



City of
Whittlesea

MINUTES

OF SCHEDULED COUNCIL MEETING

HELD ON

MONDAY 8 NOVEMBER 2021

AT 6.30PM

**MEETING HELD REMOTELY
VIA ZOOM**

ADMINISTRATORS

LYDIA WILSON CHAIR OF COUNCIL

PEITA DUNCAN ADMINISTRATOR

CHRIS EDDY ADMINISTRATOR

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

SENIOR OFFICERS

CRAIG LLOYD

CHIEF EXECUTIVE OFFICER

FRANK JOYCE

EXECUTIVE MANAGER GOVERNANCE & STRATEGY

KATE MCCAUGHEY

DIRECTOR COMMUNITY WELLBEING

AMY MONTALTI

DIRECTOR CORPORATE SERVICES

JANINE MORGAN

EXECUTIVE MANAGER PUBLIC AFFAIRS

JUSTIN O'MEARA

DIRECTOR PLANNING & DEVELOPMENT

DEBBIE WOOD

DIRECTOR INFRASTRUCTURE & ENVIRONMENT

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Note:

In these Minutes, Resolutions adopted by Council are indicated in bold text.

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

The Chair of Council, Lydia Wilson opened the meeting at 6:30PM.

“Welcome to this Council Meeting of 8 November which is being livestreamed.

I am Lydia Wilson, Chair of the Panel of Administrators and I would also like to introduce my Panel colleagues, Administrators Ms Peita Duncan and Mr Chris Eddy.

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

“Good evening everyone, we also have with us

Executive Manager Governance, Mr Frank Joyce;

Director Community Wellbeing, Ms Kate McCaughey;

Director Corporate Services, Ms Amy Montalti;

Executive Manager Public Affairs, Ms Janine Morgan

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

Director Infrastructure & Environment, Ms Debbie Wood.

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

1.2 PRAYER BY THE CHIEF EXECUTIVE OFFICER

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

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

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

Amen

1.3 ACKNOWLEDGMENT OF TRADITIONAL OWNERS STATEMENT

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

“On behalf of the City of Whittlesea I recognise the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan as the Traditional Owners of this place.

I would also like to personally acknowledge Elders past, present and emerging.”

1.4 INAUGURAL CITY OF WHITTLESEA COMMUNITY AWARDS

CHAIR OF COUNCIL LYDIA WILSON:

“At this time I would like to mention the inaugural City of Whittlesea Community Awards that took place via an online ceremony on Wednesday 27th of October. These awards provide an opportunity to acknowledge and celebrate the extraordinary contributions of individuals in the City of Whittlesea.

There were five (5) award categories with 23 individuals who were nominated, several nominated multiple times. Present on the night were the Administrators, members of the Community Awards Committee and nominees. The Awards were livestreamed on Council’s website.

I would like to acknowledge the five (5) Award recipients and hand over to my colleague to Administrator Duncan, who was on the Community Awards Committee to briefly note the award recipients.”

ADMINISTRATOR PEITA DUNCAN:

“The recipient of the Sustainable Environment Citizen of the Year award was Hansikaa Sharma. At only 13, Hansikaa was recognised as someone who is driven, approachable and knowledgeable about a wide range of sustainability issues. She actively initiated clubs and campaigns to promote change within her own community.

The recipient of the Young Citizen of the Year award was Rudra Sekhri. Rudra is a community minded young person who is highly engaged in efforts to create a sustainable environment with his contribution to the City of Whittlesea’s Climate Change Action Plan focus group being especially noteworthy.

The Senior Citizen of the Year award went to Shoukry Sidrak. Shoukry has spent more than two decades volunteering his time and expertise to help the City of Whittlesea community. He has provided free tax return advice to low income earners and has been a long-term volunteer with Whittlesea Community Connections.

The Access and Inclusion Citizen of the Year was awarded to Lynne Harris. Lynne is tireless in her commitment, with a long history of supporting people with disabilities and promoting opportunities for participation.

And finally to the City of Whittlesea Citizen of the Year. This award went to Daman Shrivastav. Daman has provided fantastic, selfless service to the community through his charity DD’s Kitchen during the pandemic.

I would like to offer my sincere congratulations to the recipients of the awards, along with all of the people who were nominated.”

1.5 STATE GOVERNMENT ANNOUNCEMENT PARTNERSHIP WITH CARAVAN INDUSTRY ASSOCIATION AND NORTHLINK

CHAIR OF COUNCIL LYDIA WILSON:

“I would also like to specifically note a really important state government announcement that was made on Sunday, 31 October. I had the great privilege of attending in person, alongside our Chief Executive Officer. The announcement was held at Crusader Caravans in Epping and we were really delighted because the Minister for Employment, Ms Jaala Pulford attended to announce that the state government will contribute to 150 jobs in a partnership project in conjunction with the Caravan Industry Association and also North link. This is really going to benefit the north, and obviously our local economy.

Some facts that I was not at all aware of, are that Melbourne's North is the heartland of the nation's Caravan manufacturing industry. Some 20,000 caravans, or 90% of the Australian total, roll out of the door of a Victorian Factory each year. The sector is worth \$2.3 billion to the Victorian economy annually and so are a really important sector. We were delighted to be present to listen to the partnership announcement that was made, and we are looking forward to the roll out.

1.6 PRESENT

Members:

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

Officers:

Mr Craig Lloyd	Chief Executive Officer
Mr Frank Joyce	Executive Manager Governance & Strategy
Ms Kate McCaughey	Director Community Wellbeing
Ms Amy Montalti	Director Corporate Services
Ms Janine Morgan	Executive Manager Public Affairs
Mr Justin O'Meara	Director Planning & Development
Ms Debbie Wood	Director Infrastructure & Environment

2. APOLOGIES

NIL

3. DECLARATIONS OF INTEREST

THE FOLLOWING DECLARATIONS OF INTEREST WERE MADE TO THE CHIEF EXECUTIVE OFFICER PRIOR TO THE MEETING:

Administrator Eddy declared a general interest in item 6.1.1 Community Leadership Program Framework because of his relationship as a contractor to the Victorian Local Governance Association (VLGA) which it is proposed would be a partner in delivering leadership training on behalf of City of Whittlesea.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COUNCIL RESOLUTION

MOVED: *Administrator Duncan*
SECONDED: *Administrator Eddy*

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

Ordinary Meeting of Council held 4 October 2021; and

Special Meeting of Council held 25 October 2021.

CARRIED

5. QUESTIONS, PETITIONS AND JOINT LETTERS

5.1 PUBLIC QUESTION TIME

NIL

5.2 PETITIONS

NIL REPORTS

5.3 JOINT LETTERS

NIL REPORTS

6. OFFICERS' REPORTS

6.1 CONNECTED COMMUNITIES

ITEM 6.1.1 COMMUNITY LEADERSHIP PROGRAM FRAMEWORK

Responsible Officer: Director Community Wellbeing

Also in attendance: Manager Equity & Inclusion

Attachments: 1 Civic Event Outline

RECOMMENDATION SUMMARY

That Council endorse the City of Whittlesea Community Leadership Program Framework as described in **Table 2** of this report.

KEY FACTS AND / OR ISSUES

This report provides an overview of the new City of Whittlesea Community Leadership Program (the Leadership Program) that:

- Creates a coordinated, inclusive and accessible program for both civic and local community leadership development.
- Increases community participation and engagement in Council planning and decision-making processes.
- Pursues opportunities to work closely with external stakeholders delivering leadership programs.
- Supports Council's compliance with the Local Government Act 2020.

INTRODUCTION

The development of the Community Leadership Program responds to the need for capacity building in:

- Civic leadership and participation; and
- General governance and leadership of community-led projects.

The program aims to:

- Increase participants' awareness, knowledge and practical application of civic leadership;
- Enhance community members' engagement in Council's consultation processes; and
- Increase community members' capacity to lead their own projects.

The Community Leadership Program has been informed by:

- Background research and benchmarking across local government and non-government leadership programs;
- Community engagement; and
- Consultation with other Councils, peak bodies and stakeholders involved with leadership training.

Council documents informing the Leadership Program are also summarised in **Table 1** below.

<p><i>Community Engagement Policy</i></p>	<p>The Community Leadership Program forms a key component of Council's wider community engagement program underpinned by 'A Voice for All' <i>Community Engagement Policy 2021</i>.</p> <p>The policy identifies the role of leadership as contributing to '<i>greater transparency in Council's decision-making; more genuine and meaningful conversations between Council and the community; and building community resilience, capacity and empowerment for local citizens</i>' (page 12).</p>
<p><i>Community Activate Toolkit</i></p>	<p>The Community Activate Toolkit (whittlesea.vic.gov.au/activate-your-community) is a collection of 18 resources (available on Council's website), including templates and worksheets for community to assist with planning and implementing projects, events, advocacy campaigns and community group governance. A series of webinars was delivered to familiarise community members with this resource in 2021. The Community Leadership Program will utilise the Toolkit and build on the community feedback and evaluation of the webinars.</p>

Table 1: Key Council documents informing the Leadership Program

PROPOSAL

The City of Whittlesea Community Leadership Program brings together the learnings from the above inputs to develop a best practice approach for Whittlesea. The program is designed to:

- Strengthen our community development approach for community leadership holistically and build capacity for community to engage in civic opportunities.
- Deliver training opportunities that meet the needs of the whole community while retaining specialised training 'streams' as required, including for culturally and linguistically diverse communities, young people, women, Aboriginal and Torres Strait Islander people, and also for issue-based leadership e.g. environmental groups.
- Allow for a sustained and coordinated approach over the next 4 years. As a Community Plan 2021-2024 initiative, the program proposes cross-organisational coordination, planning and delivery with an allocated budget over four years.
- Develop a monitoring and evaluation framework to measure effectiveness of the program and to apply continuous improvement over the course of its delivery.

