement • 'Recovery' is a return to delivering our Community Vision 	<ul style="list-style-type: none"> • Emergency Management approach • Risk and threat monitoring • Support mass vaccination program
<i>Timing</i>	<i>Ongoing</i>	<i>During local outbreaks or future waves</i>	<i>During local outbreaks or future waves</i>	<i>After the emergency</i>	<i>Ongoing</i>

Given the unpredictable nature of this pandemic a phased approach has been used in the Plan. This allows Council to move in and out of phases as conditions and restrictions change. It will remain adaptable, and there may be some overlap between the phases according to need. For example, some actions which commence during the relief phase will continue through the recovery phase.

8. Key Responses



Supported vulnerable individuals, groups, local non-government community service organisations and family violence service system by establishing an Emergency Relief Fund



Launched a rapid \$450,000 Business Assistance and Resilience Grants Program for 103 businesses experiencing financial hardship and providing support that contributes to local business viability and resilience



Looked after our built environment and landscapes by investigating and implementing a higher level of cleaning and disinfection of the most used public outdoor spaces



Facilitated intergenerational connections with over 1000 students writing letters for elderly residents letting them know that they were thinking about them



Recruited over 200 temporary staff under an agreement with the Victorian Government with roles ranging from delivering meals to environmental sustainability and community development

KEY RESPONSES TO THE IMPACTS OF COVID-19

Transitioned from face-to-face to online platforms for community and youth groups activities, ageing well services and arts and cultural events

Assisted with mental health and wellbeing of the community members including the Aboriginal community through providing materials to increase resilience during social and physical distancing restrictions

Altered or reprioritised almost every service delivered by Council to comply with Victorian Government restrictions and to support the community





9. Key Directions

The Plan brings together community and business perspectives, evidence and research gathered throughout the COVID-19 period, as well as specialist knowledge and insights from council teams and departments across Council. Our key directions from each of the four Whittlesea 2040 goal areas, are designed to assist the community to recover.



The infographic is divided into four quadrants, each representing a goal for Whittlesea 2040. At the center is the Whittlesea 2040 logo with the tagline 'A place for all'. The logo features the year '2040' in large, colorful digits (2 in blue, 0 in orange, 4 in red, 0 in green) and the tagline 'A place for all' below it.

- GOAL 1: CONNECTED COMMUNITY** (Orange background)
 - Conduct **ongoing impact assessments of COVID-19** on vulnerable groups and persons in City of Whittlesea
 - Work with partners to establish an **International Student Wellbeing Hub** to provide non-medical health and social connection opportunities
 - Consult and engage with the local community on the use of the **Whittlesea Recovery Fund**
 - Support our community by providing opportunities for **digital education and participation**
 - Build a strong community through a range of **new and existing events and activities**
 - Work with local services to support **Pandemic readiness and recovery**
- GOAL 2: LIVEABLE NEIGHBOURHOOD** (Blue background)
 - Support local services in responding to **housing and financial stress**
 - Deliver the **outdoor dining and entertainment** project
 - Activate vacant retail premises through the **Vacant to Vibrant** project
 - Provide **subsidies and financial incentives** to enhance community wellbeing and support local businesses
- GOAL 3: STRONG LOCAL ECONOMY** (Red background)
 - Deliver a **Business Recovery Support Program**
 - Expand the **"Think Local, Buy Local, Create Local Jobs"** Campaign
 - Develop an **Investment Attraction Strategy** to increase economic prosperity for our local community
 - Deliver the **Visitor Economy** marketing campaign to promote our local businesses, spaces and places
 - Promote local retail businesses through the **Windows on Display** campaign
 - Support start up and new food enterprises through a **food incubator** at Melbourne Polytechnic Epping campus
 - Investigate pandemic related **issues faced by rural landowners**
- GOAL 4: SUSTAINABLE ENVIRONMENT** (Green background)
 - Investigate how to maintain the **positive environmental impact of reduced travel** during lockdowns
 - Investigate how to maintain the positive connection to **local parks and open space**



10. Engaging the community: the next steps

Victoria's move towards COVID normal provides an opportunity to further engage with community, to listen to people's experiences and start to reconnect and recover from the Pandemic.

Peoples' needs will continue to change as we progress through the Pandemic experience.

Over the next 6 months, Council will undertake a community engagement process on a new City of Whittlesea Council Plan 2021-2025 which will include COVID-19 pandemic responses. This consultation will also explore community perspectives to guide the roll out of the \$2 million Whittlesea Community Recovery Fund.

The Community Recovery Fund is one-opportunity available to support the community following the impacts of the Pandemic. Council will engage with local community, businesses, clubs and groups on implementation opportunities for these funds.

To keep our community informed, Council's Pandemic recovery and readiness responses will be reported on (quarterly) and updated (annually) via Council Plan processes. Council will also continue to liaise with key government agencies and the NEHPU to advocate for local community needs in any COVID related programs and provide input into any new government directions.







11. The Action Plan

The following is a list of actions to be implemented by Council up to June 2021:

2040 Goal 1 - Connected Community		
Ref	Action	Department Name
1.01	Deliver online activities/programs for older adults to support building and maintaining social connections and wellbeing during the Pandemic	Ageing Well
1.02	Support intergenerational programs in tackling issues of social isolation, poor mental/physical wellbeing and lack of connection to community	Ageing Well; Community Inclusion; Family, Children and Young People; Community Cultural Development
1.03	Support local non-government organisations to provide responsive services during emergency relief and recovery	Community Building & Planning
1.04	Liaise with Whittlesea Community Futures to respond to State Government recovery initiatives to support the community services sector	Community Building & Planning
1.05	Support Whittlesea family violence partner organisations and the service system to reduce the impact of Pandemic related family violence and elder abuse	Community Building & Planning
1.06	Co-design a gambling related harm health campaign with young people	Community Building & Planning
1.07	Conduct ongoing impact assessments of COVID-19 on vulnerable groups and persons in City of Whittlesea	Community Building & Planning; Community Wellbeing
1.08	Monitor and evaluate Council's response to the Pandemic	Community Building & Planning; Community Wellbeing
1.09	Provide small rapid response grants (up to \$2,000) to local artists for community connection projects via the Whittlesea Creative Communities Fund	Community Cultural Development
1.10	Support the community to use online digital mediums to add to our cultural and creative programs	Community Cultural Development
1.11	Work with partners to establish an International Student Wellbeing Hub to provide non-medical health and social connection opportunities	Community Cultural Development
1.12	Provide a range of art and culture events/activities to support recovery	Community Cultural Development



1.13	Liaise with Eastern Melbourne Primary Health Network (Commonwealth Govt) and DHHS North East Public Health Unit to provide support for local GPs on mass vaccination and other COVID related issues.	Community Wellbeing
1.14	Conduct planning for mass influenza campaigns and support the roll out of COVID-19 immunisation as directed by DHHS	Community Wellbeing
1.15	Implement the emergency relief service model in partnership with Whittlesea Community Connections	Community Wellbeing
1.16	Activate the COVID safe emergency relief centres operation plan in an emergency	Community Wellbeing
1.17	Include learnings from the Pandemic to inform the Community Resilience Project which aims to increase the community's preparedness and resilience to all emergencies	Community Wellbeing
1.18	Support the management of testing sites and treatment of COVID-19 as required	Community Wellbeing; City Design & Transport
1.19	Inform, connect and support people with disabilities and their carers to enable recovery from the Pandemic	Community Wellbeing; Communication
1.20	Engage with the Victorian Government to seek support for health and wellbeing programs and job creation initiatives to be funded in 2021-22 Budget	CEO; Council; Corporate Affairs
1.21	Consult and explore community perspectives to guide the roll out of the Community Recovery Fund	Corporate Affairs; Community Wellbeing
1.22	Establish new community playgroups at community centres and outdoor settings	Family, Children and Young People
1.23	Through the FReeZA program, deliver COVID safe music and cultural events which promote young people's sense of community connectedness and engagement	Family, Children and Young People
1.24	Review access to community facilities to prioritise services in line with State Government Emergency Public Health orders	Leisure & Community Facilities
1.25	Inform and support users of sporting clubs and community groups in accordance with State Government Emergency Public Health orders	Leisure & Community Facilities
1.26	Provide subsidies and or participation grants for sports clubs during 2020-2021	Leisure & Community Facilities



1.27	Manage closure/reopening and safe ongoing operations of Council facilities in accordance with State Government Emergency Public Health orders	Leisure & Community Facilities; Parks & Urban Design
1.28	Liaise with local non-government organisations to connect and support local vulnerable groups and individuals	Various departments

2040 Goal 2 - Liveable Neighbourhoods		
Ref	Action	Department Name
2.01	Deliver programs for older adults to regain confidence in being outdoors and using public/community transport	Ageing Well
2.02	Collaborate with homelessness and support services to improve health and well-being outcomes for rooming house tenants	Community Building & Planning
2.03	Collaborate with housing and homelessness services to identify housing and emergency accommodation opportunities	Community Building & Planning
2.04	Prepare a response to the first stage of the State Government Big Housing Build initiative	Community Building & Planning
2.05	Provide membership/visitation incentives to encourage use of the leisure facilities	Leisure & Community Facilities
2.06	Deliver the outdoor dining and entertainment project	Strategic Planning & Economic Development



2040 Goal 3 - Strong Local Economy		
Ref	Action	Department Name
3.01	Deliver digital literacy programs to educate older adults enabling them to access online services and pursuits	Ageing Well
3.02	Review the findings of the employment feasibility study and implications for working locally and pursue opportunities to support regional office hubs.	Strategic Planning & Economic Development; Community Wellbeing
3.03	Deliver a Business Recovery Support Program	Strategic Planning & Economic Development
3.04	Expand the "Think Local, Buy Local, Create Local Jobs" Campaign	Strategic Planning & Economic Development
3.05	Develop an Investment Attraction Strategy to increase economic prosperity for our local community	Strategic Planning & Economic Development
3.06	Relaunch the South Morang Farmers and Makers Market	Strategic Planning & Economic Development
3.07	Support the start-up and new food enterprises through a food incubator at Melbourne' Polytechnic Epping campus	Strategic Planning & Economic Development
3.08	Conduct stage 2 of the COVID-19 Business Impact Survey	Strategic Planning & Economic Development
3.09	Deliver the Visitor Economy marketing campaign to promote our local businesses, spaces and places	Strategic Planning & Economic Development
3.10	Support hospitality businesses to be COVID-safe	Strategic Planning & Economic Development; Community Wellbeing
3.11	Promote local retail businesses through the Windows on Display campaign	Strategic Planning & Economic Development
3.12	Activate vacant retail premises through the Vacant to Vibrant project	Strategic Planning & Economic Development
3.13	Explore and document Pandemic related issues faced by rural landowners during engagement activities	Sustainability Planning



Goal 4 - Sustainable Environment		
Ref	Action	Department Name
4.01	Investigate how to maintain the positive environmental impact of reduced travel during lockdowns	City Design and Transport
4.02	Provide the Environmental and Sustainability Conversation Series	Parks & Urban Design
4.03	Develop the Connective Communities in Parks project which will enhance usage and perception of safety in parks and open spaces	Parks & Urban Design
4.04	Investigate feasibility of Environmental Upgrade Agreement EUA program for residential and commercial properties	Sustainability Planning

6.4 SUSTAINABLE ENVIRONMENT

NIL REPORTS

6.5 HIGH PERFORMING ORGANISATION**ITEM 6.5.1 FOR DECISION - ADMINISTRATOR/COUNCILLOR GIFT AND BENEFITS POLICY**

Attachments: 1 **Administrator/Councillor Gift and Benefits Policy** [↓](#)

Responsible Officer: Chief Executive Officer

Author: Principal Governance Advisor

RECOMMENDATION SUMMARY

That Council adopt the Administrator/Councillor Gift and Benefits Policy (the Policy), as set out in Attachment 1 of the report.

BRIEF OVERVIEW

The Policy provides guidance to Administrators/Councillors when offered gifts, hospitality or professional development and sets out the processes for recording offers of gift and benefits. The Policy also includes procedures for the maintenance of a Gift Register.

RATIONALE FOR RECOMMENDATION

Council is required to adopt a Councillor (Administrator) Gift Policy under section 138 of the *Local Government Act 2020*.

IMPACTS OF RECOMMENDATION

Adopting the Policy will ensure that Council is complying with its obligations under the *Local Government Act 2020*. The Policy will also ensure that Council decision making is transparent and is not perceived to be influenced by personal interests through the offer of gifts or benefits.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

The Policy will be reviewed again as part of a broader Governance review of the policies and procedures adopted under the *Local Government Act 2020*.

REPORT**BACKGROUND**

Under the *Local Government Act 2020*, Council is required to adopt a Councillor Gift Policy on or before 24 April 2021. The gift policy must include procedures for the maintenance of a gift register.

The *Local Government Act 2020* also provides that anonymous gifts valued at \$500 or more must not be accepted and that any such gifts must be disposed of to the Council.

Council adopted a Councillor Gift Policy in October 2013. Under that Policy, Administrators are required to complete a gift declaration form and details of gifts received are recorded in a Gift Register.

PROPOSAL

It is proposed that Council adopt the revised Gift and Benefit Policy as contained in Attachment 1.

The Policy is largely consistent with the current policy and with the current practices of Council in relation to offers of gifts and benefits.