The City of Whittlesea Community Leadership Program Framework

The City of Whittlesea Community Leadership Program involves a number of key elements. Combined these elements form a framework for the current leadership program, and are summarised in **Table 2** below:

Element	Description
<p>1. CENTRALISED DIGITAL RESOURCE</p>	<p>A digital hub for community members interested in expanding their leadership skills and becoming more involved to make a positive difference. The hub will provide easy access to information about the Community Leadership Program and other City of Whittlesea leadership opportunities, as well as course details and how to take part.</p>

Element	Description
2. INTEREST BUILDER EVENTS	These ‘taster’ events are an opportunity for a wide range of community members to explore the possibility of leadership through a local government lens. It may encourage attendees to explore further leadership training opportunities. Please see Attachment 1 for detail about the first Civic Event taking place in November 2021.
3. ESSENTIALS FOR COMMUNITY LEADERS	Explores the essentials of leadership and provides participants with the insights, skills and confidence to make greater good happen. For aspiring and established community leaders, these workshops are designed to upskill or fill a skills gap before the participant commences Civic or Local Leader training.
4. CIVIC LEADERSHIP PATHWAYS	The Civic leadership pathway promotes participant’s ability to explore and engage in civic opportunities, including as candidates for local government election, advisory committees, etc. A suite of civic training opportunities works to build a ‘toolkit’ of skills, knowledge and theory, reinforced by hands-on learning.
5. LOCAL LEADERSHIP PATHWAYS	Participants build capacity in community leadership and participation so they can become even stronger and more effective leaders for local community-led positive change. A suite of local leader training opportunities works to build a local leader skills and opportunities.

Table 2: City of Whittlesea Community Leadership Framework

COMMUNITY PLAN 2021-2025

An inclusive Community Leadership Program is an initiative of the Community Plan 2021-25. The implementation of the Community Plan will be an integrated process in which Council seeks to leverage co-benefits across multiple, complementary initiatives. This concept is described in Figure 2 and illustrates how an inclusive Leadership Program will assist and enhance the implementation of other significant Community Plan initiatives.

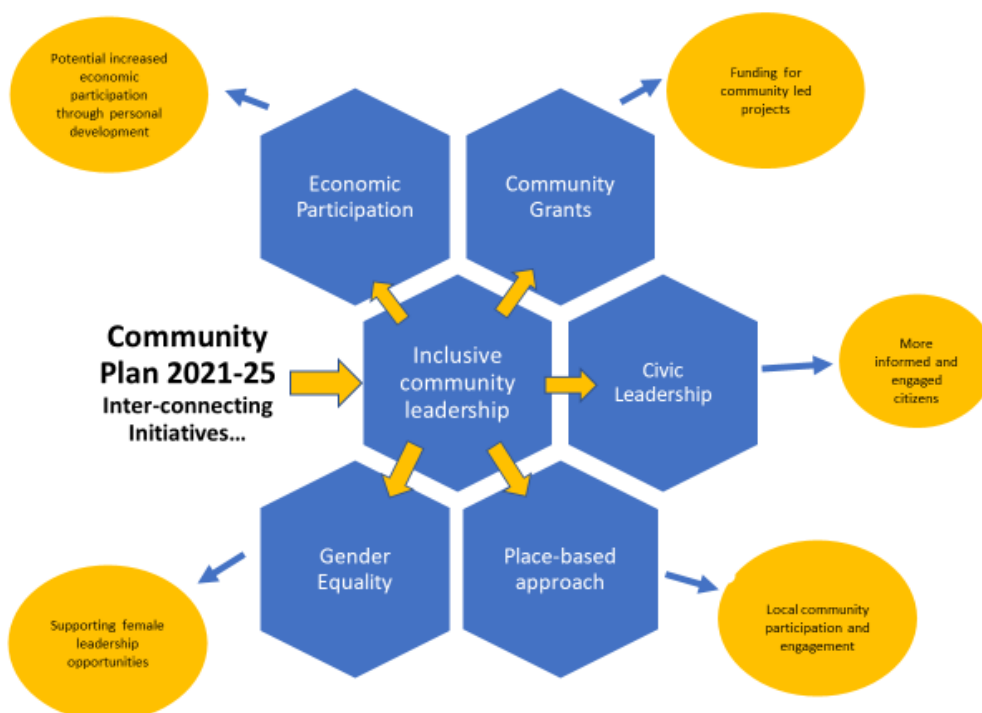


Figure 2: Inter-connecting Community Plan 2021-2025 initiatives

CONSULTATION

The development of the Community Leadership Program has been informed by Local Government Victoria Community Satisfaction Survey 2021; community feedback from the W2040 consultation, and more recent Community Plan 2012-25, internal and external stakeholders as well as staff consultation (such as the *Place-based Approach Project*, 2019). In addition, community participants of the webinar workshop series for the Community Activate Toolkit have also provided feedback.

Using Council's *A Voice for All' Community Engagement Policy 2021*, a comprehensive communication and engagement plan will be developed to ensure the program is promoted broadly across the municipality and is inclusive of the diversity of our community.

CRITICAL DATES

The Leadership Program has been designed to run for a four year period from 2021 to 2024.

The inaugural event for the Leadership program will be held on 11 November 2021 (details in Attachment 1).

Planning for the civic leadership element of the Leadership Program has been informed by the Council elections in late 2024.

FINANCIAL IMPLICATIONS

The Community Leadership Program has been allocated \$50,000 from the 2021-22 operating budget for the delivery of the first year of the Program

POLICY STRATEGY AND LEGISLATION

The Community Leadership Program:

- Aligns with the W2040 vision to create 'a place for all' including the goal of *Connected Community*, key direction 'a participating community'.
- Responds directly to the *Local Government Act 2020* requirement to facilitate stronger local democracy and to conduct deliberative community consultation and engagement. A coordinated leadership program can enhance communities' ability to be more involved in Council's engagement activities thereby strengthen local democracy.
- Aligns with the Community Building Strategy, and *A Voice for All Community Engagement Policy*.

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*

Failure to provide capacity building and leadership opportunities for community members has a detrimental impact on their ability to understand the operations of local government and how to become involved in decision making processes.

Strategic Risk *Fraud and Corruption - Failure to prevent and/or detect fraudulent activity and corruption which may result in serious financial or reputational damage*

Appropriate planning and programs can ensure there is ample opportunity for community members to be well informed, prepared, competent and ready to nominate as candidates for the 2024 Council election.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal **Connected community**

Key Direction **A participating community**

Comprehensive community engagement undertaken as part of W2040 revealed that community want to become more involved in decision-making processes and have a desire to strengthen connection in their local community. As part of the W2040 vision, Council acknowledges that a connected community is one that participates and is socially cohesive. For this to occur across the municipality and at a localised place level, commitment and resources are required to strengthen the community’s capacity as leaders and active citizens. This project will build on resourcing the community with practical training and ongoing leadership opportunities.

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

The inclusive Community Leadership Program will be designed to ensure that Council has a coordinated program of leadership training opportunities for all. The planned model will offer the community varied options to become involved in both holistic leadership training as well as targeted civic leadership training. An overarching aim is to build the capacity of community members to become involved in Council’s decision-making processes as well as to lead community projects of their own. This will ensure that Council has a strategic approach to creating a stronger, healthier and more connected place for all to live.

RECOMMENDATION

THAT Council endorse the City of Whittlesea Community Leadership Program Framework as described in Table 2 of this report That Council endorse the City of Whittlesea Community Leadership Program Framework as described in Table 2 of this report including a centralised digital resource interest builder events, essential for community leaders training, civic leadership pathways and local leadership pathways.

COUNCIL RESOLUTION

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

THAT Council defer consideration of the item to later in the meeting.

CARRIED

Chief Executive Officer Explanatory Note

Consideration of this item took place following item 10.4 CEO Update – 8 November 2021.

DECLARATION OF CONFLICT OF INTEREST

Administrator Eddy declared a general conflict of interest in item 6.1.1 Community Leadership Program Framework because of his relationship as a contractor to the Victorian Local Governance Association (VLGA) which it is proposed would be a partner in delivering leadership training on behalf of City of Whittlesea.

Prior to the matter being considered or any vote taken in relation to the matter, Administrator Eddy left the livestream of the meeting at 7:56pm and advised the Chair of Council accordingly.

Administrator Eddy did not return to the meeting.

COUNCIL RESOLUTION

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

THAT:

- 1. Council endorse the City of Whittlesea Community Leadership Program framework as described in Table 2 of this report including a centralised digital resource, interest builder events, essential for community leaders training, civic leadership pathways and local leadership pathways; and**
- 2. The City of Whittlesea Community Leadership Program be widely promoted across the municipality through social media, Council's website and at Council's community and leisure facilities, libraries and relevant community agencies.**

CARRIED

Attachment 1 Civic Event Outline

Leading Change for the Greater Good

In partnership with Victorian Local Governance Association, Council is running an introductory 'taster' session called ***Leading Change for the Greater Good***, online at 7pm, Thursday 11 November 2021.

This event is an opportunity for locals to learn how to harness their influence and lead for the greater good. The idea is to create interest in civic participation and show that leaders come in many forms – if you work to support others and make change in your community, you might be leading without even knowing it.

It features a panel leadership role-models from a range of diverse backgrounds and cohorts that are currently underrepresented in local government. They will share their insight and experience on working to make a difference for local community.

Objectives

- Capture an audience of community members who play a leadership role in their community but do not necessarily see themselves as 'leaders'
- Create greater understanding of local government and the role they could play in community leadership.
- Illustrate the different journeys towards exercising influence and leadership
- Generate interest in the Community Leadership Program ahead of it being launched in 2022

Speakers

The panel is a mix of community leaders from a range of diverse backgrounds, including (but not limited to): women, Aboriginal people, emerging and migrant leaders.

- Mehak Sheikh, Capacity Building Coordinator, Foundation for Young Australians - Moderator
- Joseph Haweil, Mayor, Hume City Council
- Nayana Bhandari, Co-Founder, Oorja Foundation
- Cr Jenna Davey-Burns, City of Kingston
- Cr Greg James, Greater Shepparton City Council

ITEM 6.1.2 JOINT LETTER REQUESTING COUNCIL TO AMEND PARKING RESTRICTIONS IN BRAHMAN WALK LANEWAY

Responsible Officer: Director Infrastructure & Environment

Also in attendance: Traffic Transport Engineering Officer

Attachments:

- 1 Map of Petitioners
- 2 Estate Sign and Line Marking Plan
- 3 Results of Parking Survey

RECOMMENDATION SUMMARY

1. Maintain the existing 'No Stopping' parking restrictions in Brahman Walk laneway to ensure that the safety and accessibility for residents is not compromised; and
2. Advise the head petitioner and petitioners of the outcome of the Council resolution.

KEY FACTS AND / OR ISSUES

Residents abutting Brahman Walk are concerned with available car parking in the vicinity of the town houses abutting the Brahman Walk.

- Residents identify that parking is inadequate with the parking restrictions that are in place in the laneway;
- Residents feel that safety in their street is at risk; and
- Request Council to reclassify and change existing parking restrictions in the laneway;

INTRODUCTION

Brahman Walk is a laneway located between Painted Hills Road and Overland Drive in Doreen that provides vehicular access to residents of Brahman Walk and residents of 117 to 133 Painted Hills Road.