The key differences between the existing and the draft policy can be surmised as follows:

- the Policy has been amended to reflect new requirements in the *Local Government Act 2020* including making specific reference to the adoption of a gift policy which contains procedures for the maintenance of a gift register and which prohibits Administrators/Councillors from accepting anonymous gifts valued at \$500 or more;
- the Policy explicitly states what conduct is not acceptable including soliciting gifts and accepting monetary gifts; and
- the Policy is intended to be easier to follow, assisted by the inclusion of flowcharts.

It is proposed that the following details be recorded in the Gift Register:

- the name of the person the gift was made/offered to;
- the name of the person or organisation who offered the gift;
- the date the offer was made;
- A description of the gift and its value; and
- the action that was taken in relation to the gift offer.

CONSULTATION

Administrators provided feedback on the draft Policy at the Council Briefing meeting on 17 November 2020 and feedback received has been incorporated into the Policy.

CRITICAL DATES

Council must adopt a Councillor (Administrator) Gift Policy under section 138 of the *Local Government Act 2020* on or before 24 April 2021.

FINANCIAL IMPLICATIONS

Any costs associated with the adoption or administration of the Policy is included in Council's recurrent budget.

POLICY STRATEGY AND LEGISLATION

Legislation

Local Government Act 2020

It is a requirement of the *Local Government Act 2020* that Council adopt a Councillor (Administrator) Gift Policy on or before 24 April 2021. The *Local Government Act 2020* also contains other provisions that regulate the acceptance of gifts and benefits, including provisions relating to anonymous gifts, material conflicts of interest and gifts or donations in the context of elections.

City of Whittlesea Policies and Strategies

Administrator Code of Conduct

The Administrator Gift and Benefits Policy aligns with the behaviours expected of Administrators as set out in the Administrator Code of Conduct. The Policy supports the expectations of the code that Administrators will act in the best interests of the members of the community and not based on personal interests.

Public Transparency Policy

The Administrator Gift and Benefits policy is intended to support transparency in Council decision-making as it ensures decisions are made based on achieving the best outcomes for the community and are not influenced, or perceived to be influenced, by offers of gifts or other benefits.

LINK TO STRATEGIC RISKS

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

If Council does not adopt a Gift Policy as required under the *Local Government Act 2020*, it will be in breach of its legislative obligations under the Act. Without a clear policy, offers of personal gain could be made in order to influence Council decision-making policy and there would be insufficient guidance to Administrators on what constitutes acceptable behaviour.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

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

By adopting and implementing an Administrator/Councillor Gift Policy that clearly states Council's position in relation to offers of gifts and benefits, members of the community can be confident that Council decisions are not influenced by such offers and are based purely on achieving the best outcomes for the community.

It ensures that decisions are made on the basis of strong advice and community engagement and are not impacted or not perceived to be impacted by personal interests or gains.

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

It is recommended that Council adopt the Administrator Gift and Benefits Policy as contained in Attachment 1.

RECOMMENDATION

THAT Council resolve to adopt the Administrator/Councillor Gift and Benefits Policy as contained in Attachment 1 of this report.

COUNCIL RESOLUTION

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

THAT Council resolve to:

- 1. Adopt the Administrator/Councillor Gift and Benefits Policy as contained in Attachment 1 of this report; and**
- 2. Rescind the Councillor Gift Policy dated 29 October 2013 and any other versions.**

CARRIED



Administrator/Councillor Gift and Benefits Policy

Policy statement

Council is committed to open and transparent decision-making and discourages the acceptance of gifts, benefits and hospitality by members of Council when carrying out their public duties.

Purpose

The Policy aims to:

- regulate the acceptance of gifts, benefits and hospitality by members of Council;
- provide guidance to members of Council when they are offered gifts, benefits and hospitality; and
- support ethical and transparent decision-making free from actual or perceived influence.

Principles

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

Community leadership

Administrators/Councillors have a unique opportunity to combine representative roles with facilitating community conversations around priorities and aspirations and encouraging participatory activity for better community outcomes. The Policy is designed to support the community's confidence that the leadership provided by the Council/Councillors is not influenced by personal interests or motivated by personal gain.

Community outcomes

We are focused on achieving positive and equitable community outcomes by gathering, analysing and sharing information to inform decision making with a consideration for long term planning. The Policy supports Council decision making that is free from influence and ensures that decision making is based solely on achieving the best outcome for the community.

Definitions

'Benefit' means something that is of value to the receiver, such as invitations to events, access to discounts and loyalty programs and 6 holidays.

'Gift' means as defined by section 3(1) of the *Local Government Act 2020*. Any disposition of property, otherwise than by will, made by a person to another person without consideration in money or money's worth or with inadequate consideration including:

W2040 Key Direction	Date of Adoption	Directorate Responsible
High Performing Organisation	2 February 2021	Governance
	Version 2.02	



- a) The provision of a service (other than volunteer labour); and
- b) The payment of an amount in respect of a guarantee; and
- c) The making of a payment or contribution at a fundraising function.

Examples include but are not limited to food hampers, alcohol, event tickets and building materials.

'Hospitality' includes free or discounted goods and services such as meals, entertainment, travel and accommodation.

'Reasonable hospitality' means hospitality that is not excessive in the circumstances and is in proportion to the likely benefits to the Council and the community.

'Official capacity' means an Administrator/Councillor who is exercising their powers or performing the responsibilities of a Councillor under relevant legislation, including section 28 of the *Local Government Act 2020*, and their attendance at the event or function is related to providing good local governance for the municipality.

'Professional development' includes formal activities conducted by 'for profit' organisations such as briefings on new or amended legislation by law firms and breakfast meetings with guest speakers.

Context/Rationale

Receipt of a gift or other benefit from a person or organisation can result in an actual or perceived conflict of interest arising between an Administrator's/Councillor's public duty and their private interests. Section 138 of the *Local Government Act 2020* requires Council to adopt a gift policy which must include procedures for maintaining a gift register and any other matters prescribed by the regulations.

Scope

The Policy applies to Administrators/Councillors and is administered by the Office of the CEO (OCEO) and Governance.

Key linkages

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

The Policy supports the Whittlesea 2040 goal of Council operating as a high performing organisation. It specifically links to the objective of making more informed Council decisions based on strong advice and community consultation and engagement.

It does this by ensuring Council decision making is based solely on achieving the best outcome for the community, as determined through community consultation and

W2040 Key Direction	Date of Adoption	Directorate Responsible
High Performing Organisation	2 February 2021	Governance
	Version 2.02	



engagement, and that it is not influenced or perceived to be influenced by offers of gifts or other benefits.

Council Policies

Public Transparency Policy

Code of Conduct for Administrators

Legislation

Local Government Act 2020 (including the Public Transparency Principles)

Local Government (Governance and Integrity) Regulations 2020

W2040 Key Direction

Date of Adoption

Directorate Responsible

High Performing Organisation

2 February 2021

Governance

Version 2.02



Procedural Guidelines

Part 1: Overarching Principles

- a. Administrators/Councillors must not under any circumstances solicit or request gifts, benefits or hospitality for themselves or another person;
- b. Monetary gifts are not to be accepted under any circumstances;
- c. Subject to the provisions below, any offer of a gift, benefit or hospitality, should be declined in the first instance;
- d. Administrators/Councillors are encouraged to advise stakeholders who may be likely to offer a gift, benefit or hospitality, of Council's position on their acceptance. This is particularly relevant in the lead up to the Christmas period;
- e. Every offer of a gift, benefit or hospitality must be reported to Governance, through the OCEO, and must be entered into the Gift and Benefits Register. This must occur regardless of whether the gift, benefit or offer of hospitality was accepted.
- f. An Administrator/Councillor must not directly or indirectly accept a gift for the benefit of the Administrator/Councillor, the amount or value of which is equal to or exceeds \$500, from a person unless they know the name and address of the giver. If a gift is received and the name and address of the person making the gift are not known to the Administrator/Councillor, the Administrator is not in breach of this policy and the Act if the gift is disposed to Council within 30 days of receiving it. Failure to do so may incur penalties under the *Local Government Act 2020*.

Part 2: Process of responding to offers of gifts, hospitality or professional development

The following process will be adhered to where an Administrator/Councillor is offered a gift, hospitality or professional development opportunity.

Offer of a gift (see Figure 1)

If the offer falls within the category of '*gift*', the offer must be refused in the first instance.

Council recognises there may be occasions where it is not appropriate to decline a gift due to cultural sensitivities or where the gift is of small financial value and to decline it would cause offence. In such circumstance, the gift may be accepted with the exception of gifts of alcohol which must always be refused. Examples of gifts of small financial value include but are not limited to baked goods, books, recordings of an event or inexpensive merchandise relating to an event such as a pen or keyring.

If it is not possible or practical to refuse the gift, it may be accepted on behalf of Council and provided to the OCEO where the value likely exceeds \$50 in total.

Gifts that exceed a value of \$500 (or another amount prescribed by the regulations) should not be accepted by an Administrator/Councillor as this may result in a material conflict of interest arising.

W2040 Key Direction

Date of Adoption

Directorate Responsible

High Performing Organisation

2 February 2021

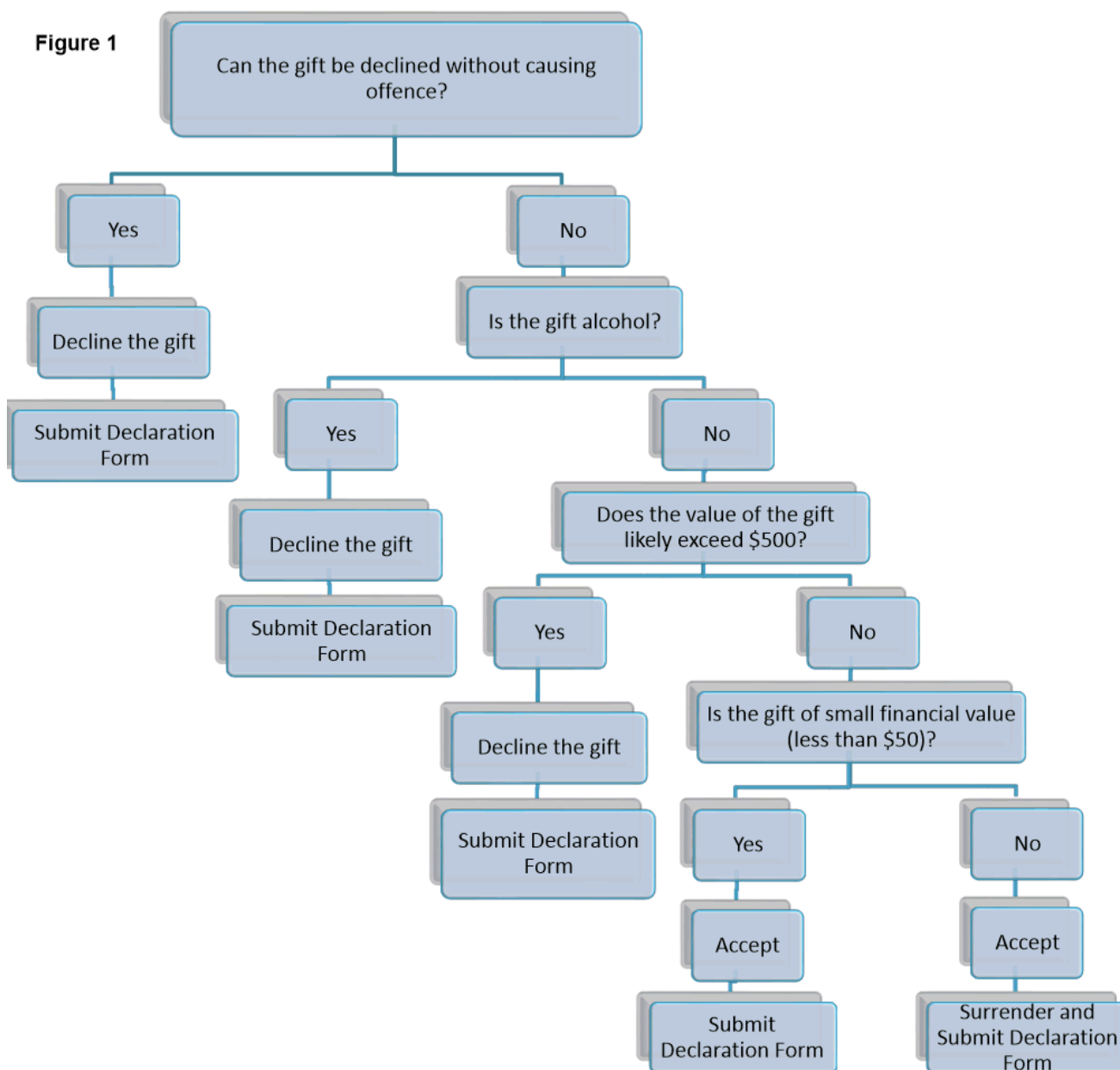
Governance

Version 2.02



A gift and benefits declaration form must be completed and submitted to the OCEO regardless of whether the gift was accepted and/or surrendered, and regardless of the value of the gift.

Figure 1



W2040 Key Direction

Date of Adoption

Directorate Responsible

High Performing Organisation

2 February 2021

Governance

Version 2.02



Offer of hospitality (see Figure 2)

If the offer falls within the category of '*hospitality*' it must be refused unless it is reasonable in the circumstances and it was received at an event or function at which the Administrator/Councillor attended in an official capacity.

In determining whether the hospitality was reasonable in the circumstances, the following should be considered:

- The nature of the hospitality offered;
- Who offered the hospitality (peak industry body, planning permit applicant, community organisation etc);
- Whether accepting the offer of hospitality would benefit the good governance of the Council.