A joint letter from 16 residents residing in 13 properties abutting Brahman Walk was tabled at Council's meeting on 6 September 2021 (*attachment 1*). Concerns were raised of limited parking opportunities in the vicinity of the residential area and requested Council remove the existing 'No Stopping' parking restrictions in Brahman Walk to allow additional parking for residents.

BACKGROUND

Brahman Walk was constructed as part of the Mitchells Run Stage 5 subdivision in Doreen and was residentially established by 2011. The laneway is located between Painted Hills Road and Overland Drive with a length of 105 metres and width of nine metres between property boundaries.

The laneway is comprised of a five and a half metres wide asphalted road pavement, with mountable concreted areas on the east and west sides to cater for street lighting, signage and drainage.

Brahman Walk is designed to function as a common access laneway and provide vehicular manoeuvrability to and from the abutting 18 town house garages.

The laneway was not intended for pedestrian access or car parking. To ensure that access to private properties and safety was not compromised, the endorsed 'As Constructed' Sign and Line marking plan (*Attachment 2*) indicates the use of 'No Stopping' parking restrictions.

The town houses have frontages on Painted Hills Road and Brahman Walk with footpath links to on-street car parking provided along Painted Hills Road and Overland Drive.

Parking Provisions

Townhouses abutting the Brahman Walk include two off-street parking spaces either a single garage with a front tandem space or a double garage with a short three metre front manoeuvring space (not for car parking). Off-street parking provision is in accordance with Planning Scheme requirements.

There are 21 on-street car parking spaces, comprising six indented spaces along Painted Hills Road, seven indented spaces along Overland Drive located west of Brahman Walk and eight spaces along Overland Drive located east of Brahman Walk. These are within a short accessible distance from Brahman Walk properties (*Attachment 3*).

On-street parking provision exceeds the minimum Planning Scheme requirement for 4 visitor parking spaces for the 18 townhouses.

Safety Conditions

Council officers have reviewed the existing safety conditions along Brahman Walk. It is noted the laneway is designed in accordance with the approved subdivision and functions by providing vehicular access and allowing property ingress/egress.

The existing parking restrictions enhance safety by providing adequate sight lines and space for property ingress/egress vehicle manoeuvres.

Existing Parking Conditions

Council officers undertook seven (7) various onsite observations between 11 September 2021 and 15 September 2021 to determine the current parking demand in the immediate area of the town houses. The survey areas and results are shown in *Attachment 3*.

On-street parking observations indicate an average on-street parking demand of 29% (approx. 6 parking spaces) of the overall 21 indented on-street spaces supplied indicating a low demand for on-street parking in the immediate area. The parking occupancy surveys identify that there is ample parking in the vicinity for residents and visitors to the street.

It is noted with the easing of the COVID-19 state lockdown restrictions, residents would receive their freedom to leave their homes (such as attend work, visit friends and family) which would likely lower parking demand in the immediate area and increase parking opportunities for residents and visitors to the street.

Council officers also observed that there are some residents that are using their garages for general storage and not for parking the vehicles.

PROPOSAL

No changes are proposed to existing parking infrastructure as there is ample car parking available on street in Painted Hills Road and Overland Drive.

Retention of existing parking management in the form of 'No Stopping' parking restrictions in Brahman Walk is proposed.

CONSULTATION

The head petitioner will be contacted to discuss the outcome. A letter will also be sent to inform petitioners of Council's resolution on this matter.

CRITICAL DATES

There are no critical dates proposed.

FINANCIAL IMPLICATIONS

There are no financial implications to report.

POLICY STRATEGY AND LEGISLATION

City of Whittlesea Road Safety Strategy (2017):

Address safety of all road users and path users,

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

City of Whittlesea Integrated Transport Strategy (2004)

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

LINK TO STRATEGIC RISKS

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

As no changes are proposed, it is not linked to the Risks within the Strategic Risk Register.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal

Connected community

Key Direction

A healthy and safe community

Road and parking management contributes to a healthy and safe connected community.

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

Parking occupancy surveys indicate that there are adequate parking spaces in Painted Hills Road and Overland Drive that are in close walking distance of the residences. As such there are no proposed changes to existing parking conditions in the immediate vicinity of the town houses and no changes required to the existing 'No Stopping' parking restrictions in the Brahman Walk.

RECOMMENDATION

THAT Council:

1. Maintain the existing 'No Stopping' parking restrictions in Brahman Walk laneway to ensure that safety and accessibility for residents is not compromised; and
2. Advise the head petitioner and petitioners of the outcome of the Council resolution.

COUNCIL RESOLUTION

MOVED: *Administrator Eddy*

SECONDED: *Chairperson Wilson*

THAT Council in response to the joint letter from 16 residents residing in 13 properties abutting Brahman Walk requesting removal of existing no Stopping Parking restrictions:


1. **Maintain the existing "no Stopping" parking restrictions in Brahman Walk laneway to ensure the safety and accessibility for residents is not compromised; and**
2. **Advise the head petitioner and signatories to the joint letter of the outcome of the Council resolution.**


CARRIED

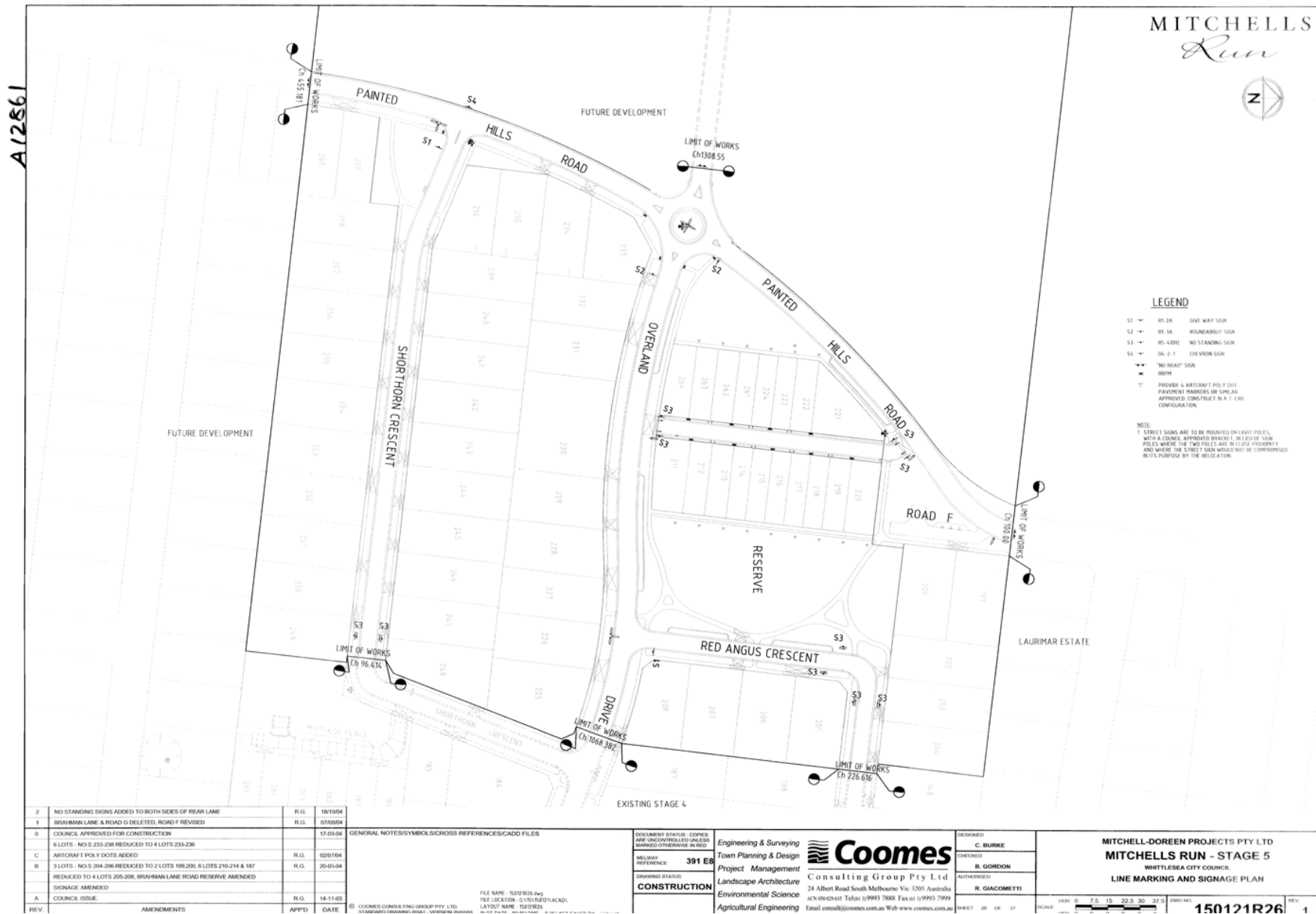


Map of Petitioners



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Map Scale: 1 : 1656
Date: 13/09/2021
Produced By: art





Brahman Walk Laneway - Parking review



A

Painted Hills Road - between 117 Painted Hills and Overland Drive				
Date	Time	Number of Parking spaces available	Number of Parking spaces occupied	Parking Utilisation %
11/09/2021	8:30 AM	6	0	0%
11/09/2021	1:30 PM		0	0%
14/09/2021	1:30 PM		0	0%
14/09/2021	5:30 PM		0	0%
14/09/2021	8:30 PM		0	0%
15/09/2021	8:30 AM		0	0%
15/09/2021	1:30 PM		0	0%
Average			6	0

Overall Parking Supply and Demand				
Date	Time	Number of Parking spaces available	Number of Parking spaces occupied	Parking Utilisation %
11/09/2021	8:30 AM	21	6	29%
11/09/2021	1:30 PM		3	14%
14/09/2021	1:30 PM		4	19%
14/09/2021	5:30 PM		6	29%
14/09/2021	8:30 PM		8	38%
15/09/2021	8:30 AM		7	33%
15/09/2021	1:30 PM		5	24%
Average			21	6

B

Overland Drive (West of Brahman Walk Laneway)				
Date	Time	Number of Parking spaces available	Number of Parking spaces occupied	Parking Utilisation %
11/09/2021	8:30 AM	7	3	43%
11/09/2021	1:30 PM		2	29%
14/09/2021	1:30 PM		0	0%
14/09/2021	5:30 PM		4	57%
14/09/2021	8:30 PM		4	57%
15/09/2021	8:30 AM		3	43%
15/09/2021	1:30 PM		3	43%
Average			7	3

C

Overland Drive (East of Brahman Walk Laneway)				
Date	Time	Number of Parking spaces available	Number of Parking spaces occupied	Parking Utilisation %
11/09/2021	8:30 AM	8	3	38%
11/09/2021	1:30 PM		1	13%
14/09/2021	1:30 PM		4	50%
14/09/2021	5:30 PM		2	25%
14/09/2021	8:30 PM		4	50%
15/09/2021	8:30 AM		4	50%
15/09/2021	1:30 PM		2	25%
Average			8	3



6.2 LIVEABLE NEIGHBOURHOODS

ITEM 6.2.1 PETITION REQUEST FOR INDENTED PARKING SPACES IN HONEYEATER TERRACE, SOUTH MORANG

Attachments:	1	Location of petitioners
	2	Area Map
	3	On-street parking in Honeyeater Terrace
	4	On-street parking in Wattlebird Walk and Silvereye Place

Responsible Officer: Director Infrastructure & Environment

Author: Senior Traffic & Transport Engineer

RECOMMENDATION SUMMARY

1. Note that there is ample safe on-street parking available and the streets are accessible for delivery and garbage collection vehicles.
2. Maintain the existing parking conditions, as there are no safety or operational benefits and installation of indented parking bays would have a detrimental impact on street trees and services.
3. Advise the head petitioner and petitioners of the outcome of the Council's resolution to maintain existing parking conditions.