Examples of hospitality that may be appropriate in the circumstances include:

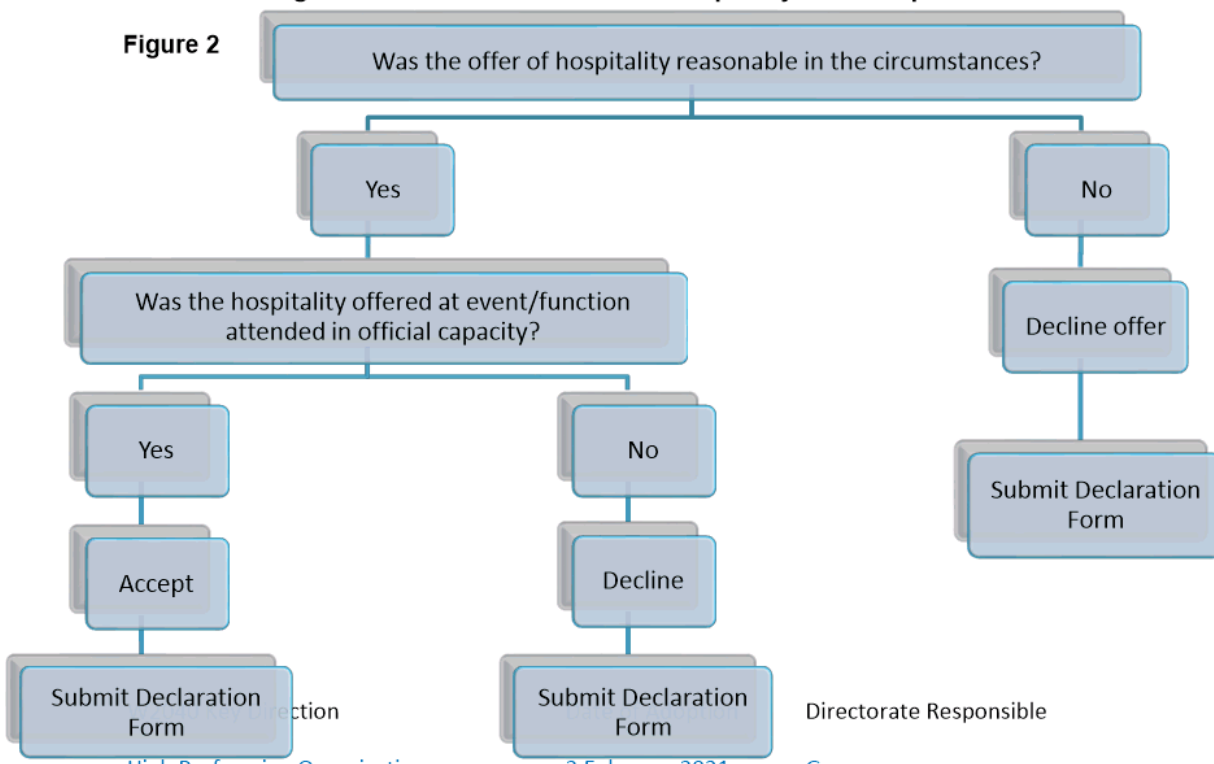
- Being provided with a meal at a local government organisation function; or
- Being invited to attend to listen to a guest speaker relevant to local government at no cost.

Examples of hospitality that may not be appropriate in the circumstances include:

- Attending a corporate box at a sporting event booked by a developer; or
- An offer of discounted accommodation by a private business.

A gift and benefits declaration form must be completed and submitted to the OCEO regardless of whether the offer of hospitality was accepted or not.

Figure 2



High Performing Organisation

2 February 2021

Directorate Responsible

Governance

Version 2.02



Offer of professional development (see Figure 3)

If the offer falls within the category of *'professional development'* and the Administrator/Councillor is of the opinion that attendance will materially assist in the conduct of their Council business related duties, then they should:

- request a tax invoice from the organisers of the event so that Council can pay the full value of participation; or
- if requesting an invoice is not practicable, then they must seek agreement from the Chair/Mayor, or in the case of the Chair/Mayor, from the CEO, to attend the event, noting that a substantive Council business related reason must exist.

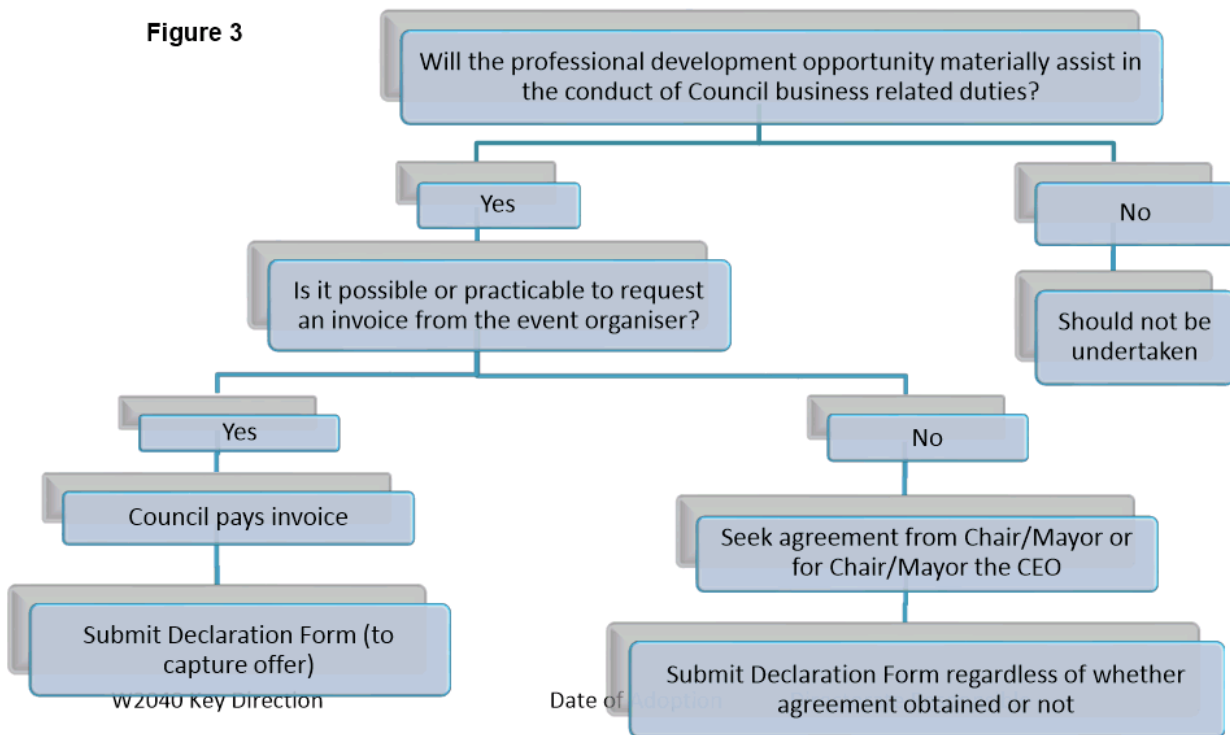
In some instances, an agreement or subscription will exist between Council and an organisation for the provision of these services as part of an ongoing commercial arrangement and attendance will fall outside the scope of this Policy.

Where an offer combines both hospitality and professional development, the process set out above under professional development should be used.

A declaration form must be completed and submitted to the OCEO regardless of whether the offer of professional development was accepted. Where the professional development was paid for by Council, this should be noted on the form.

Where small tokens such as pens, notepads or lanyards are provided to as part of the professional development program, they may be retained if they are estimated to be of a value less than \$50. **Where the estimated value of such tokens individually or accumulatively exceeds \$50, a gift declaration form must be completed, and the tokens surrendered to the OCEO.**

Figure 3



High Performing Organisation

Date of Approval: 2 February 2021
 Version: 2.02
 Governance



Declaration of Gifts Benefits and Hospitality

A gift and benefit declaration form must be completed whenever a gift or benefit has been offered regardless of whether it is accepted.

A copy of the form is contained in Appendix 1 of the Policy. The form is also available on the Administrator/Councillor Portal and through the OCEO. A form should be submitted at the Administrator's/Councillor's earliest convenience and no more than 14 days from the date the offer of a gift or other benefit was made.

Once a gift and benefit declaration form has been submitted to the OCEO, the form is to be provided to the CEO for noting. Upon being signed by the Administrator/Councillor making the declaration, the Chair of Administrators/Mayor and the CEO, the form will then be provided to Governance to be entered in the Gift and Benefits register. The register will at a minimum record:

- The name of the recipient of the offer of gift or benefit;
- The date the offer was made, or the gift or benefit was received;
- The name of the person or organisation making the offer or providing the gift or benefit;
- The nature of the gift or benefit offered or received; and
- The action that was taken in response to the offer or receipt of the gift or benefit.

Governance will maintain the Gift Register and the information contained in the Register will be published on Councils website at least quarterly in accordance with Council's Public Transparency Policy.

Offers of gifts or benefits made outside of capacity as a Councillor

Council recognises that Administrators/Councillors may receive offers of gifts, benefits or hospitality when acting in a role other than their role of Councillor. This may include in their personal capacity, as a company executive, as a board member, as a member of a professional organisation etc.

Whilst the Policy only applies where acting in official capacity as a Councillor, it is important that Administrators/Councillors consider the potential for gifts or benefits received in other capacities to give rise to a declarable conflict of interest under the *Local Government Act 2020*.

Under the Act, an Administrator/Councillor has a material conflict of interest in respect of a matter if an 'affected person' would gain a benefit or suffer a loss depending on the outcome of the matter. The definition of an affected person includes a person from whom the relevant person has received a gift with a value of \$500 or more.

W2040 Key Direction

Date of Adoption

Directorate Responsible

High Performing Organisation

2 February 2021

Governance

Version 2.02



Appendix 1

 City of Whittlesea	GIFT AND BENEFITS DISCLOSURE FORM
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Name of Administrator/Councillor: _____

Date gift or benefit offered: _____

Name of individual, company or organisation offering the gift or benefit:

Nature of gift or benefit: (Please provide a brief description)

Action taken:
(e.g. refused, accepted as reasonable hospitality, provided to the OCEO)

Approximate Value of Gift or Benefit: \$ _____

Administrator/Councillor	Chair of Administrators/Mayor	CEO
	I have noted the declaration.	I have noted the declaration.
Signed: _____	Signed: _____	Signed: _____
Date: _____	Date: _____	Date: _____

W2040 Key Direction

Date of Adoption

Directorate Responsible

High Performing Organisation

2 February 2021

Governance

Version 2.02



Privacy Notification Statement

The personal information on this form is collected for the purpose of ensuring transparency and accountability in Council's decision-making processes. Provision of this information is required under Council's Gift and Benefits Policy and the *Local Government Act 2020*. A record of your disclosure will be entered in a Register held by the Governance Department, will only be accessed by authorised staff and will be disposed of in accordance with the requirements of the *Public Records Act 1973*.

Note that Council reserves the right to publish some or all of the information contained in the Register in the Council's Annual Report or similar document in a de-identified form. A version of the Register will be published on Council's website. You may seek access to your personal information contained in the Register by contacting the Governance Department.

W2040 Key Direction	Date of Adoption	Directorate Responsible
High Performing Organisation	2 February 2021	Governance
	Version 2.02	

ITEM 6.5.2 FOR DECISION - ADMINISTRATOR AND COUNCILLOR CODE OF CONDUCT 2021**Attachments:** 1 **Administrator/Councillor Code of Conduct** [↓](#)**Responsible Officer:** **Chief Executive Officer****Author:** **Principal Governance Advisor****RECOMMENDATION SUMMARY**

That Council adopt the Administrator and Councillor Code of Conduct as set out in Attachment 1 of the report.

BRIEF OVERVIEW

This report presents a revised Code of Conduct document for adoption by Council. The revised Code includes feedback provided by Administrators and sets out values and behaviours that will guide Administrators/Councillors when carrying out their Council responsibilities.

The Code meets and exceeds the legislative requirements of the *Local Government Act 2020* and will guide Administrators in their deliberations through to the October 2024 general Council elections.

RATIONALE FOR RECOMMENDATION

A Code of Conduct is a requirement under section 139 of the Local Government Act 2020 and Council must adopt a revised Code on or before 24 February 2021.

IMPACTS OF RECOMMENDATION

Adopting the revised Administrator and Councillor Code of Conduct will affirm a commitment by Administrators to exemplary governance practices.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

The Administrator and Councillor Code of Conduct will be published on Council's website following its adoption.

REPORT**BACKGROUND**

The *Local Government Act 2020* requires Council to adopt a Councillor/Administrator Code of Conduct on or before 24 February 2021.

The purpose of the Code is to promote and reinforce the values and behaviours that guide Administrators in delivering great outcomes for the City of Whittlesea and to establish an environment that will enable Administrators to provide exemplar governance.

The existing Code was adopted on 14 February 2017 and focused primarily on compliance with legal requirements.

PROPOSAL

It is proposed that Council adopt the revised Administrator/Councillor Code of Conduct contained in Attachment 1 of this report.

The revised Code sets out how Administrators will lead by example and promotes the highest standards in the way that Council business is conducted. It also commits Administrators to achieving the greatest outcomes for the community by championing Council's adopted values and behaviours in pursuit of Council's future vision.

The Code contains a pledge stating that Administrators will work in the best interests of all people who live in our municipality, who conduct business here, and those who visit.

By adopting the Code, Administrators promise to adhere to the principles, values and behaviours outlined in the Code and to work diligently to deliver on our shared community vision - a Place for All.

The Code also incorporates new requirements under the *Local Government 2020* and the *Local Government (Governance and Integrity) Regulations 2020* regarding processes for addressing any breach of the prescribed standards of conduct.

CONSULTATION

The draft Code was discussed with Administrators at several workshops and the feedback received has informed the development of the final draft.

CRITICAL DATES

Council is required to adopt the Administrator and Councillor Code of Conduct under section 139 of the *Local Government Act 2020* on or before 24 February 2021.

FINANCIAL IMPLICATIONS

There are no financial implications resulting from the adoption of the Administrator and Councillor Code of Conduct.

POLICY STRATEGY AND LEGISLATION

The *Local Government Act 2020* requires Council to adopt an Administrator/Councillor Code of Conduct by a formal resolution of Council passed at a meeting by at least two-thirds of the total number of Administrators.

LINK TO STRATEGIC RISKS

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

Council will be in breach of its legislative obligations if the Administrator and Councillor Code of Conduct is not adopted by Council by 24 February 2021.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

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

The Code will promote the good governance of the Council by specifying agreed standards of behaviour for Administrators.

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

It is recommended that the Administrator and Councillor Code of Conduct be adopted as it affirms a strong commitment by the Administrators to exemplary governance practices.

RECOMMENDATION

THAT Council resolve to adopt the Administrator and Councillor Code of Conduct as contained in Attachment 1 of this report.

COUNCIL RESOLUTION

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

THAT Council resolve to:

- 1. Adopt the Administrator and Councillor Code of Conduct as contained in Attachment 1 of this report; and**
- 2. Rescind any earlier versions of the Councillor Code of Conduct.**

CARRIED

Administrator/Councillor Code of Conduct



PREAMBLE

As Administrators/Councillors we hold a unique and important role at the City of Whittlesea.

We provide leadership that ensures good governance of the municipality and accept responsibility for developing policies and strategies that will benefit the municipal community.

When carrying out our role and responsibilities, we are guided by the standards of conduct in the Administrator/Councillor Code of Conduct (the Code). We will uphold these standards to earn the trust of our community, which we serve and agree to a peer-to-peer review under this Code where there is an allegation of inappropriate conduct.

The Code promotes and reinforces the values and behaviours that guide us in delivering great outcomes for the City of Whittlesea and to establish an environment that will enable us to provide exemplar governance.

PLEDGE

We, the Administrators/Councillors of the Whittlesea City Council, pledge to work together in the best interests of our community and to discharge our responsibilities to the best of our ability and judgement.

As part of this commitment, Council will adhere to conduct principles, values and behaviours outlined in the Code and work together constructively to achieve Whittlesea's vision in a manner that is consistent with our core values.

We are committed to the Standards of Conduct prescribed by the *Local Government (Governance and Integrity) Regulations 2020*.

SCOPE

The Code applies to Administrators and will apply to Councillors after the general elections to be held in October 2024. The Code must be reviewed within four months after the 2024 general elections.

CONTEXT

The Code of Conduct is a requirement under section 139 of the *Local Government Act 2020*.

The role of Administrators/Councillors is to provide a vision and strategic direction for the Whittlesea City Council and to make policy decisions that will benefit the municipal community.

Councillors/Administrators are required to work together, and this Code is a collective agreement on our values and standards of behaviour.

The Code is set out in three parts:

- PART 1. Working together and with the community
- PART 2. Standards of behaviour
- PART 3. Dispute resolution processes

Administrator/Councillor Code of Conduct



PART 1 – WORKING TOGETHER AND WITH THE COMMUNITY

The City of Whittlesea strives to be an organisation of exceptional character. As community and civic leaders, Administrators/Councillors will lead by example and promote the highest standards in the way that Council business is conducted.

We aim to achieve the greatest outcomes for the community by championing Council's adopted values and behaviours in pursuit of Council's future vision.

Excellence

We will:

- earn and sustain public trust by making decisions and providing advice on merit and without bias, favouritism or self-interest
- achieve best use of resources and provide high quality services to the community
- identify and promote best practice
- use our powers responsibly and avoid conflicts of interest
- report improper conduct
- work in a transparent manner and accept responsibility for our decisions and actions
- submit ourselves to appropriate scrutiny.

Respect

We will:

- respect one another, members of Council staff and members of the community
- treat others fairly and objectively
- promote and ensure freedom from discrimination, harassment and vilification, including direct and indirect discrimination
- respect the traditional ownership of the land on which we meet.

Open Communication

We will:

- be honest, open and transparent in our dealings
- act with humility and apply the highest standards of ethical behaviour
- accept responsibility for mistakes and see them as opportunities for continuous improvement and growth
- ensure all communications including social media is respectful and will not negatively impact Council
- work effectively with and build constructive relationships with Council's Executive Leadership Team and key stakeholders.

Valuing Diversity

We will:

- take time to listen and understand different points of view
- understand and respect the diversity of our community
- make decisions and provide advice consistent with human rights;
- recognise that some of the best solutions are community led, and we ensure our processes are open, transparent and welcoming to community input.
- recognise the strengths of our diverse community and ensure people from all walks of life, ability and backgrounds feel comfortable to engage and contribute. This means a one size does not fit all, and that sometimes targeted responses are required to achieve fairer

Administrator/Councillor Code of Conduct



- outcomes; particularly for individuals and groups experiencing disadvantage and discrimination due to their heritage, disability, age, background or identity.
- encourage active community participation in civic life.
- welcome the opinions of the community and respect their right to be heard.

Wellbeing

We will:

- respect and care about our community, each other and ourselves
- work towards harmonious working relationships with others
- support one another and staff if they are treated unfairly or without respect
- promote gender equity, fairness and inclusivity.

PART 2 – STANDARDS OF BEHAVIOUR

We will conduct ourselves in a manner that is consistent with our values to meet and exceed legislated requirements.

1. TREATMENT OF OTHERS

Administrators/Councillors must treat fellow Administrators/Councillors, Council staff, the municipal community and members of the public with dignity, courtesy and respect, including:

- a) *taking, supporting and promoting positive action to eliminate discrimination, harassment (including sexual harassment) and vilification;*
- b) *not engaging in or participating in discrimination, harassment (including sexual harassment) or vilification of any person or group or class of persons;*
- c) *supporting the Council in fulfilling its obligation to achieve and promote gender equality;*
- d) *not using abusive, obscene, offensive or threatening language or behaviour (including oral or written) towards other Administrators/Councillors, Council staff or members of the public;*
- e) *in considering the diversity of interests and needs of the municipal community - having proper regard for other people's rights, obligations, cultural differences, safety, health and welfare.*

Our Commitment

- We will be fair, objective and respectful in our dealings with other Administrators, members of Council staff and our community.
- We will respect and promote the human rights set out in the *Charter of Human Rights and Responsibilities Act 2006* and understand how they apply to our work.
- We will promote a workplace of choice where people are treated fairly and with respect and are free from all forms of unlawful discrimination and inappropriate workplace behaviours, such as harassment including sexual harassment, victimisation, vilification, bullying and occupational violence.

2. PERFORMING THE ROLE OF ADMINISTRATOR/COUNCILLOR

Administrators/Councillors must do everything reasonably necessary to ensure that they perform the role of an Administrator/Councillor effectively and responsibly, including by:

- a) *undertaking any training or professional development activities the Council decides it is necessary for all councillors to undertake in order to perform the role of Administrator/Councillor;*
- b) *diligently using council processes to inform themselves about matters which are subject to council decisions;*
- c) *ensuring that they are fit to conscientiously perform the role of Administrator/Councillor when acting in that capacity or purporting to act in that capacity;*

Administrator/Councillor Code of Conduct



- d) *representing the interests of the municipal community in performing the role of councillor by considering and being responsive to the diversity of interests and needs of the municipal community.*

Our Commitment

- We will perform our duties diligently, impartially and responsibly, acting in good faith and in the interest of Council and the municipal community.
- We will refrain from any form of conduct which may cause a reasonable person unwarranted offence or embarrassment.
- We will not use our position to influence Council staff in the performance of their professional duties.
- When exercising land use planning, development assessment and other regulatory functions, we will ensure that no action, statement or communication between ourselves and others conveys any suggestion of a willingness to improperly provide concessions or preferential or unduly unfavourable treatment.
- We will raise any grievances or differences of opinion in an appropriate forum and resolve any disputes in accordance with this Code.

3. COMPLIANCE WITH GOOD GOVERNANCE MEASURES

Administrators/Councillors must diligently and properly comply with the following Council procedures, policies and practices established for the good governance of the Council:

- a) *policies, practices and protocols established by the Chief Executive Officer for managing interactions between Council staff and Administrators/Councillors;*
- b) *the Council Expenses Policy adopted and maintained by the Council;*
- c) *the Governance Rules developed by the Council;*
- d) *Ministerial directions.*

Our Commitment

- We will exercise our responsibilities impartially and in the interests of the local community
- We will not improperly seek to confer an advantage or disadvantage on any person.
- We will not use or disclose confidential Council information to gain advantage for ourselves or any other person.
- We will report behaviour that represents fraud, corrupt conduct, mismanagement of Council resources, misuse of position or is a danger to health, public safety or to the environment in accordance with Council's *Public Interest Disclosure Procedures*.
- We will use Council resources solely in the public interest and will comply with the *Administrator/Councillor Expenses, Reimbursement and Support Policy*.
- We will not accept gifts, benefits or hospitality and will comply with the *Administrator/Councillor Gift and Benefits Policy*.
- We will identify and manage any conflicts of interest and observe the requirements of the *Act* and the *Governance Rules* in regard to the disclosure of conflicts of interest.
- We are aware of our responsibilities under Council's *Child Safe Policy* and will report and act on concerns regarding the abuse or neglect of a child.

4. COUNCILLOR MUST NOT DISCREDIT OR MISLEAD COUNCIL OR PUBLIC

Administrators/Councillors must uphold the reputation of the council;

- a) *Administrators/Councillors must conduct themselves in a manner that promotes community trust and confidence in the council as a democratically elected body responsible for the peace, order and good government of the municipal district.*

Administrator/Councillor Code of Conduct



- b) *Administrators/Councillors must not act in a manner or engage in behaviour that is detrimental to the reputation of the council or undermines public confidence in the Council's ability to perform its role.*

Our Commitment

- We will act honestly and avoid actions or conduct that will or is likely to mislead or deceive a person.
- We will accept each individual's differences, values, culture and beliefs.
- We will always listen to the views and ideas of other people.
- We will use social media responsibly and in accordance with Council *Social Media Policy* to minimise exposure of Council and Administrators/Councillors to legal and reputational risk.

5. STANDARDS OF CONDUCT DO NOT LIMIT ROBUST POLITICAL DEBATE

- We will promote and not detract from robust public debate in a democracy.
- We will contribute and debate items with respect in the Council Chamber.
- We will accept the final Council decision.

PART 3 - DISPUTE RESOLUTION PROCESSES

Administrators/Councillors are expected to engage in robust discussions about matters affecting the community and to promote and facilitate effective decision making by the Council.

While robust debate and diversity of opinion is expected it will be carried out respectful and constructively. Where a dispute occur, Administrators/Councillors will use their best endeavours to resolve the matter in a courteous and respectful manner before resorting to the formal dispute resolution process.

Where, after these endeavours have been exhausted, the dispute remains unresolved, the internal arbitration processes prescribed by the *Act* and the *Regulations* must be used to resolve the dispute.

The internal arbitration process will incorporate the following:

1. The complaint must specify the name of the Administrator/Councillor alleged to have breached the standards of conduct, the standard of conduct that is alleged to have been breached and the behaviour that is alleged to have resulted in the breach;
2. An arbiter appointed to hear a complaint must consider the evidence and information provided by the parties to the complaint and conduct the hearing of the complaint with as little formality and technicality as the proper consideration of the complaint permit ensuring that the process is not open to the public;
3. The arbiter may at any time close the complaint if the arbiter is of the view that it is vexatious, misconceived, frivolous or lacking in substance or the complainant has not responded, or has responded inadequately, to a request for further information;
4. A written copy of the decision and statement of reasons provided by the arbiter must include any sanctions imposed; and
5. After Council has tabled a copy of an arbiter's decision and statement of reasons, Council must ensure that the report, with any required redactions to remove confidential information, is made publicly available.

The dispute resolution processes in the Code do not apply to disputes between Administrators/Councillors and members of the community.

ITEM 6.5.3 FOR DECISION - CONTRACT NO 2017-137 - SUPPLY OF BULK FUEL, FUEL CARDS AND LUBRICANTS (MAV C031-17) - CONTRACT EXTENSION REPORT**Attachments: 1 Financial Arrangements - Confidential**

This Attachment has been designated as confidential information under section 66(5) of the Local Government Act 2020 on the grounds that it contains details relating to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. In particular the report/attachment contains information regarding the variation (financial arrangements) of Contract 2017-137 (MAV C031-17).

Responsible Officer: Director Infrastructure & Environment**Author: Manager City Presentation****RECOMMENDATION SUMMARY**

That Council resolve, in relation to Contract No. 2017-137 for Supply of Bulk Fuel, Fuel Cards and Lubricants to:

1. Approve a variation of \$370,000.00 (excluding GST) making a revised contract sum of \$3,000,000.00 (excluding GST).
2. Note the funding arrangements detailed in the confidential attachment.
3. Approve extension of the contract end date to 31 January 2022.

BRIEF OVERVIEW

This contract was awarded in three parts: BP Australia for bulk fuel (Category 1), Caltex Australia Petroleum Pty Ltd for fuel cards (Category 2) and Fuchs Lubricants (Australasia) as the primary supplier and Castrol Australia as the secondary supplier for lubricants (Category 3).