BRIEF OVERVIEW

A petition containing forty-seven signatures from residents in Honeyeater Terrace, Wattlebird Walk and Silvereye Place in South Morang was tabled at the Council meeting on 6 September 2021. The petitioners advised that:

- The residents are requesting indented parking spaces be provided
- The road is narrow and unsuitable for parking on both sides
- Delivery and garbage collection issues are experienced.

RATIONALE FOR RECOMMENDATION

The investigations indicate that the current on-street parking demand is low, with ample available on-street parking spaces directly in front of, or in close proximity to the residential properties.

The construction of indented parking bays would not result in an increase of on-street parking availability and would detrimentally impact street trees and other services in this area.

There is adequate road width to facilitate delivery and Council's waste collection vehicle access.

IMPACTS OF RECOMMENDATION

There will be no impact on the current traffic and parking conditions in the area.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

All petitioners will be informed via mail out of Council's resolution on this matter.

REPORT**INTRODUCTION**

A petition containing forty-seven signatures from twenty properties in Honeyeater Terrace, eight properties in Wattlebird Walk and one property in Silvereye Place in South Morang (*Attachment 1*) was tabled at the Council meeting on 6 September 2021. The petition stated “*We are requesting for Indented Car Spaces to be placed in the street, so that we can park our cars without causing issues to the road, potential accidents, and disruption to Australia Post and Garbage Removals*”.

Further to the petitioners’ request, the head petitioner submitted an email advising of the following:

- Residents in the area were advised that nature strip parking is illegal.
- The road is narrow and unsuitable for parking on both sides.
- There were many near misses in the street when cars were parked on the road.
- Delivery and garbage collection issues were experienced.

BACKGROUND**Land Use**

The streets where petitioners reside are part of Riverside Estate, which was developed in the late 1990’s. The estate is located south of Gorge Road in South Morang and is surrounded by Plenty Gorge Parklands. The area is largely residential, with the exception of Morang South Primary School and Riverside Community and Activity Centre, both of which are located at the northern side of Riverside Estate.

Honeyeater Terrace, Silvereye Place and Wattletree Walk are local residential streets located in the southern-most pocket of the estate, accessed only by local residents and their visitors (*Attachment 2*).

Road Network and Traffic conditions

Honeyeater Terrace is a curvilinear local residential street approximately 360m long and provides carriageway that is approximately 7.2m wide with unrestricted parking on both sides of the street. The width of the road, the number of the driveways and the distance between the driveways are adequate for parking on both sides of the road, and provide opportunity for safe one-way traffic movement (at a time) where vehicles are parked on both sides of the road.

Honeyeater Terrace runs in a north-south direction from Stanley Jones Drive and changes direction to east-west at the 90-degree bend in front of 13 Honeyeater Terrace. There is a small crest along the street located west of Silvereye Place, and a 1.5m wide footpath is provided on one side of the street.

All traffic enters and leaves via Stanley Jones Drive at the northern end.

Wattlebird Walk is a short curvilinear local residential cul-de-sac south of Honeyeater Terrace running in a north-south direction with a change of direction to east-west in front of 17 Wattlebird Walk. It provides access to thirteen residential properties, predominantly on both sides of the east-west section of the street. Seven of the properties have access via the two common driveway areas at the end of the street. There is no footpath provided along this street.

Wattlebird Walk is approximately 135m in length with a carriageway width of approximately 5.2 metres. The width of the road is:

- Adequate for two-way traffic, if there is no parking on either side; or
- Adequate for one-way traffic (at a time), and parking on one side of the road; and
- Not adequate for parking simultaneously on both sides of the road.

Silvereye Place is a relatively straight local cul-de-sac south of Honeyeater Terrace that provides access to 8 residential properties located on the western side of the street. Plenty Gorge Parklands area is located on the eastern side of the street. Three properties at the end of the street share a common driveway area. There is no footpath provision along the street.

Silvereye Place is approximately 155m in length with a carriageway width of approximately 5.2m. The width of the road is:

- Adequate for two-way traffic, if there is no parking on either side; or
- Adequate for one-way traffic (at a time), and parking on one side of the road; and
- Not adequate for parking simultaneously on both sides of the road.

Residential Access and Parking

Most properties in this area have their own driveway access, with the exception of some properties at the end of the streets that share a common driveway area.

All properties have double garages and many of the properties have long internal driveways where additional parking can be accommodated on site.

On-street Parking Provision

Honeyeater Terrace

There are approximately 50 legal on-street parking spaces available along Honeyeater Terrace; comprised of 37 spaces along the east-west section of the street and 13 spaces along the north-south section of the street (*Attachment 3*).

Wattlebird Terrace

The maximum legal parking provision along Wattlebird Walk is 11 parking spaces (*Attachment 4*). Given the curvilinear nature of the street most of these spaces are located along the north-south section of the street within walking distance of residences.

Silvereye Place

There are approximately 15 parking spaces available in Silvereye Place along the residential side of the street. This is adequate to provide safe on-street parking for the number of properties along this street (*Attachment 4*).

DISCUSSION

Traffic Operation and Safety

Honeyeater Terrace, Wattlebird Walk and Silvereye Place are local residential streets at the southern end of the Riverside Estate and their function is to provide residential property access. In this context, traffic volumes and speeds are considered at the lower end of that expected for local residential streets.

The streets have good road safety records with no recorded crashes in the past 5 years.

There is no tangible road safety or traffic operational benefit to convert the on-street parking spaces into indented parking spaces. The provision of indented parking bays would allow traffic to flow more freely and would therefore be more likely to encourage higher traffic speeds in the area.

There is adequate road width to facilitate delivery vehicle access and the Council's waste collection contractors reported that no access or garbage collection issues are experienced in this area.

Parking Conditions and Management

Three site inspections conducted between 14 September and 20 September 2021 and aerial photographs from different periods indicate that the current on-street parking demand is low. There were ample available on-street parking spaces directly in front of or near the residential properties. All properties in this area have capacity to garage at least 2 vehicles, and most properties have setback distance between the garage and the vehicle crossing (driveway) to provide for additional on-site parking. This is above the minimum planning parking requirements stipulated in the Whittlesea Planning Scheme.

A summary of the parking observations and map showing the legal on-street parking areas in Honeyeater Terrace is provided in *Attachment 3* and in Wattlebird Walk and Silvereye Place in *Attachment 4*.

Indented Parking Bays

The installation of indented parking bays in established areas are generally considered in situations where there is either insufficient space within a property to meet normal parking needs, or where there are no existing legal on-street parking opportunities available in close proximity to a property.

The construction of indented parking bays in Honeyeater Terrace, Wattlebird Walk and Silvereye Place would not result in an increase of the parking availability in this area, and in some cases will reduce the number of available parking spaces.

There are several underground services, street lighting poles and street trees within the road reserve that restrict the practical opportunities for installation of indented parking bays.

As existing parking demand is low and indented parking bay construction would detrimentally impact street trees and other services in this area, indented parking bay construction is not recommended.

Illegal (Nature strip) Parking

Council records indicate community road safety concerns due to nature strip parking, creating reduced visibility issues in this area especially around the bend in Honeyeater Terrace. From the site inspections and the aerial photographs from different periods, it was evident that some residents choose to park on the nature strip, rather than on the road.

Under Victorian Road Safety Road Rule 197 it is illegal to park any part of a vehicle on a nature strip. Vehicles parked on nature strips obstruct the view of drivers and pedestrians entering and exiting driveways. They can cause damage to utility connections and tree roots under the nature strip, prevent access to utilities, and can negatively impact the aesthetic of the neighbourhood.

PROPOSAL

No changes are proposed to the existing parking infrastructure as there is ample car parking available on street in Honeyeater Terrace and adjoining streets.

CONSULTATION

All petitioners will be informed of Council's resolution on this matter via a mail out.

FINANCIAL IMPLICATIONS

No financial implications to report.

POLICY STRATEGY AND LEGISLATION

City of Whittlesea, *Road Safety Strategy* (2017):

Address safety of all road users and path users

Address driver behaviour and attitude toward vulnerable road users: pedestrians, cyclist and motorists.

City of Whittlesea, *Integrated Transport Strategy* (2014):

Action RF 2.2. Manage local roads to improve amenity and safety of users and ensure consistency with SmartRoads principle.

LINK TO STRATEGIC RISKS

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

As no changes are proposed, it is not linked to the risks within the Strategic Risk Register.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Liveable neighbourhoods
Key Direction	Smart, connected transport network

The management of on-street parking is a critical component of a smart, connected transport network that is accepted by community.

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

Council officer observations indicate that the current on-street parking demand is low. There are ample available on-street parking spaces directly in front of or near the residential properties.

The construction of indented parking bays in Honeyeater Terrace, Wattlebird Walk and Silvereye Place would not result in an increase in parking availability in this area, and in some cases would reduce the number of available parking spaces.

As existing parking demand is low and indented parking bay construction would detrimentally impact street trees and other services in this area, indented parking bay construction is not recommended.

RECOMMENDATION

THAT Council, in regards to the petition regarding Honeyeater Terrace, South Morang, resolve to:

- 1. Note that there is ample safe on-street parking available and the streets are accessible for delivery and garbage collection vehicles.**
- 2. Maintain the existing parking conditions, as there are no safety or operational benefits and installation of indented parking bays would have a detrimental impact on street trees and services.**
- 3. Advise the head petitioner and petitioners of the outcome of the Council's resolution to maintain existing parking conditions.**

COUNCIL RESOLUTION

MOVED: *Administrator Duncan*
SECONDED: *Administrator Eddy*

THAT Council resolve to adopt the Recommendation.