The contract has been performed satisfactorily and under the contract extension options are available to 31 January 2023.

A variation and extension of this contract is required to enable Council's fleet of passenger and light commercial vehicles, plant and mobile equipment to continue the delivery of key services to the community. This variation request includes an extension of the contract of 12 months and additional budget to ensure appropriate funding is available for the extension of the contract period.

RATIONALE FOR RECOMMENDATION

The contractors' prices were benchmarked by the Municipal Association of Victoria against industry standards and point of sale bowser prices. Economies of scale were also achieved through this collaborative process, and therefore the prices are considered competitive.

IMPACTS OF RECOMMENDATION

This contract enables Council's fleet of passenger and light commercial vehicles, plant and mobile equipment to continue the delivery of key services to the community.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Council will continue its regular consultation and engagement with the relevant stakeholders throughout the life of contract. Any change in the delivery of services shall be communicated to affected parties in a timely manner, with contingency plans developed to manage risks.

REPORT**BACKGROUND**

The purpose of this contract is to provide fuels and lubricant products for the operation of the passenger and light commercial vehicles, trucks and mobile plant items.

Council requires the provision of bulk fuels for the filling of tanks located at Council's Epping Depot to fuel the depot-based trucks and plant. Fuel cards enable users of Council's passenger and light commercial vehicle fleet to access a network of fuel sites. Lubricant products are required for vehicle servicing and daily maintenance activities of the mechanical workshop and plant operators.

On 29 July 2017, the National Procurement Network advertised a tender for provision of bulk fuel (Category 1), fuel cards (Category 2) and lubricants (Category 3). That tender was conducted on behalf of the Municipal Association of Victoria (MAV), and therefore the resulting contract could be accessed by all Victorian Councils.

At its meeting dated 6 June 2018, Council resolved to:

Accept the National Procurement Network contract for the supply of fuels and lubricants for the period 1 February 2018 to 31 January 2021 as detailed in the confidential attachment, with:

- *The supply contract for bulk fuels being awarded to BP Australia;*
- *The supply contract for fuel cards being awarded to Caltex Australia Petroleum Pty Ltd; and*
- *The supply contract for lubricants be awarded to Fuchs Lubricants (Australasia) Pty Ltd as the primary supplier and Castrol Australia as the secondary supplier subject to price variations being made in accordance with the provisions in the contract and expenditure up to a maximum value of \$2,630,000.00 (excluding GST).*

The contract commenced on 1 February 2018 and the current approved end date is 31 January 2021. Options exist to extend the contract up to 31 January 2023, subject to MAV approval.

A summary of the financial performance of the contract is provided in the confidential attachment.

VARIATION AND EXTENSION

The MAV recently enacted a twelve month extension of this contract (to 31 January 2022), which allows councils to approve a similar extension at their discretion.

The contract has been performed satisfactorily; it is therefore proposed to extend the contract term to 31 January 2022.

The contractor's prices have been checked and are considered competitive; however, a variation of \$370,000.00 is now required to enable Council's fleet of passenger and light commercial vehicles, plant and mobile equipment to continue the delivery of key services to the community. This variation request is to ensure appropriate funding is available for the extension of the contract. Further details of the requested variation are provided in the confidential attachment.

FINANCIAL IMPLICATIONS

Sufficient funding for this contract is available in the City Presentation - Fuels and Oils recurrent budget in the 2020/21 and 2021/22 financial years.

LINK TO STRATEGIC RISKS

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

The provision of bulk fuel, fuel cards and lubricants for vehicles and plant is vital to ensuring Council can continue to deliver key services to the community.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

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

The provision of bulk fuel, fuel cards and lubricants for vehicles and plant is vital to ensuring Council can continue to deliver key services to the community.

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

Variation and extension of the contract is sought in accordance with the contract's terms and conditions and Council's applicable policy and procedures.

RECOMMENDATION

THAT Council resolve, in relation to Contract No. 2017-137 for Supply of Bulk Fuel, Fuel Cards and Lubricants to:

1. Approve a variation of \$370,000.00 (excluding GST) making a revised contract sum of \$3,000,000.00 (excluding GST).
2. Note the funding arrangements detailed in the confidential attachment.
3. Approve extension of the contract end date to 31 January 2022.

COUNCIL RESOLUTION

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

THAT Council resolve to adopt the Recommendation.

CARRIED

ITEM 6.5.4 FOR NOTING - UNCONFIRMED MINUTES OF AUDIT & RISK COMMITTEE MEETING AND ANNUAL COMMITTEE PERFORMANCE ASSESSMENT

- Attachments:**
- 1 **Unconfirmed Minutes of Audit & Risk Committee Meeting - 12 November 2020** [↓](#)
 - 2 **Audit & Risk Committee Annual Performance Assessment** [↓](#)

Responsible Officer: Executive Manager Governance

Author: Internal Compliance Officer

RECOMMENDATION SUMMARY

That Council resolve to:

1. Note the Unconfirmed Minutes of the Audit & Risk Committee meeting held on 12 November 2020.
2. Note the results and outcomes of the Audit & Risk Committee Annual Performance Assessment.

BRIEF OVERVIEW

As required under Council's Audit & Risk Committee Charter, this report presents the Unconfirmed Minutes of the Audit & Risk Committee meeting held on 12 November 2020.

Section 54(4) of the *Local Government Act 2020* requires that the Audit & Risk Committee undertake an annual assessment of its performance against the Audit & Risk Committee Charter. A copy of that assessment is to be tabled at the next ordinary Council meeting.

RATIONALE FOR RECOMMENDATION

Council is required to comply with the requirements of the Audit & Risk Committee Charter and the *Local Government Act 2020*.

IMPACTS OF RECOMMENDATION

Council will comply with its Audit & Risk Committee Charter and meet its legislative requirements.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Provision of Audit & Risk Committee meeting minutes and the results of the Committee's Annual Performance Assessment to Council, ensures that the Council is regularly informed of the operations of the Audit & Risk Committee and has the opportunity to consider its performance.

REPORT**BACKGROUND**

The Audit & Risk Committee is an independent advisory committee of Council and its role is to report to Council and provide appropriate advice and recommendations on matters presented to it. It acts in this capacity by monitoring, reviewing and advising on issues within its scope of responsibility and assisting Council's governance obligations to its community.

The Audit & Risk Committee meets at least four times a year and its Charter requires that minutes from Committee meetings are presented to Council.

The Audit & Risk Committee considered a number of reports at the meeting held 12 November 2020, as well as confirming minutes from the previous meeting held on 20 August 2020.

Main agenda items included:

- In-camera discussion with the CEO
- Audit & Risk Committee Work Plan
- Financial Report:
 - Financial Performance Report for Period Ended 30 September 2020
- Risk Management Update
- Operational Risks Review
- COVID-19 Pandemic Update
- Internal Audit:
 - Internal Audit Status Report
 - Internal Audit Review: Information Technology – Security & Access Controls and Cyber Security
 - Outstanding Action Items Report from Previous Internal Audits
- Impacts of the *Local Government Act 2020* on the Audit & Risk Committee
- Significant Contract Controls
- DCP Management Update 2020
- Internal Compliance Reviews
- External Agency Examinations
- Review of Audit & Risk Committee's Performance

A copy of the minutes from the 12 November 2020 Audit & Risk Committee meeting is attached (Attachment 1).

Annual Assessment of Audit & Risk Committee's Performance

In accordance with Section 54(4) of the *Local Government Act 2020*, the Audit & Risk Committee is required to undertake an annual assessment of its performance against the Audit & Risk Committee Charter, with a copy of that assessment to be tabled at the next Ordinary Council meeting.

At the 12 November 2020 meeting, the Audit & Risk Committee considered the results of the Performance Assessment undertaken for 2020. A questionnaire to review the performance of the Committee was provided to each Committee member and Officers who regularly attend Committee meetings for completion. The Committee discussed the results and outcomes from the questionnaire and considered opportunities for improvement.

The Audit & Risk Committee Chairperson has prepared a summary of the results from the Performance Assessment for Council’s consideration (Attachment 2).

POLICY STRATEGY AND LEGISLATION

The Audit & Risk Committee is established in accordance with Division 8, Section 53 and 54 of the *Local Government Act 2020*.

The Committee’s responsibilities and requirements are outlined in the Audit & Risk Committee Charter.

LINK TO STRATEGIC RISKS

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

The Audit & Risk Committee assists Council in monitoring its governance requirements and provides advice to Council to assist with fulfilling its oversight responsibilities.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

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

The establishment of the Audit & Risk Committee and the reports it receives are reflective of Council’s commitment to the implementation of good governance principles. The Committee provides advice to Council to assist with fulfilling its oversight responsibilities for the financial and non-financial reporting process; internal controls; the audit process; risk management; and Council’s process for monitoring compliance with legislation, regulations and the Code of Conduct.

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

The Audit & Risk Committee met on 12 November 2020. The minutes of that meeting are attached to this report for noting by Council.

In accordance with the requirements of the *Local Government Act 2020*, Council is also provided with a copy of the Audit & Risk Committee’s Performance Assessment for 2020.

RECOMMENDATION

THAT Council resolve to:

- 1. Note the Unconfirmed Minutes of the Audit & Risk Committee meeting held on 12 November 2020.**
- 2. Note the results and outcomes of the Audit & Risk Committee Annual Performance Assessment.**

COUNCIL RESOLUTION

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

THAT Council resolve to adopt the Recommendation.

CARRIED



City of Whittlesea

Audit & Risk Committee Minutes

2.30pm Thursday
12 November 2020

Location: Microsoft Teams Meeting

Members	Present	Apology	Did Not Attend*
Independent:			
Geoff Harry, Chairperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Ulbrick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Glab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrators:			
Lydia Wilson (Chair of Administrators)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Hon Bruce Billson (Administrator)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Officers:			
Craig Lloyd, Chief Executive Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amy Montalti, Director Corporate Services & Performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nicole Montague, Acting Manager Finance & Assets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Gauci, Internal Compliance Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frank Joyce, Manager Corporate Accountability & Performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allan Cochrane, Team Leader Financial Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Samantha Boyle, Risk Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hans Wolf, Chief Information Officer (Item 8.2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Masters, Team Leader Procurement (Item 10.2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
George Saisanas, Manager Strategic Planning & Economic Development (Item 10.3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liam Wilkinson, Coordinator Strategic Planning & Economic Development (Item 10.3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In attendance:

Martin Thompson, Partner, Crowe

Lynda Cooper, Manager, Crowe

DRAFT

Audit & Risk Committee Minutes
Thursday 12 November 2020



Matters in Discussion

The Chair of the Audit & Risk Committee opened the meeting by reading the following Acknowledgement of Traditional Owners Statement.

On behalf of the Whittlesea City Council I recognise the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan as the traditional owners of this place.

In-Camera Discussion with the CEO

The meeting commenced with the Committee holding an in-camera discussion with the CEO.

Committee Chairperson's Introductory Comments

Following the in-camera discussion, the Committee Chairperson commenced the open section of the meeting by welcoming Mr Lloyd and congratulating him on his appointment as CEO. The Chairperson also congratulated Ms Montalti on her permanent appointment as Director Corporate Services & Performance.

1. DISCLOSURE OF CONFLICTS OF INTEREST

No declarations were made.

The Committee queried how the requirements for completion of Personal Interest Returns under the *Local Government Act 2020* impacted independent members. Management advised that they would seek advice regarding the requirements and inform Committee members as soon as possible.

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

ITEM 2.1 Resolution:

That the minutes of the Audit & Risk Committee meeting held on 20 August 2020 be noted and confirmed.

Moved by: Mr Ulbrick
Seconded by: Ms Glab

CARRIED

3. MATTERS ARISING FROM PREVIOUS MEETING(S)

ITEM 3.1 The Outstanding Items Register from Previous Meetings report was presented for review.

The Committee discussed the current status of the Debtor Management Policy. Management advised that the policy was still in draft, as feedback was still being sought and would also be further reviewed by the Executive Leadership team.

Resolution:

That the Matters Arising from Previous meetings be noted.

Moved by: Administrator Wilson
Seconded by: Mr Ulbrick

CARRIED

Audit & Risk Committee Minutes
Thursday 12 November 2020



4. AUDIT & RISK COMMITTEE WORK PLAN

ITEM 4.1 The Annual Work Plan Matrix was presented for the Committee's information.

The Committee briefly discussed the items included on the Work Plan and requested a number of additional items be reflected through the Work Plan. These included:

- Work undertaken through the Internal Compliance Review Program.
- The requirements for the Committee to review Councillor / Administrator expenses and expenditure incurred by the CEO via Corporate Credit Cards.

Resolution:

That the Committee note the Annual Work Plan.

Moved by: Ms Glab

Seconded by: Administrator Billson

CARRIED

5. CEO'S UPDATE

ITEM 5.1 The CEO met in-camera with the Committee at the commencement of the meeting.

6. FINANCIAL REPORT

ITEM 6.1 FINANCIAL PERFORMANCE REPORT FOR THE PERIOD ENDED 30 SEPTEMBER 2020

The Acting Manager Finance & Assets presented the Financial Performance Report for the period ended 30 September 2020 and responded to questions from the Committee.

The Committee discussed the current status of the Capital Works Program and the mechanisms in place to monitor the receipt and outlay of funding received for projects and other activities in relation to the COVID-19 pandemic. As part of this discussion, the CEO noted that the State Government will be auditing Council's Working for Victoria program in the coming months. The results of this audit will be provided to the Committee.