CARRIED

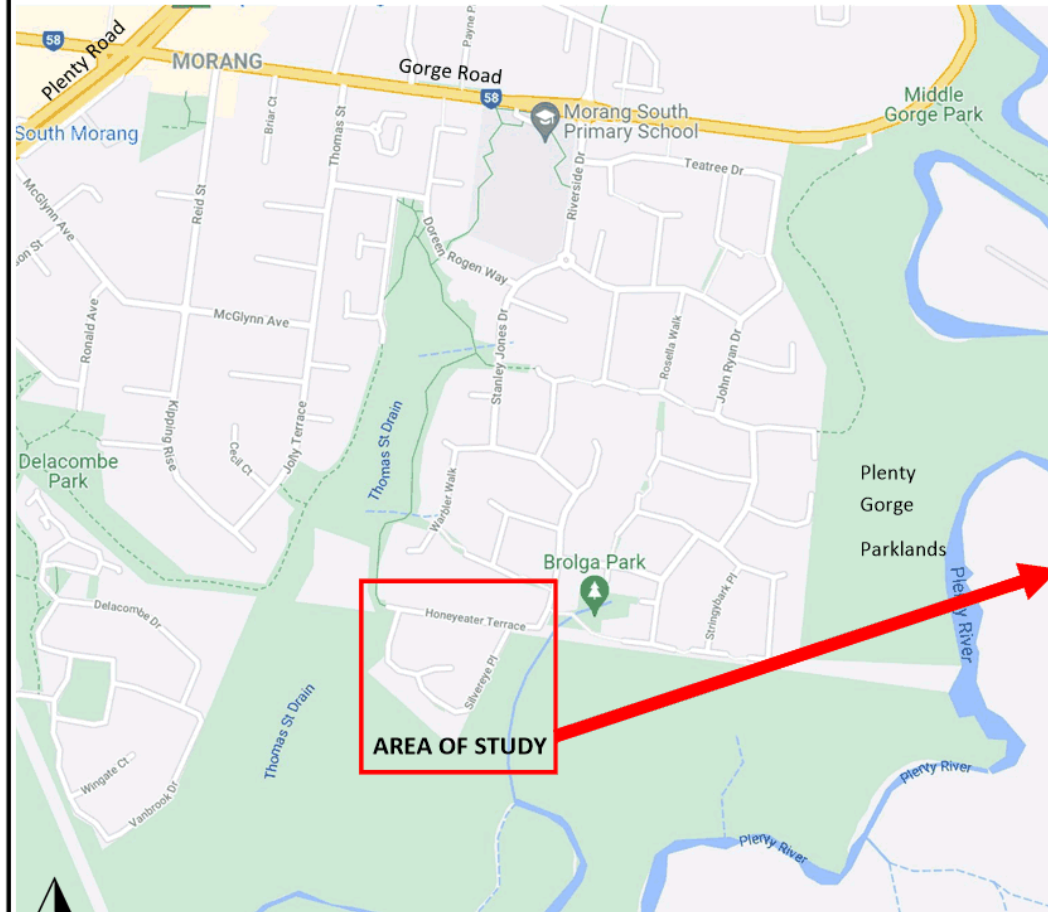
Location of petitioners Attachment 1



Area Map

Attachment 2

Honeyeater Terrace, Silvereve Place & Wattlebird Walk, South Morang

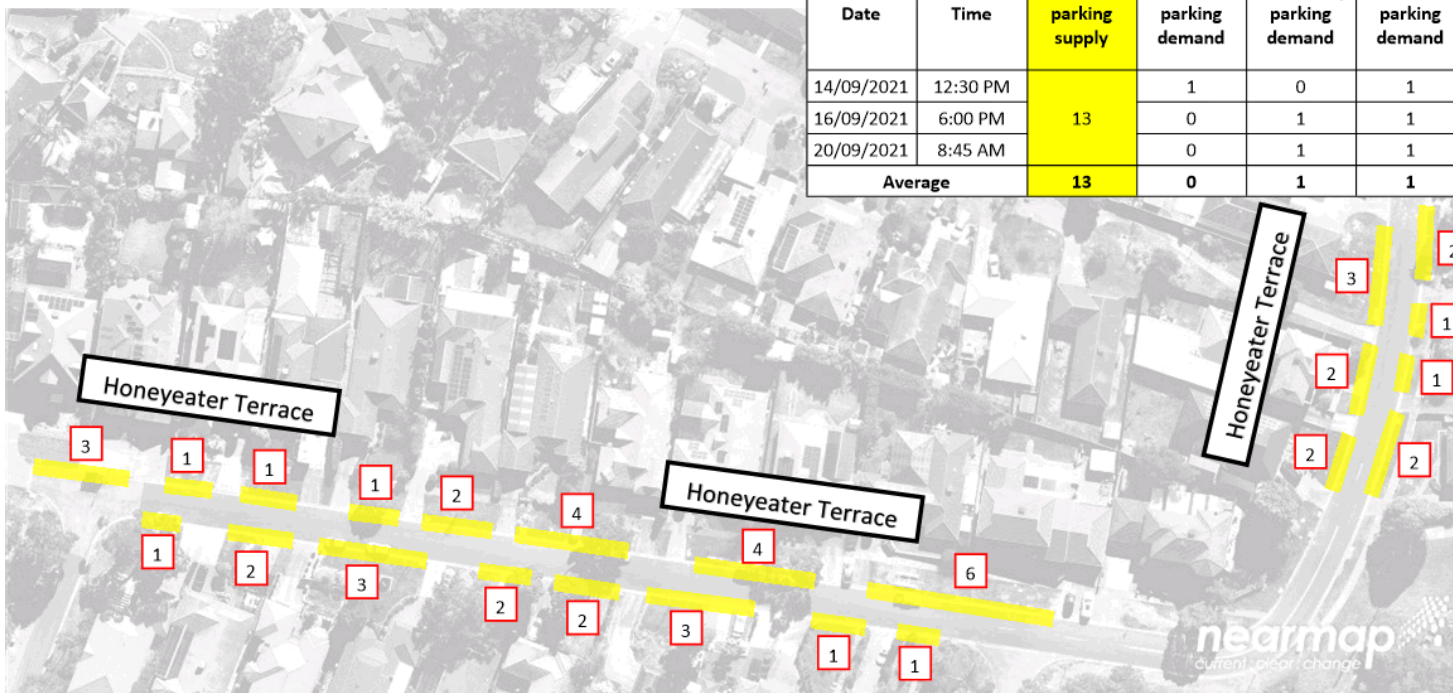


AREA OF STUDY



On Street Parking opportunities Honeyeater Terrace, South Morang

Attachment 3



Date	Time	On-street parking supply	On-street parking demand	Nature strip parking demand	Overall parking demand	Available on-street parking spaces
14/09/2021	12:30 PM	13	1	0	1	12
16/09/2021	6:00 PM		0	1	1	12
20/09/2021	8:45 AM		0	1	1	12
Average		13	0	1	1	12

Date	Time	On-street parking supply	On-street parking demand	Nature strip parking demand	Overall parking demand	Available on-street parking spaces
14/09/2021	12:30 PM	37	5	5	10	27
16/09/2021	6:00 PM		7	9	16	21
20/09/2021	8:45 AM		3	6	9	28
Average		37	5	7	12	25

Approximately 13 Legal parking opportunities on Honeyeater Terrace (North-South Section)

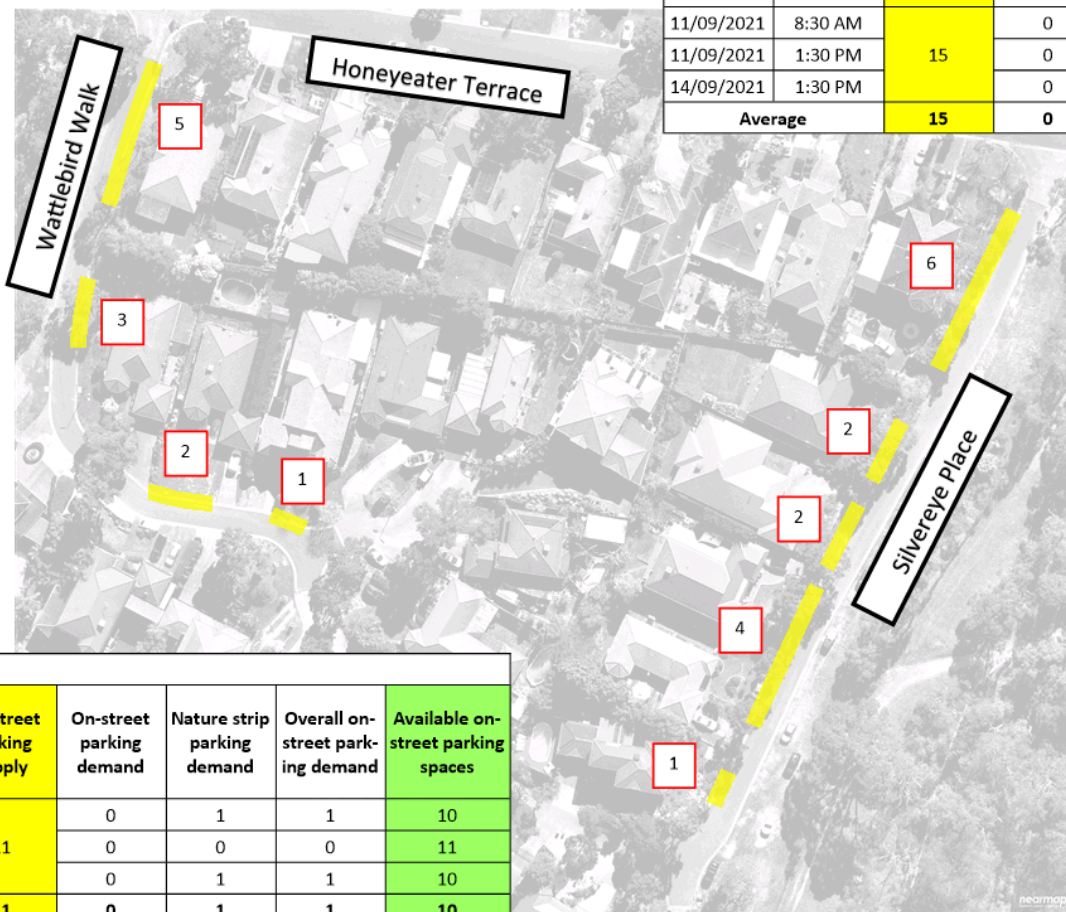
Approximately 37 Legal parking opportunities on Honeyeater Terrace (East-West Section)

Legend

1 No. of available car spaces (5.5m per car space)

On Street Parking opportunities Wattlebird Walk and Silvereeye Place, South Morang

Attachment 4



Approximately 11 Legal parking opportunities on **Wattlebird Walk**

Approximately 15 Legal parking opportunities on **Silvereeye Place**

Silvereeye Place						
Date	Time	On-street parking supply	On-street parking demand	Nature strip parking demand	Overall on-street parking demand	Available on-street parking spaces
11/09/2021	8:30 AM	15	0	4	4	11
11/09/2021	1:30 PM		0	5	5	10
14/09/2021	1:30 PM		0	3	3	12
Average		15	0	4	4	11

Wattlebird Walk						
Date	Time	On-street parking supply	On-street parking demand	Nature strip parking demand	Overall on-street parking demand	Available on-street parking spaces
14/09/2021	12:30 PM	11	0	1	1	10
16/09/2021	6:00 PM		0	0	0	11
20/09/2021	8:45 AM		0	1	1	10
Average		11	0	1	1	10

Legend

1 No. of available car spaces
(5.5m per car space)

**ITEM 6.2.2 JOINT LETTER - SEALED PATH CONSTRUCTION IN TASMAN PARK
BUNDOORA****Responsible Officer: Director Infrastructure & Environment****Author: Team Leader Public Realm Development****RECOMMENDATION SUMMARY**

Council Officer recommendation is to proceed with Option 3, to top up and maintain the existing granitic sand path and to bring forward the park and playground upgrade including concrete path to the 2022/23 financial year.

BRIEF OVERVIEW

- A joint letter from 22 residents was received requesting the granitic sand path in Tasman Park be replaced with a 'properly sealed surface path' such as concrete.
- The joint letter was tabled at the 6 September 2021 Council Meeting and Council resolved:

THAT Council receive the Joint Letter from 22 residents, relating to sealing of the path in Tasman Park and request that Officers present a final report on this matter and recommendations at the 8 November 2021 Council Meeting.

- Council Officers have spoken to the joint letter lead to discuss their concerns and proposals.
- The whole park is scheduled for renewal in the 2024/25 financial year. The existing walking track would be upgraded to concrete as part of the scheduled upgrade.

RATIONALE FOR RECOMMENDATION

The granitic sand path through Tasman Drive Park has become a thoroughfare for visitors accessing surrounding precinct services. Bringing forward the construction of the path will service the boarder precinct needs, not just improving access to the park and playground

IMPACTS OF RECOMMENDATION

Bringing forward the consultation, design and delivery of the project will add to the proposed scope of the Park and Playground Renewal Program already planned for 2022/23.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

The Park and Playground Renewal Program budget in the 2022/23 New Works Program is proposed to be increased by \$155,000 to account for the additional project and not impact the delivery of the proposed 2022/23 Park and Playground Renewal Program works.

REPORT**BACKGROUND**

A joint letter was received from 22 residents, relating to sealing of the path in Tasman Park, Bundoora as the path becomes muddy and slippery when it rains.

Tasman Drive park and playground is a 2,000m² Neighbourhood Park located between Tasman Drive and Alto Close in Bundoora. The existing playground is currently 15 years old and is scheduled to be upgraded as part of a whole park and playground renewal for the site in the 2024/25 financial year. The existing walking track surface material is granitic sand and would be upgraded to concrete as part of the scheduled upgrade.

There are four mature canopy trees located in the centre of the park which are to be retained and protected.



Fig 1 – existing conditions

PROPOSAL

Three options were proposed for consideration:

Option 1 – Maintain.

- Top up the existing granitic sand path and continue to maintain until 2024/25 when the whole park and playground is upgraded.

Option 2 – Construct a section of concrete path in 2021/22

- Construct a 79m long, 1.5m wide concrete path in the same alignment of the southern granitic sand walking track to connect Alto Close and Tasman Drive. This alignment is outside the mature tree's structural root zone, will not impact on the future redevelopment of the playground area and provides an all-weather thoroughfare between Alto Close and Tasman Drive.
- Works can be scheduled in Q3 of the 2021/22 financial year and be funded from the existing Footpath Reconstruction / Renewal Program in the 2021/22 New Works Program.

- The balance of the park and playground works including consultation and engagement to be carried out in the 2024/25 financial year.



Fig 2 – Option 2

Option 3 – Construct Park and Playground upgrade including concrete path in 2022/23

- Top up the existing granitic sand path and continue to maintain.
- Bring forward the park and playground renewal scheduled for 2024/25 to 2022/23 financial year including the construction of the sealed concrete path and consultation and engagement with local community.
- Increase the proposed Park and Playground Renewal budget in the 2022/23 New Works Program by \$155,000 to account for the additional project.
- This is the preferred option as the granitic sand path through Tasman Drive Park has become a thoroughfare for visitors accessing surrounding precinct services. Bringing forward the construction of the path will service the boarder precinct needs, not just improving access to the park and playground.

CONSULTATION

Council Officers have discussed the concerns raised in the joint letter with the joint letter lead. Consultation and engagement with the broader residential community will be carried out prior to the whole of park and playground upgrade to determine how community are currently using the park and how they would like to see it improved.

FINANCIAL IMPLICATIONS

Option 1 – Maintain

- Minor works and ongoing maintenance would be carried out under Council's existing maintenance contracts.

Option 2 – Construct a section of concrete path in 2021/22

- The estimated cost of construction is \$15,000 excluding GST and can be funded from the existing Footpath Reconstruction / Renewal Program (CW-10771) in the approved 2021/22 New Works Program without impacting on the current annual scope of works.

Option 3 – Construct Park and Playground upgrade including concrete path in 2022/23

- The opinion of probable cost for the upgrade of the park and playground is \$155,000 and is currently budgeted in the 2024/25 FY (CW-10792: Park and Playground Renewal Program).

POLICY STRATEGY AND LEGISLATION

Open Space Strategy (2016)

Active Whittlesea Strategy (2019-2028)

Greening Whittlesea Strategy (2020-2040)

LINK TO STRATEGIC RISKS

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

The current public open space assets in Tasman Drive park are aged. Many of the assets within the park will shortly reach the end of their useful life expectancy and no longer meet Council's requirements for safety, amenity and play value.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal

Liveable neighbourhoods

Key Direction

Well-designed neighbourhoods and vibrant town centres

Redevelopment of the park and playground at Tasman Drive park will result in an upgrade of the existing facilities for the community, providing additional opportunities to the local neighbourhood for social interaction and play.

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

By proceeding with option three, the pedestrian thoroughfare between Alto Close and Tasman Drive becomes an all-weather path, reduces ongoing top up and maintenance and enables the delivery of the park and playground upgrades as a combined project in the 2022/23 financial year.

RECOMMENDATION

THAT Council in regards to the joint letter, to seal the path in Tasman Park, resolve to:

1. Top up the existing granitic sand path in Tasman Park and continue to maintain until planned Tasman Park and Playground renewal is undertaken.
2. Bring forward the Tasman Park and Playground renewal, scheduled for 2024/25 to the 2022/23 financial year, including the construction of the sealed concrete path and consultation and engagement with the local community.
3. Refer the additional \$155,000 budget increase of the Park and Playground Renewal Program in the 2022/23 New Works Program for the Tasman Park and Playground renewal, to the 2022/23 Council Budget process.
4. Inform the Joint Letter lead of the Council resolution for the Tasman Park and Playground renewal.

COUNCIL RESOLUTION

MOVED: *Chairperson Wilson*
SECONDED: *Administrator Eddy*

THAT Council resolve to adopt the Recommendation.

CARRIED

ITEM 6.2.3 DOMESTIC ANIMAL MANAGEMENT PLAN 2021-2025

Attachments:	1	Domestic Animal Management Plan
Responsible Officer:	Director Planning & Development	
Author:	Manager Compliance & Environmental Health	

RECOMMENDATION SUMMARY

That Council resolve to:

1. Adopt the Domestic Animal Management Plan 2021-2025;
2. Submit a copy of the Domestic Animal Management Plan 2021-2025 to the Secretary of the Department of Jobs, Precincts and Regions for approval by 4 December 2021;
3. Publish the approved Domestic Animal Management Plan 2021-2025 on Council's website once approved;
4. Inform key stakeholders of the approved Domestic Animal Management Plan 2021-2025;
5. Write to people who provided feedback on the draft Domestic Animal Management Plan 2021-2025, thanking them for their submission, advising of Council's response to their feedback and informing where to view the approved Plan on Council's website; and
6. Advocate to the State Government to establish consistent registration fees across all 79 Victorian councils.

BRIEF OVERVIEW

Victorian councils are required to prepare and implement a Domestic Animal Management Plan (the Plan) every four years.

The Plan outlines Council's proposed activities that will enhance management of dogs and cats, including responsible pet ownership; nuisance complaints; overpopulation; reduction of euthanasia rates; animal registration and microchipping; managing dangerous, menacing and restricted breed dogs; and monitoring domestic animal businesses.

The draft Plan was placed on public exhibition from 8 to 30 September 2021. There were 110 submissions received (summarised in the consultation section of this report) and amendments have been made to the Plan to reflect the community's feedback.

RATIONALE FOR RECOMMENDATION

The Domestic Animal Management Plan 2021-2025 has been developed using community input obtained through community engagement activities held between March and May 2021 and a public exhibition period in September 2021.

Adopting the plan will enable Council to meet its legislative obligations under the *Domestic Animals Act* 1994.

IMPACTS OF RECOMMENDATION

Council will enhance its animal management services by implementing the actions outlined in this Plan over the next four years.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Key messages, communications plans and engagement with the community and key stakeholders about implementation of key actions.

REPORT**BACKGROUND**

The *Domestic Animals Act* 1994 requires Victorian councils to prepare and implement a Domestic Animal Management Plan (the Plan) every four years.

Domestic Animal Management Plans outline Council's proposed activities that enhance management of dogs and cats, including responsible pet ownership; nuisance complaints such as noise, trespassing and faeces; overpopulation; reduction of euthanasia rates; animal registration and microchipping; managing dangerous, menacing and restricted breed dogs; and monitoring domestic animal businesses.

The Plan has been developed alongside our Epping Animal Welfare Facility partners, the City of Darebin and Moreland City Council.