The Committee also discussed its preferences in relation to the detail and content provided in reports. Management advised it will review the structure and content of reports for future Committee meetings.

Discussion concluded with the Director Corporate Services & Performance advising the Committee of the resignation of the Acting Manager Finance & Assets.

Resolution:

That the Committee note the Financial Performance Report and the Capital Works Progress Report for the period ended 30 September 2020.

Moved by: Administrator Wilson

Seconded by: Mr Ulbrick

CARRIED

Audit & Risk Committee Minutes
Thursday 12 November 2020



7. RISK MANAGEMENT

ITEM 7.1 RISK MANAGEMENT UPDATE

The Risk Coordinator presented the Risk Management report and responded to questions from the Committee.

The Committee discussed the impacts of the COVID-19 pandemic on Business Continuity and the processes in place to transition to a COVID-Normal environment. In particular, the risks associated with QR codes and data storage were discussed.

An update on the status of Council's Strategic Risks and associated treatment plans was provided. The Committee requested an additional key control be added to the Financial Sustainability risk in relation to the delegation and decision-making framework in place at Council.

The Committee was also provided with an update on significant liability matters and the key issues currently facing Council. The Committee requested that additional information be provided at the 25 February 2021 meeting regarding the current WorkCover situation at Council. The CEO advised that he would address this item.

Resolution:

That the Committee:

1. Notes the status of the Business Continuity Activities and Response to COVID-19.
2. Notes the status of the implementation of planned treatments as at 30 September 2020.
3. Notes the minutes from the August, September and October 2020 ERM meetings.
4. Endorses the changes made to the Strategic Risks since July 2020.
5. Notes the work being undertaken to improve the Risk Management Maturity.
6. Notes the significant liability matters.

Moved by: Ms Glab
Seconded by: Administrator Billson

CARRIED

ITEM 7.2 OPERATIONAL RISKS REVIEW

The Risk Coordinator presented the Operational Risks report and responded to questions from the Committee.

An overview of the work undertaken to review the Operational Risks was provided with key outcomes highlighted.

The Committee noted that future updates on key Operational Risks could be included with reporting on Strategic Risks.

Resolution:

That the Committee:

1. Notes the status of the review of Council's Operational Risks.

Audit & Risk Committee Minutes
Thursday 12 November 2020



2. Notes the extreme and high risks identified as part of the review and the existing and planned treatments.
3. Notes the next steps in managing Council's Operational Risks.
4. Considers the High and Extreme Operational Risks and advise of any feedback in our review with ELT prior to finalisation.

Moved by: Mr Ulbrick
Seconded by: Administrator Wilson

CARRIED

ITEM 7.3 COVID-19 PANDEMIC UPDATE

The Project Manager, Pandemic Team provided the Committee with an update on recent activities undertaken by Council in response to the COVID-19 pandemic. Key activities undertaken include:

- Deployment of staff into the community to assist with recovery.
- Financial support provided to business.
- Funding local service providers to assist them with providing support to the community.
- Continued support to individuals via Council's Financial Hardship Policy.

The Committee also discussed the impact the pandemic has had on businesses and individuals, along with the level of financial support provided by Council to date.

Resolution:

That the Committee note the update on activities undertaken in response to the COVID-19 pandemic.

Moved by: Ms Glab
Seconded by: Administrator Billson

CARRIED

8. INTERNAL AUDIT

ITEM 8.1 INTERNAL AUDIT STATUS REPORT AND PROJECT MAPS

Mr Thompson from Crowe presented the Internal Audit Status report and Project MAPs report and responded to questions from the Committee.

The Committee briefly discussed Crowe's Curious Eyes report and how Council could best respond to relevant reports published by external agencies. Management advised that it would review and consider how best to respond to reports published by external agencies.

Project MAPs

Mr Thompson advised that Crowe has developed draft MAPs for the Statutory Planning and Various Financial Controls reviews. The Committee sought clarification regarding a number of points included in the MAPs.

The CEO advised the Committee that prior to finalising these MAPs, he would like to take the opportunity to review the current Internal Audit Plan, with the possibility of making a number of amendments. The Committee advised that it was happy to receive any suggested changes to the Internal Audit Plan outside the Committee meeting cycle.

Audit & Risk Committee Minutes
Thursday 12 November 2020



Resolution:

That the Committee note:

- 1. The Internal Audit Status Report.**
- 2. The project MAPs for the Statutory Planning and Various Financial Controls reviews.**

Moved by: Mr Ulbrick
Seconded by: Administrator Wilson

CARRIED

ITEM 8.2 INTERNAL AUDIT REVIEWS

Crowe presented the Information Technology – Security & Access Controls and Cyber Security report and gave an overview of the key findings. Officers responded to the report and questions from the Committee.

The Committee queried a number of the target dates assigned to the agreed actions, particularly in relation to finding 4.1 – *Management of Third-Party Providers*. Management advised the target dates are reflective of the extensive work required to address this finding.

The CEO also advised the Committee that the action in relation to finding 4.9 – *Strengthen IT Governance* had been resolved. IT governance will be considered as part of monthly Executive Leadership meetings.

Discussion concluded with the Committee Chairperson noting that a number of the issues raised in this report would normally be identified as part of the external audit process. The Committee requested that management follow-up with the external auditor to understand what work they are doing in this space.

Resolution

That the Committee note the contents and findings of Crowe's internal audit review: Information Technology – Security & Access Controls and Cyber Security.

Moved by: Ms Glab
Seconded by: Administrator Billson

CARRIED

ITEM 8.3 OUTSTANDING ACTION ITEMS FROM INTERNAL AUDIT REPORTS

The Outstanding Action Items Report from Previous Internal Audits was presented. Management responded to questions from the Committee.

The Committee requested management consider alternative ways to present the information contained in this report.

Resolution:

That the report of Outstanding Action Items from Previous Internal Audit Reports be received and noted.

Moved by: Mr Ulbrick

Audit & Risk Committee Minutes
Thursday 12 November 2020



Seconded by: Administrator Wilson

CARRIED

ITEM 8.4 UPDATE ON ACTIONS ARISING FROM THE RATES & VALUATIONS MANAGEMENT INTERNAL AUDIT REPORT

The Director Corporate Services & Performance gave an update on the activities currently occurring in the Rates and Valuations area. It was noted that current concerns are centred around lack of documented processes and system deficiencies.

The CEO also advised of his concerns with the current rates collection processes and queried why this issue was not identified as part of the internal audit work undertaken. The Committee requested an update be provided at the 25 February 2021 meeting addressing this issue.

Resolution:

That the Committee note the update on actions undertaken in relation to Rates and Valuations.

Moved by: Ms Glab

Seconded by: Administrator Billson

CARRIED

9. EXTERNAL AUDIT

ITEM 9.1 OUTSTANDING ACTION ITEMS FROM EXTERNAL AUDIT REPORTS

The Outstanding Action Items from External Audits Reports were taken as read.

Resolution:

That the report of Outstanding Action Items from Previous External Audit Reports be received and noted.

Moved by: Mr Ulbrick

Seconded by: Administrator Wilson

CARRIED

10. SYSTEMS OF INTERNAL CONTROL

ITEM 10.1 IMPACTS OF THE LOCAL GOVERNMENT ACT 2020 ON THE AUDIT & RISK COMMITTEE

The impacts on the Committee from the Local Government Act 2020 were discussed, in particular, the approach to monitoring compliance with the Governance Principles and the new reporting requirements to Council.

The Committee Chairperson suggested that an approach to monitoring compliance with the Governance Principles could include providing the Committee with a quarterly compliance performance update report that; reports on compliance matters; addresses the ongoing effectiveness of compliance systems; and provides the Committee with assurance that when policies are updated or new policies developed, they are done so in accordance with the Governance Principles.

**Audit & Risk Committee Minutes
Thursday 12 November 2020**



The Committee also discussed its views on how reporting to Council should be undertaken. The Committee suggests the following approach be recommended to Council for consideration:

- A written report by prepared for Council by the Committee Chairperson following 31 March and 30 September each year.
- The Committee Chairperson present the report to Council in person.

Resolution:

That the Committee note the report and:

1. **Monitoring of compliance with Council's policies and procedures in relation to the Governance Principles will be undertaken through the Annual Work Plan.**
2. **The following reporting approach be recommended to Council for consideration:**
 - **A written report by prepared for Council by the Committee Chairperson following 31 March and 30 September each year.**
 - **The Committee Chairperson present the report to Council in person.**
3. **Receive a draft reporting template from officers for consideration at the 25 February 2021 meeting.**

Moved by: Ms Glab
Seconded by: Administrator Billson

CARRIED

ITEM 10.2 SIGNIFICANT CONTRACT CONTROLS

The Team Leader Procurement presented the Significant Contract Controls report and responded to questions from the Committee.

The Committee noted management's updated criteria for the requirement to appoint a probity auditor or advisor as part of the procurement process. Subject to the CEO's agreement, the Committee suggested such decisions should be made at the Executive Leadership level. The CEO agreed and advised that Procedures would be updated accordingly.

Resolution:

That the Committee note the report on Significant Contract Controls.

Moved by: Mr Ulbrick
Seconded by: Administrator Wilson

CARRIED

Administrator Billson left the meeting at 5.30.

ITEM 10.3 DCP MANAGEMENT UPDATE 2020

The Manager Strategic Planning & Economic Development and Coordinator Strategic Planning & Economic Development provided a presentation on the status of Council's Development Contributions and responded to questions from the Committee.

The Committee acknowledged the amount of work and effort being undertaken in the Developer Contribution space and the constraints caused be resource

Audit & Risk Committee Minutes
Thursday 12 November 2020



limitations. The Committee requested that the next update on Developer Contributions include actions undertaken to address resource limitations, as well as the outcomes from the Victorian Planning Authority's review of Developer Contributions.

Resolution:

That the Committee note the report and the next annual update on the implementation of the *DCP Management Strategy, 2016* is to be provided to the Audit and Risk Committee in mid-2021.

Moved by: Ms Glab
Seconded by: Mr Ulbrick

CARRIED

11. COMPLIANCE

ITEM 11.1 INTERNAL COMPLIANCE REVIEWS

An update on the status of Internal Compliance Review Program was provided.

The Committee discussed the processes in place to ensure that there is Executive Leadership oversight of the reviews undertaken and actions arising from Internal Compliance Reviews.

The Committee also briefly discussed how it could broaden its review of compliance activities and will consider this further at its 25 February 2021 meeting.

Resolution:

That the Committee note the Internal Compliance Reviews report.

Moved by: Administrator Wilson
Seconded by: Ms Glab

CARRIED

12. OTHER RESPONSIBILITIES

ITEM 12.1 EXTERNAL AGENCY EXAMINATIONS

An update on recent reports published by external agencies was provided.

The CEO advised the Committee that he is developing an approach to reviewing reports published by external agencies and will provide a further update to the Committee at the 25 February 2021 meeting.

Resolution:

That the Committee note the External Agency Examinations report.

Moved by: Mr Ulbrick
Seconded by: Administrator Wilson

CARRIED

ITEM 12.2 REVIEW OF AUDIT & RISK COMMITTEE'S PERFORMANCE

**Audit & Risk Committee Minutes
Thursday 12 November 2020**



The results of the Audit & Risk Committee performance review were presented and discussed. The Committee Chairperson noted that all respondents had indicated a strong level of satisfaction with the Committee's overall performance.

The Committee briefly discussed where opportunities for improvement existed. These included:

- Reviewing the way information is presented to the Committee, with a view to streamlining Agenda packs.
- Provision of the draft Agenda pack to the Committee Chairperson a day or two earlier than is currently occurring to facilitate a more fulsome review.
- Guidance to staff on the best ways to present to the Committee.

Resolution:

That the Committee note the summary of the Audit & Risk Committee's Performance Results.

Moved by: Mr Ulbrick
Seconded by: Ms Glab

CARRIED

13. CORRESPONDENCE

Nil

14. GENERAL BUSINESS ITEMS

Insurance coverage for independent Committee members was discussed. Management will confirm the level of coverage currently received by independent members under Council's existing policies and will advise the Committee accordingly.

The Committee also confirmed that it would like to continue with a half an hour in-camera session with the CEO at the beginning of each Committee meeting and requested meeting invites be updated to reflect this.

15. CONFIRMATION OF DATE OF NEXT MEETINGS:

- 25 February 2021
- 27 May 2021
- 19 August 2021
- 25 November 2021

Meeting concluded at 6.10 pm

Signed.....

Date...../...../2021

Mr Geoff Harry (Chairperson)

**City of Whittlesea
Audit & Risk Committee
Report to Council on the Outcomes of the Performance Self-Assessment
November 2020**

Purpose

To report to Council on the outcomes of the Committee's recent performance self-assessment process.

Context

The Audit & Risk Committee (ARC) undertakes its own annual performance self-assessment, considers the results to identify any improvements opportunities and reports on the outcomes to Council. Under the LGA 2020, this is now a mandated requirement. The commentary below is based on the scored surveys and additional comments provided by the eleven respondents – five were ARC members and six were officers who regularly interact with the ARC. The survey covers performance for the past year.

Summary of Scored Results

The table below shows the overall results of the survey scoring by each of the eight scoring areas. The rating scale was:

- 5. Strongly agree
- 4. Agree
- 3. Neutral
- 2. Disagree
- 1. Strongly disagree

A copy of the blank survey form showing the questions put to respondents is attached for the information of Council. There were 38 questions covering all the areas of the ARC's responsibilities as set out on the ARC Charter. Each question has a maximum value of 55 (that is, eleven respondents who could each score a maximum of five points). The table below shows the results of the survey.

Scoring Area	No. of Questions	Max Score	Total Scores	Scoring (%)	Scoring by Respondent Group	
					Members (%)	Officers (%)
A Charter	3	165	147	97.6	98.7	96.7
B Skills and Experience	5	275	262	95.3	93.6	96.7
C Understanding Council's Business	9	495	448	90.5	88.9	91.9
D Meeting Administration and Conduct	9	495	446	90.1	92.4	91.9
E CEO and Council Communication	1	55	53	96.4	96.0	96.7
F Management Commitment & Support	2	110	107	97.3	96.0	98.3
G Internal Audit	6	330	311	94.2	92.7	95.6
H External Audit	3	165	154	93.3	89.3	96.7
Totals	38	2,090	1,928	92.2	92.3	93.4

These results are a strong endorsement of the ARC's performance for the year and indicate a high level of satisfaction with the Committee's work.

Key points to note from the scoring are:

- 1) All respondents have rated the ARC's performance as very high, although officers have marked slightly higher than members. It is pleasing to note that members and officers share similar views on the ARC's performance
- 2) There is a strong message that the ARC membership is well skilled and experienced
- 3) Areas of best performance for members were (A) Charter, (E) CEO and Council Communication and (F) Management Commitment & Support
- 4) Areas of best performance for officers were (F) Management Commitment & Support and then several areas were ranked as closely following, these being (A) Charter, (B) Skills & Experience, (E) CEO and Council Communication and (H) External Audit
- 5) The area where the scoring suggests room for improvement is (C) Understanding Council's Business. The scoring by members in this section suggests that they are less confident in their knowledge of the business and its challenges. Officers have indicated that they think that ARC members have a better understanding of Council's business. Members have also been more circumspect than officers in relation to external audit. Members views are probably influenced by the fact that having an agent of VAGO (albeit that they are performing well) is not perfect and direct connection with VAGO would be a better experience for Council.

Comments provided by respondents of particular interest that we should consider are noted below:

- Charter is likely to require further change resulting from the introduction of the LGA 2020
- Everyone thought the ARC responded well to the challenges of Council
- The CEO and Administrator briefings introduced in 2020 have been welcomed by members
- There is concern about the size of the meeting packs and our agendas (Note that we reduced the number of meetings in 2019 from five to four per annum)
- The quality of the briefing papers is seen as high

Conclusion

Whilst we should note the ARC's excellent performance in a challenging year, the real benefit from the survey is the comments by respondents as to opportunities for improvement. At the last meeting of the Committee held on 12 November 2020 where these results were discussed, it was clear that the most pressing improvement opportunity was the need to better manage the size of the meeting packs. There was good discussion on this point with officers attending the meeting and the CEO confirmed that he would work with Director of Corporate Services to reduce the size of the pack for future meetings.

I would be happy to meet with Council to present the findings of the performance self-assessment if Council believes that would be advantageous.

Geoff Harry
Chairperson
Audit & Risk Committee

Date: 30 November 2020

City of Whittlesea

Audit & Risk Committee Self-Assessment Survey

Name:

Rating Scale	5 Strongly Agree	4 Agree	3 Neutral	2 Disagree	1 Strongly Disagree
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Indicate your responses to the questions by placing an "X" in the appropriate columns.

ID	Questions	Responses				
		5	4	3	2	1
A. Audit & Risk Committee Charter						
1	The Charter articulates the Committee's roles and responsibilities and provides the Committee with the necessary authority to adequately discharge them					
2	The Charter facilitates and supports the effective operation of the Committee					
3	During the past 12 months, the Committee has adequately addressed all of its responsibilities as detailed in the Charter					
<i>Comments / Suggestions for Improvement</i>						
B. Skills and Experience						
4	The mix of skills on the Committee allows it to effectively perform its assigned responsibilities					
5	The Committee's overall financial literacy is adequate in the light of its responsibilities					
6	The Committee has responded appropriately or taken the required action where significant risks and/or control breakdowns have been brought to its attention					
7	The Committee has access to appropriate internal and/or external resources to assist it in understanding and dealing with complex and difficult matters on a timely basis					
8	The Committee has shown an openness to new ideas and different views in its deliberations					
<i>Comments / Suggestions for Improvement</i>						
C. Understanding Council's Business						
9	The Committee has sufficient understanding and appreciation of Council's:					
	- Risk management framework					
	- Control framework to mitigate significant risks					
	- Financial and statutory reporting requirements					
10	The Committee receives appropriate training and/or briefings on:					
	- Current and emerging business risks					
	- Changes in audit practice					
	- Changes in accounting standards					
	- Changes in financial reporting					
	- Changes in the business/regulatory environment					

ID	Questions	Responses				
		5	4	3	2	1
<i>Comments / Suggestions for Improvement</i>						
D. Meeting Administration and Conduct						
11	The Committee has had an appropriate number of meetings to properly discharge its duties					
12	The agenda setting process for meetings allows for all necessary items to be included					
13	Agendas are structured to allow sufficient time to discuss the most complex and critical issues					
14	Agendas and supporting papers are received in sufficient time prior to meetings					
15	Committee members have an opportunity to be briefed prior to meetings					
16	Agendas and supporting papers are of sufficient clarity and quality to facilitate informed discussion and decision making					
17	Conduct of meetings fosters a spirit of challenge amongst Committee members					
18	Meetings are well run and productive					
19	Minutes are appropriately maintained and of good quality					
<i>Comments / Suggestions for improvement</i>						
E. CEO and Council Communications						
20	The CEO and the Council are well informed, on a timely basis, of the Committee's deliberations and decisions.					
<i>Comments / Suggestions for improvement</i>						
F. Management Commitment & Support						
21	Information and briefing papers presented by management (nature, clarity, quality and timeliness) meet the Committee's expectations.					
22	The Committee has a positive attitude to continuous improvement in its dealings with management					
<i>Comments / Suggestions for improvement</i>						
G. Internal Audit						
23	The Committee appropriately reviewed and approved the internal audit plan					
24	The Committee considered the adequacy of internal audit resources					
25	The Committee appropriately reviewed and approved any significant changes to the internal audit plan					
26	The Committee appropriately considered the performance of internal audit					
27	The Committee addressed its responsibilities in respect of its review and consideration of internal audit reports and identified issues					
28	The Committee effectively monitored management actions for resolution of improvements recommended by the internal auditor.					

ID	Questions	Responses				
		5	4	3	2	1
<i>Comments / Suggestions for improvement</i>						
H. External Audit						
29	The Committee appropriately considered and understood the external audit plan					
30	The Committee reviewed external audit reports and management letters and considered management responses to findings and recommendations					
31	The Committee provided input and feedback on external audit coverage and performance					
<i>Comments / Suggestions for improvement</i>						

**ITEM 6.5.5 FOR NOTING - INFORMAL MEETINGS OF ADMINISTRATORS - 2
FEBRUARY 2021****Responsible Officer: Chief Executive Officer****Author: Governance Officer****RECOMMENDATION SUMMARY**

That Council note the record of the Informal Meetings of Administrators to the period ending 14 January 2021 as set out in the table in the report.

BRIEF OVERVIEW

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

RATIONALE FOR RECOMMENDATION

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

IMPACTS OF RECOMMENDATION

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

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

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

REPORT

BACKGROUND

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

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

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

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

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

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

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

PROPOSAL

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

Assembly Details	Administrator attendees	Officer attendees	Matters discussed
Council Briefing 24 November 2020	Lydia Wilson (Chair) The Hon Bruce Billson (Administrator) Peita Duncan (Administrator)	CEO DCCW DCIE DCPD DCSP EMCA AEMG AMFA DPE MCBP MCP MLCF MMP SLP SPPO SWSO TLMLF	<ol style="list-style-type: none"> 1. Mernda Aquatic Indoor Sports Centre (MAISC) Project Briefing. <i>External in attendance for this item: Jim Corbett, Director Sport and Leisure Solutions.</i> 2. Long Term Financial Plan & New Works Program Update. 3. Epping Community Services Hub Annual Report. 4. Whittlesea Community Connections Annual Report. 5. Waste and Resource Recovery Services Overview and Initial Strategy Consultation Workshop. 6. Contract 2020-68 Food Organics Waste Disposal and Processing – Tender Evaluation. 7. Cooper Street West Resource Recovery Expression of Interest Evaluation. <i>External in attendance for this item: Gino Mitrione, Director, Partners Property Advisory & Valuations Pty Ltd.</i> 8. Draft Annual Report 2019-20. 9. General Business: <ol style="list-style-type: none"> a. COVID Update. b. Staff transitioning back into the office. c. Council Briefing – Engagement Workshop (1 December 2020). d. Epping Road offramp closures. <p style="text-align: right;"><i>Nil disclosures</i></p>

Assembly Details	Administrator attendees	Officer attendees	Matters discussed
Council Briefing 1 December 2020	Lydia Wilson (Chair) The Hon Bruce Billson (Administrator) Peita Duncan (Administrator)	CEO DCCW DCIE DCPD DCSP EMCA EMCF AEMG AMFA LA MMP MPUD MSPED TLBS TLCPI TLE TLFS TLPS TLPRD	<ol style="list-style-type: none"> Whittlesea Green Wedge Management Plan Review (20/21 CAP item). Kelynack Recreation Reserve Master Plan. Quarterly Financial Report for the Period Ended 30 September 2020. 2020/21 New Works Program – First Quarter Report. Council Action Plan 2020-2021 – Q1 Progress Report. Community Engagement and Council Plan Development. General Business: <ol style="list-style-type: none"> COVID Update. Council meetings and Council briefings in December 2020. Economic Development Update. Corporate Affairs Update. Feedback and Discussion regarding 7 December 2020 Council Reports. <p style="text-align: right;"><i>Nil disclosures</i></p>
Meeting with Craig Ondarchie, Member for Northern Metropolitan Region 2 December 2020	Lydia Wilson (Chair)	CEO	<ol style="list-style-type: none"> Sport in the City of Whittlesea. Community Facilities Discussion. General Business – Community Surveys. <p style="text-align: right;"><i>Nil disclosures</i></p>
Council Briefing 7 December 2020	Lydia Wilson (Chair) The Hon Bruce Billson (Administrator) Peita Duncan (Administrator)	AEMG CEO CSPED DCCW DCIE DCPD DCSP EMCA EMCF EOSFP EOSP MCBP PSO SPP TLSP	<ol style="list-style-type: none"> Climate Change Strategy and Action Plan. Council Zero Net Emissions Plan. Victorian Government Big Housing Build Initiative. <i>This item was deferred until the 15 December 2020 Council Briefing.</i> Last Minute Matters Before Council Meeting/General Business. <p style="text-align: right;"><i>Nil Disclosures</i></p>
Laurimar 1C – Street Tree Renewal Project <i>First Public Information Session</i> 7 December 2020	Lydia Wilson (Chair) Peita Duncan (Administrator)	CDOD CPS DCIE POSMO SCEA TLPRD	<ol style="list-style-type: none"> Eleven groups of people attended for the first public information session on this project: <ul style="list-style-type: none"> Seven individuals were in favour of the trees being removed and replaced. Three of the attendees were not from Laurimar 1C but had received correspondence regarding the project and attended this meeting in order to discuss the project further. One couple in attendance were in strong favour of retaining the street trees. Questions from the Community at this meeting were: <ol style="list-style-type: none"> How long between the removals of the trees and the planting of the new street trees? What tree are you going to replace the current existing trees with? <p style="text-align: right;"><i>Nil Disclosures</i></p>

Assembly Details	Administrator attendees	Officer attendees	Matters discussed
Laurimar 1C – Street Tree Renewal Project <i>Second Public Information Session</i> 8 December 2020	The Hon Bruce Billson (Administrator)	TLPRD POSMO CDOD SCEA	1. Nine groups of people attended for the second public information session on this project: <ul style="list-style-type: none"> • Two groups had already spoken to Council, one was for the removal and one was against the removal of the trees. • Seven were new groups and 3 of the groups were against the removal of the street trees. • Four of the seven new groups were supportive of the street trees being removed and replaced with a different tree species. 2. Questions from the Community at this meeting were: <ol style="list-style-type: none"> a) Is it possible to have sequential removal so not all 140 street trees are removed at once, creating a very sparse landscape? b) Can the street trees to the north side of Harlin Street be retained as they have not caused any damage and the dwellings are approximately 1.2m to 1.5m higher than the footpath and road reserve? <p style="text-align: right;"><i>Nil Disclosures</i></p>
Laurimar 1C – Street Tree Renewal Project <i>Third Public Information Session</i> 12 December 2020	Lydia Wilson (Chair)	TLPRD AO CPS MPUD	1. Six groups of people attended for the third public information session on this project: <ul style="list-style-type: none"> • Five of these were new groups and one group had already attended a previous session on the project. • One group was not from Laurimar 1C but had received correspondence regarding the project and wanted to attend to discuss the project further. • Two groups were from the southern sections of Laurimar 1C and were supportive of the tree removal. • One group that attended this meeting recognised why Council would like to remove and replace the trees but was strongly against the removal of street trees. 2. Questions from the Community at this meeting were: <ol style="list-style-type: none"> a) Is it possible to have sequential removal of street trees? b) Can the street trees to the north side of Harlin Street be retained as they have not caused any damage? <p style="text-align: right;"><i>Nil Disclosures</i></p>
Committee of Council Meeting – Request for Boundary Change of a Locality – 182 Greenhills Road, Thomastown 15 December 2020	Lydia Wilson (Chair) The Hon Bruce Billson (Administrator) Peita Duncan (Administrator)	CEO AEM DCCW DCIE DCPD DCSP EMCA EMG SPO TLGA TLTE	1. Introduction. 2. Declarations of Interest. 3. Meeting Closed to the Public. 4. Confidential Discussion regarding submissions. 5. Meeting Close. <p style="text-align: right;"><i>Nil Disclosures</i></p>