Community and stakeholder feedback was sought from March to May 2021 which informed the actions in the Plan. The draft Plan was placed on public exhibition in September 2021 and 110 submissions were received.

Further consultation with the community is planned to be undertaken in March/April 2022 about two key proposed actions – the proposed cat curfew and proposed mandatory cat desexing. It is important to note that this report does not endorse proceeding with these proposed actions as further community engagement is required before any further consideration by Council.

The existing Domestic Animal Management Plan 2017-2021 expires in December 2021.

PROPOSAL

The Domestic Animal Management Plan 2021-2025 (see Attachment A) is being presented to Council for adoption following community engagement in April and May 2021 and a formal public exhibition period from 8 September to 30 September 2021.

The City of Whittlesea is home to 18,321 registered dogs and 6,798 registered cats, although the actual number of dogs and cats is predicted to be much higher when unregistered and unowned animals are taken into account.

The benefits of pet ownership are wide-reaching, including having proven benefits on people's health and wellbeing by encouraging physical activity and providing companionship.

These benefits must be balanced with ensuring animals and humans can live together in our community safely and harmoniously. Council has a crucial (and legislated) role to play to support our community to maintain this balance.

Planned Activities

The Plan outlines how Council proposes to achieve this and includes planned activities that are designed to:

- Encourage responsible dog and cat ownership;
- Improve outcomes for impounded animals, including reuniting pets with their owners and rehoming suitable unclaimed animals;
- Address overpopulation and high euthanasia rates, with a particular focus on the high proportion of unowned cats living in the municipality;

- Reduce public nuisance and environmental issues caused by dogs and cats such as excessive barking, harming wildlife, roaming and faeces in public places;
- Ensure Animal Management Officers are trained in contemporary animal management practices;
- Effectively manage dangerous, menacing and restricted breed dogs to minimise danger to the community;
- Minimise the risk of dog attacks on people and animals; and
- Ensure that all Domestic Animal Businesses maintain the highest standards of animal welfare and are compliant with legislative requirements.

Education Initiatives

Council recognises that education and information is critical to encouraging responsible pet ownership.

Whilst Council currently undertakes a series of educational initiatives, we plan to increase our focus on education over the next four years, including:

- Providing opportunities for the public to meet our Animal Management Officers and find out about local animal services, including at dog parks and community markets and events;
- Presenting an annual pet expo in partnership with Moreland City Council and the City of Darebin;
- Hosting online information webinars;
- Partnering with registered dog trainers to present demonstrations;
- Conducting a responsible pet ownership in schools program;
- Microchipping events; and
- Using social media to run campaigns about responsible pet ownership.

Registration Fees

Pet registration fees partially cover the cost of councils delivering animal management services and responsible pet ownership education programs.

Council received 13 submissions regarding pet registration fees, many of which commented that the City of Whittlesea's fees are higher than other councils' fees.

Further benchmarking was undertaken to assess the City of Whittlesea's fees with adjoining councils, which showed that the City of Whittlesea's pet registration fees are lower than those of neighbouring municipalities.

It was also noted that there are significant discrepancies in pet registration fees across different councils in Victoria with no set standard. Pet registration fees assist in resourcing important pet education programs and animal management activities outlined in Domestic Animal Management Plans. It is therefore important fees are set an appropriate level to ensure these important activities can be performed by local councils.

As a result, an additional action has been included in the Plan to advocate to the State Government to standardise fees across all 79 Victorian councils.

Amendments Arising from Community Feedback

Community feedback received through the public exhibition period has been considered and amendments have been made to include additional actions. Amendments have been highlighted in yellow in the attached Plan and are outlined below:

- Explore partnerships with real estate agents to advise Council when a new pet moves into the City of Whittlesea to help Council to increase pet registration;
- Partner with vets to share information about responsible pet ownership;
- Explore the installation of CCTV at dog parks;
- Advocate to the Victorian Government to set consistent pet registration fees across all 79 Victorian councils;
- Provide opportunities for the community to meet and learn from their Animal Management Officers, such as at dog parks and community markets;
- Work with neighbouring councils, Parks Victoria and other key stakeholders to review signage in parks, ensuring consistent messaging about dog owners' responsibilities;
- Review the Domestic Animal Welfare Support Policy which relates to temporary care of pets that belong to family violence victim survivors; and
- The officer training section has been updated to reflect the family violence training that Animal Management Officers undertake.

CONSULTATION

There have been three opportunities for community members to provide their input into the Domestic Animal Management Plan 2021-2025.

The first two stages of community engagement were conducted between March and May 2021, which included an online community survey, nine community place-based pop-ups in the City of Whittlesea and 10 phone interviews with key stakeholders.

Additional community pop-ups were conducted in the Darebin and Moreland municipalities.

A total of 3,049 contributions were received across the three Council areas from approximately 1,624 people who live, work or visit the Cities of Whittlesea, Darebin and Moreland.

There were:

- 1,255 surveys completed (486 from the City of Whittlesea)
- Approximately 369 participants engaged at pop-ups (281 from the City of Whittlesea)
- 10 key stakeholder interviews conducted.

This feedback was used to create the draft Domestic Animal Management Plan 2021-2025.

A formal public exhibition period was held from 8 to 30 September 2021. Council received 110 submissions on the draft Plan which related to the following topics:

- Proposed cat curfew and mandatory cat desexing (53 submissions)
- Pet registration (13 submissions)
- Dog waste (12 submissions)
- Dogs off leash (11 submissions)
- Dog parks and walking paths (8 submissions)
- Dangerous dogs and dog attacks (5 submissions)
- Barking dogs (4 submissions)
- Education initiatives (2 submissions)
- Animal Management Officer training (1 submission)
- Excess animal permits (1 submission).

The public exhibition period included:

- An online presentation and question and answer session held on 23 September 2021. 35 people registered for the event and officers responded to 32 questions received from the public;
- An e-newsletter sent to 12,000 recipients to advise that the draft Plan was available for feedback and inviting residents to attend the online presentation;
- Information and polls on Council's engagement platform; and
- A media release, web and social media content (Facebook, Instagram and LinkedIn) to promote the public exhibition period.

CRITICAL DATES

- March to May 2021 – two stages of community engagement were undertaken.
- June to August 2021 – a draft Domestic Animal Management Plan 2021-2025 was developed.
- 8 September 2021 to 30 September 2021 – a public exhibition period to seek final community feedback on the draft Domestic Animal Management Plan 2021-2025 was held.
- October 2021 – community feedback was considered and used to update the draft Plan.
- November 2021 – Council will consider the Domestic Animal Management Plan 2021-2025 for adoption.
- December 2021 – Council provides the Secretary with a copy of the final Domestic Animal Management Plan 2021-2025.

FINANCIAL IMPLICATIONS

The City of Whittlesea contributed \$22,000 towards community engagement to inform the Plan. This represents one third of the total project cost of \$66,000, with the remainder being shared amongst Moreland and Darebin Councils.

Various initiatives within the Plan will require a budget allocation. These will be determined during the annual budget development process.

POLICY STRATEGY AND LEGISLATION

Section 68A of the *Domestic Animals Act 1994* requires all Victorian councils to prepare and deliver a Domestic Animal Management Plan every four years.

LINK TO STRATEGIC RISKS

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

The *Domestic Animals Act 1994* requires Victorian councils to prepare a Domestic Animal Management Plan every four years.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Connected community
Key Direction	A healthy and safe community

The Domestic Animal Management Plan 2021-2025 supports Whittlesea 2040 and the Community Plan goals of 'Connected Community' and 'A Healthy and Safe Community'. It is through effective management of nuisance and safety issues that community safety is maintained at home and in public places.

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

The Domestic Animal Management Plan 2021-2025 establishes the key priorities and actions relating to animal management over the next four years.

By working in partnership with the City of Darebin and Moreland City Council, the City of Whittlesea has produced a quality, industry-leading and well-informed Plan that will benefit our community and the animals who call the City of Whittlesea home.

This final phase of community consultation has been completed to ensure that Council can adequately respond to animal management issues that are important to our community.

RECOMMENDATION

THAT Council resolve to:

1. Adopt the Domestic Animal Management Plan 2021-2025;
2. Submit a copy of the Domestic Animal Management Plan 2021-2025 to the Secretary of the Department of Jobs, Precincts and Regions for approval by 4 December 2021;
3. Publish the approved Domestic Animal Management Plan 2021-2025 on the Council’s website once approved;
4. Inform key stakeholders of the approved Domestic Animal Management Plan 2021-2025;
5. Write to people who provided feedback on the draft Domestic Animal Management Plan 2021-2025, thanking them for their submission, advising of Council’s response to their feedback and informing where to view the approved Plan on Council’s website; and
6. Advocate to the State Government to set consistent registration fees across all 79 Victorian councils.

COUNCIL RESOLUTION

MOVED: *Administrator Eddy*
SECONDED: *Chairperson Wilson*

THAT Council resolve to adopt the Recommendation.

CARRIED



Domestic Animal Management Plan 2021-2025

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1. Introduction & Context

1.1 Purpose of Domestic Animal Management Plan

The Domestic Animals Act 1994 (the Act) requires councils in Victoria to develop a domestic animal management plan (DAMP), every four years. The DAMP must outline Council services, programs and policies established to address the administration of the Act, and Council's management of cat and dog issues in their community. Councils must review their DAMPs annually and publish an evaluation of the implementation of the past year's actions in their Annual Report.

DAMPs should cover the following issues:

- Ensure that people comply with the Act, the regulations and any related legislation
- Minimise the risk of attacks by dogs on people and animals
- Address any overpopulation and high euthanasia rates for cats and dogs
- Encourage the registration and identification of cats and dogs
- Minimise the potential for cats and dogs to create a nuisance
- Effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and ensure that those dogs are kept in compliance with this Act and the regulation
- Provide for the review of existing orders made under this Act and local laws that relate to the Council's municipal district with a view to determining whether further orders or local laws dealing with the management of cats and dogs in the municipal district are desirable
- Provide for the review of any other matters related to the management of cats and dogs in the Council's municipal district that it thinks necessary
- Provide for the periodic evaluation of any program, service, strategy or review outlined under the plan.

The benefits of pet ownership for people's health and wellbeing are well established. Whilst Domestic Animal Management Plans are concerned primarily with the management of cats and dogs within the community, it is important to note that pet ownership has a range of positive outcomes for the ongoing physical and mental health of community members, including:

- Preventing loneliness
- Motivating people to exercise regularly
- Creating opportunities to meet people and make new friends
- Teaching responsibility, as pets require ongoing care.