Assembly Details	Administrator attendees	Officer attendees	Matters discussed
Council Briefing 15 December 2020	Lydia Wilson (Chair) The Hon Bruce Billson (Administrator) Peita Duncan (Administrator)	CEO DCCW DCIE DCPD DCSP EMCA EMG CSPED ICO MCBP MLCF MPR MSPED PGA TLMLF	<ol style="list-style-type: none"> Golf Services Management (GSM) of Growling Frog Golf Course. <i>Externals in attendance: Ian Denny, Principal Director, Golf Services Management.</i> <i>Scott Eduati, Group Operations Manager Golf Services Management.</i> <i>Phillip Redley, Finance Manager, Golf Services Management.</i> Victorian Government Big Housing Build Initiative. Unconfirmed Minutes of Audit & Risk Committee meeting and Annual Committee Performance Assessment. Municipal Pandemic Recovery Plan. Administrator Code of Conduct Workshop. General Business: <ol style="list-style-type: none"> Future meetings. VLGA and MAV Membership. <p style="text-align: right;"><i>Nil Disclosures</i></p>
Meeting with Danielle Green, Member for Yan Yean 22 December 2020	Lydia Wilson (Chair)	CEO	<ol style="list-style-type: none"> Advocacy priorities for City of Whittlesea in the Yan Yean electorate. <p style="text-align: right;"><i>Nil Disclosures</i></p>
Council Briefing 11 January 2021	Lydia Wilson (Chair) The Hon Bruce Billson (Administrator) Peita Duncan (Administrator)	CEO DCCW DCIE DCPD DCSP EMCA EO CSPED MPUD PGA TLPRD TLPS	<ol style="list-style-type: none"> Administrator/Councillor Gift and Benefits Policy. Administrator and Councillor Code of Conduct 2021. Green Wedge and Agricultural Land Review Submission. Laurimar 1C – Street Tree Renewal Project. General Business: <ol style="list-style-type: none"> COVID-19 Update. Community Consultation. Melbourne Polytech. City Tour. Peter Hopper Lake. Council Chamber Refurbishment. Honour Board in the Council Chamber. Council Municipal Arts Collection. Review of Community Services Policies. Forward Plan. <p style="text-align: right;"><i>Nil Disclosures</i></p>
City Bus Tour 14 January 2021	Lydia Wilson (Chair) The Hon Bruce Billson (Administrator) Peita Duncan (Administrator)	CC CCC CEO CSPEC DCCW DCIE DCPD DCSP EMCA MCCD MLCF MMP MPUD SPPM TLPRD	<p><i>The Council and relevant Officers attended the following locations within the municipality as part of their first City Bus Tour:</i></p> <ol style="list-style-type: none"> Findon Road, Ferres Boulevard, The Lakes Boulevard Traffic Light Intersection Upgrade. Westfield Council Offices. Mill Park Leisure – Mill Park Recreation Reserve and Softball Field. All Abilities Play Space, Mill Park. Mill Park Basketball Stadium/Redleap Reserve/Cricket Nets. Lalor Streetscape Works. Thomastown Streetscape Works. Epping Depot. Manor House Drive Intersection. Harvest Home Pavilion. O’Herns Road. The Guardian Public Art, South Morang. The Great Eastern Way, South Morang. <p style="text-align: right;"><i>Nil Disclosures</i></p>

The table below represents an Index of Officer titles:

Initials	Title of Officer	Initials	Title of Officer
AEMG	Acting Executive Manager Governance – Frank Joyce	MLCF	Manager Leisure & Community Facilities – Benjamin Waterhouse
AMFA	Acting Manager Finance & Assets – Nicole Montague	MMP	Manager Major Projects – Nick Mazzarella
AO	Arborist Operations – Cameron Pepper	MPR	Manager Pandemic Recovery – Steve Ward
CC	Coordinator Corporate Communications – Natalie Corbett	MPUD	Manager Parks & Urban Design – Susan Hecker
CCC	Cultural Collection Coordinator – Sandy Caldwell	MSPED	Manager Strategic Planning & Economic Development – George Saisanas
CDOD	Community Development Officer Doreen – Leanne Arnel	PGA	Principal Governance Advisor – Angelo Mamatis
CEO	Chief Executive Officer – Craig Lloyd	POSMO	Parks & Open Space Maintenance Officer – Eliza Perry
CPS	Conservation Projects Supervisor – Narelle Bozinis	PSO	Planning & Strategy Officer – Min Jiang
CSPED	Coordinator Strategy Planning & Economic Development – Liam Wilkinson	TLBS	Team Leader Business Support – Rod Cann
DCCW	Director Community Wellbeing – Kate McCaughey	TLCPPI	Team Leader Corporate Planning & Improvement – Robert Kisgen
DCIE	Director Infrastructure & Environment – Debbie Wood	TLE	Team Leader Engagement – Caralene Moloney
DCPD	Director Planning & Development – Justin O’Meara	TLFS	Team Leader Financial Services – Allan Cochrane
DCSP	Director Corporate Services & Performance – Amy Montalti	TLGA	Team Leader Governance Administration – Amanda Marijanovic
DPE	Directorate Projects Executive – Jack Jansen	TLMLF	Team Leader Major Leisure Solutions – Jacinda Hunt
EMCA	Executive Manager Corporate Affairs – Kristi High	TLPRD	Team Leader Public Realm Development – Adrian Napoleone
EMCF	Executive Manager Customer First – Ben Harries	TLPS	Team Leader Policy & Strategy – Denise Turner
EMG	Executive Manager Governance – Frank Joyce	TLSP	Team Leader Sustainability Policy Program – Fleur Anderson
EO	Executive Officer – Madeleine Knowles	TLTE	Team Leader Transport Engineering – Michael Lamers
EOSFP	Executive Officer Sustainability Flagship Project – Karen Rosenberg	SCEA	Senior Community Engagement Advisor – Luke Hambly
EOSP	Executive Officer Sustainability Planning – Felicity Ayres	SLP	Senior Leisure Planner – Sarah McPhee
ICO	Internal Compliance Officer – David Gauci	SPO	Senior Property Officer – Greg Phippen
LA	Landscape Architect – Alexandra Desmond	SPP	Sustainability Policy Programs Officer – Danelle Ayres
MCP	Manager City Presentation – Anthony Kyrkou	SPPM	Senior Parks Project Manager – Katelin Smith
MCBP	Manager Community Building & Planning – Belgin Besim	SPPO	Social Policy & Project Officer – Helen Jennings
MCCD	Manager Community Cultural Development – Rachel Francis	SWSO	Senior Waste Services Officer – Simone Chetwynd-Brown

CONSULTATION

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

FINANCIAL IMPLICATIONS

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

POLICY STRATEGY AND LEGISLATION

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

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

LINK TO STRATEGIC RISKS

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

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

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	High Performing Organisation
Key Direction	More informed Council decisions based on strong advice and community consultation and engagement

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

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

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

RECOMMENDATION

THAT Council note the records of the Informal Meetings of Administrators to the period ending 14 January 2021 in the table set out in the report.

COUNCIL RESOLUTION

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

THAT Council resolve to adopt the Recommendation.

CARRIED

7. NOTICES OF MOTION**NIL REPORTS****8. QUESTIONS TO OFFICERS****NIL****9. URGENT BUSINESS****NIL****10. REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES**

The Acting Chairperson, Peita Duncan invited Administrator Billson to report back to Council on recent meetings he had attended.

Firstly, as Administrator Wilson is an apology for this meeting, Administrator Billson provided an update in relation to recent meetings that she had attended:

Laurimar Street Tree Removal Project – 7 & 12 December 2020

“Our Chair of Council, Administrator Wilson has been very busy attending meetings over the last couple of months. There were three community consultations that were held that each Administrator took turns in attending regarding the Laurimar Street Tree Removal Project. Administrator Wilson attended two out of the three sessions.”

National Growth Areas Alliance – 8 December 2020

“Administrator Wilson also attended the National Growth Areas Alliance Annual Meeting of Member Councils.”

Northern Councils Alliance – 10 December 2020

“This meeting was part of a Councillor/Administrator induction and update on the Northern Councils Alliance activity. There was also a focus on the review of the Charter including protocols and also a report on the progress with the city deal proposal for the north and west of Melbourne.”

Whittlesea Community Connections Board Meeting – 14 December 2020

“Administrator Wilson also attended the board meeting for Whittlesea Community Connections. The topics covered at this meeting were refugees and people seeking asylum, subcommittee structure and also the calendar for priorities and activities for 2021 which included governance and strategic focus items.”

Senior Citizens Club Liaison Meeting – 15 December 2020.

“Administrator Wilson attended a Senior Citizens Club Liaison Meeting on 15 December 2020.”

City Bus Tour – 14 January 2021

“The City Bus Tour held on 14 January 2021 was extremely useful. The year 2020 was challenging for Administrators to get out and about in the community, however, we were able to have the first instalment of the City Bus Tour in mid-January 2021.”

Annual Community Art Exhibition – 21 January 2021

“Administrator Wilson was part of the judging panel for the Annual Community Art Exhibition held on 21 January 2021.”

Australia Day Citizenship Ceremonies – 26 January 2021

“We conducted two really uplifting citizenship ceremonies on Australia Day with 120 new citizens. What a delight it was to see people choosing to be part of our nation voluntarily whilst we are lucky winning life’s ‘lotto being’ citizens here.”

Whittlesea Community Connections - 27 January 2021

“Administrator Wilson also attended a Whittlesea Community Connections meeting. This was a development session for the Board.”

After providing an update on Administrator Wilson’s recent meeting attendances, Administrator Billson provided an insight into meetings he had attended:

Whittlesea Disability Network – 8 December 2020

“I attended this network meeting and items covered included a COVID-19 update from Council, updates from the YMCA and Brotherhood of St Laurence and a reflection on the year that was 2020. At this meeting, Ms Kate McCaughey, Director Community Wellbeing was also introduced to members.”

Yarra Plenty Regional Library Board – 17 December 2020

“This meeting comprised of a verbal presentation from the Ivanhoe Branch Manager with CEO’s report, quarterly statistics, some financial information and financial statements. An examination of community room fees and charges, and the Annual Report for 2019-20 was adopted. There was also an initial examination of a supplementary agreement for the regional library service, the board code of conduct, information and technology update, fire safety procedure. The meeting also concerned a comparative analysis of the library services that comes through the Auditor General’s Office, that was really interesting. We want to increase participation within the municipality with the library service through the lens of that regional service.”

Laurimar Street Tree Removal Project – 8 December 2020

“I also attended one of the Laurimar Street Tree Removal Project Consultation Meetings.”

City Bus Tour – 14 January 2021

“As mentioned earlier when I covered Administrator Wilson’s recent meetings, I also attended the City Bus Tour held on 14 January 2021 which I found to be very informative.”

Australia Day Citizenship Ceremonies – 26 January 2021

“I also attended the two citizenship ceremonies that were held on Australia Day.”

To conclude, Acting Chairperson Administrator Duncan provided a summary of meetings she had recently attended:

Laurimar Street Tree Removal Project – 7 December 2020

“As Administrator Billson has already noted the three Administrators attended the Laurimar Street Consultation process which was our first in person gathering with the community. It was quite beneficial for us to attend these sessions in order to listen directly to the community and meet those residents that were affected. It was very well received.”

City Bus Tour – 14 January 2021

“Just to expand on this update which Administrator Billson has already provided, we had a day tour with Council officers and the Chief Executive Officer where we went to various locations in Thomastown, Lalor, the Leisure Centre to see how it is progressing and other areas in the community. I think it’s fair to say for Administrators, the tour was a much better way for us to see exactly what is happening in the community. Obviously COVID-19 prevented us from doing that last year. We will be doing more this year in terms of getting out and about in the community to meet people. We met some shop keepers, had some award winning cheese and met the retailers and also to see what facilities are being built and how they are looking at the moment. The City Bus Tour was a very valuable day for Administrators.”

Australia Day Citizenship Ceremonies – 26 January 2021

“Finishing off with the two citizenship ceremonies on Australia Day with 120 individuals becoming Australian citizens from over 30 countries, that was rewarding for us to be involved in our first formal ceremony. We had many MPs in attendance and I thank them as well on behalf of the Administrators and Council.”

COUNCIL RESOLUTION

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

THAT Council resolve to note the Delegate’s reports.

CARRIED

11. CONFIDENTIAL BUSINESS

11.1 CONNECTED COMMUNITIES

NIL REPORTS

11.2 LIVEABLE NEIGHBOURHOODS

NIL REPORTS

11.3 STRONG LOCAL ECONOMY

NIL REPORTS

11.4 SUSTAINABLE ENVIRONMENT

NIL REPORTS

11.5 HIGH PERFORMING ORGANISATION

NIL REPORTS

11.6 NOTICES OF MOTION

NIL REPORTS

12. CLOSURE

THERE BEING NO FURTHER BUSINESS THE ACTING CHAIRPERSON CLOSED THE MEETING AT 7:25PM.

CONFIRMED THIS 1ST DAY OF MARCH 2021.



**PEITA DUNCAN
ACTING CHAIRPERSON OF COUNCIL**