Pets are often viewed as extended members of the family and can provide great companionship, affection and joy.

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1.2 Process applied in developing the plan

The City of Whittlesea’s DAMP was developed through a sector-leading approach in partnership with neighbouring Councils Darebin and Moreland.

An inter-organisational working group was developed to encourage partnerships and lead best-practice. The development of the DAMP was driven by the working group through four specific stages.

Stage 1: Background research and analysis

A detailed background report was developed which outlined an overview of the local government area; relevant state and local policies; an analysis of Council’s current DAMP; emerging issues in domestic animal management; internal staff consultation and current animal management statistics.

Stage 2: Community consultation

A detailed community engagement program was delivered to encourage the community to have their say on domestic animal management issues.

Approximately 1,624 people who live, work or visit the Cities of Darebin, Moreland and Whittlesea provided feedback.

Feedback was gathered through three methods:

- A detailed online survey which was available through a dedicated project webpage;
- Community pop-ups held at key venues and locations across the local government areas; and
- Telephone interviews conducted with key stakeholders.

Online Survey	12 Community Pop-ups	Key Stakeholder Interviews
1255 surveys completed	369 participants	
1763 unique comments received	1286 unique comments received	10 key stakeholders interviewed

The feedback received from community members has been used to inform the priorities and actions outlined in the DAMP. A full engagement report which outlines the community feedback is also available, the key themes found across the engagement program are outlined in Table 1.



Table 1: Key themes across the engagement program

DAMP Theme	Key sub-theme
Responsible pet ownership	<ul style="list-style-type: none"> Improving owner behaviours and control of animals Increasing community education and training
Dog attacks	<ul style="list-style-type: none"> Improving safety at dog parks
Overpopulation of cats and dogs	<ul style="list-style-type: none"> Increasing cat desexing Introducing cat trap, neuter, release program Reducing stray cats
Registration and identification of cats and dogs	<ul style="list-style-type: none"> Reducing registration fees Providing free/reduced microchipping Reviewing the ease of registering a pet Allowing vets and Council to check pet's microchip before taking animal to the pound
Protection from nuisance	<ul style="list-style-type: none"> Addressing dog faeces in public places Addressing cat faeces in private properties Addressing excessive noise from dog barking and cats fighting Increasing the provision of dog waste bags and bins Addressing stray cats to protect wildlife Enforcing cat curfews
Dangerous and restricted dogs	<ul style="list-style-type: none"> Improving signage Addressing aggressive dogs in off-leash parks Addressing specific needs of greyhound dogs
Review of Council services	<ul style="list-style-type: none"> Improving/increasing relevant signage Increasing patrols and visibility Increasing community education Increasing dog off/on-leash areas Improving safety of Council parks Improving fencing for animals Increasing fines for people doing the wrong thing Reviewing customer service practices of Epping pound in regard to euthanasia
Training for authorised officers	<ul style="list-style-type: none"> Providing training to encourage positive interactions with the community



Stage 3: Joint council planning

Relevant Council officers from the Cities of Darebin, Moreland and Whittlesea participated in a joint Council planning session to analyse the community feedback, determine appropriate actions for the respective DAMPs and identify opportunities for partnership and cost-savings.

Stage 4: Public exhibition

To finalise the Plan and ensure that community feedback was captured in the first round of community engagement, a formal public exhibition period was held from 8 to 30 September 2021. Council received 110 submissions on the draft Plan which related to the following topics:

- Proposed cat curfew
- Proposed mandatory cat desexing
- Pet registration
- Dogs off leash
- Dog waste
- Dog parks and walking paths
- Dangerous dogs and dog attacks
- Barking dogs
- Excess animal permits
- Officer training
- Education initiatives.

The public exhibition period included:

- An online presentation and question and answer session held on 23 September 2021. 35 people registered for the event and officers responded to 32 questions received from the public;
- An e-newsletter sent to 12,000 recipients to advise that the draft Plan was available for feedback and inviting residents to attend the online presentation;
- Information and polls on the Council's engagement platform; and
- A media release, web and social media content (Facebook, Instagram and LinkedIn) to promote the public exhibition period.

Changes to the final Plan were made as a result of community feedback obtained through this public exhibition.

1.3 Demographic Profile of Council

The City of Whittlesea is located in Melbourne's north, about 20km from the Central Business District (CBD). It is one of the largest municipalities in metropolitan Melbourne, covering an area of approximately 489 square kilometres.



About 70 per cent of the City is rural area, with the other 30 per cent being urban area, comprising houses, shops and factories.

Urban areas include:

- Bundoora (part)
- Doreen (part)
- Epping
- Epping North
- Lalor
- Mernda
- Mill Park
- South Morang
- Thomastown
- Whittlesea Township

Rural areas include:

- Beveridge (part)
- Donnybrook
- Eden Park
- Humevale
- Kinglake West
- Wollert
- Woodstock
- Yan Yean (part)

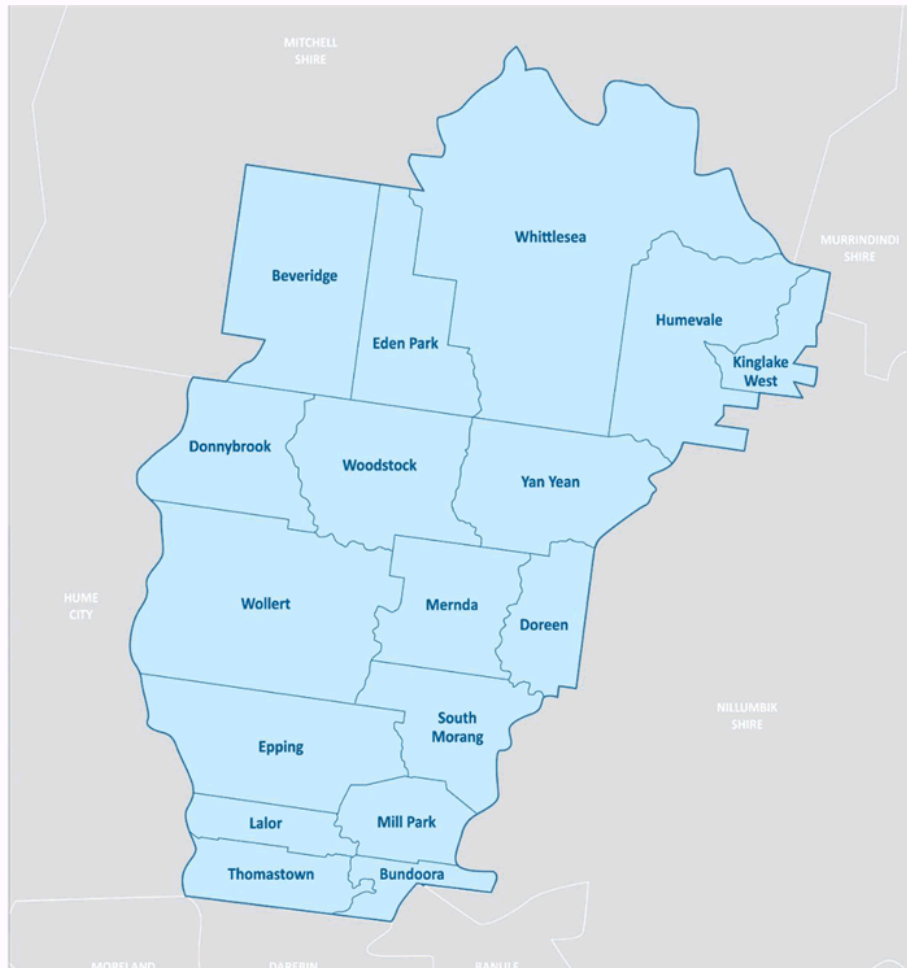
The City of Whittlesea is one of the fastest growing municipalities in Australia. The estimated population for 2020 is 236,539. This is expected to grow to 388,417 by 2041.

The community is slightly younger than average, with the largest age group being 30-34 years (9.1%), compared to (8.25) throughout Greater Melbourne.

The City of Whittlesea is one of the most multicultural municipalities in Victoria. In 2016, almost half of all local residents (over 86,000 residents) spoke a language other than English at home. The most common languages, other than English are Macedonian, Arabic, Italian, Greek and Punjabi. The Aboriginal and Torres Strait Islander population is around 1,638 people or 0.7%, higher than Greater Melbourne average (0.5%).



Figure 1: Map of City of Whittlesea Municipality



1.4 Context and current situation

Animal Management Services

The Animal Management Unit provides a broad range of services to ensure Council meets its legislative responsibilities regarding the management of domestic animals within the municipality. The unit is also responsible for ensuring the needs of the wider community are reflected through Council’s domestic animal management policies, procedures and practices.

Council’s domestic animal services include:

- Providing advice to the community on domestic animal matters and promoting responsible pet ownership
- Investigating of nuisance animal complaints and dog attacks



- Attending to customer complaints
- Managing Council's domestic animal collection and pound services contracts
- Maintaining a domestic animal register and undertaking registration checks
- Impounding wandering, unwanted or unowned cats and dogs
- Providing administration and control of dangerous, menacing and restricted breed dogs
- Providing an after-hours emergency service
- Registering and inspecting domestic animal businesses
- Providing administration and inspection of excess animal permits.

1.5 Domestic Animal Statistics

A high level summary of the current population and service numbers for domestic animals in the City of Whittlesea is outlined in Table 2.

Table 2: Current population and service numbers for domestic animals

<i>Program/Service:</i>	<i>Service Level:</i>
Identification & Registration	18,321 dogs 6,798 cats
Identification & Registration- doorknock campaigns	Renewal doorknocks are done from June - August where required, other doorknocks when time allows.
Domestic animal complaints	General complaints are generally acted on within 3 business days.
Dangerous Dogs complaints	Dogs acting aggressively or that have attacked are acted on within 1 hour
Routine street patrols	Aim for 20 (30 Min) patrols per week between all staff.
Epping Animal Welfare Facility	Monday, Wednesday, Friday 11am - 7pm Tuesday and Thursday 7am - 3pm Saturday and Sunday 9am - 4pm
Animals impounded	2,457 in 2020/21
Animals seized or surrendered	13 dogs seized in 2020/21 due to dog attacks.
Animals surrendered	77 dogs and 77 cats were surrendered in 2020/21
Animals reclaimed	658 in 2020/21

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Animals rehomed	1,133 in 2020/21
Animals euthanised	556 in 2020/21
Declared dogs	5 declared Dangerous Dogs 7 declared Menacing Dogs 4 Guard Dogs
Registered domestic animal businesses	11 in total 5 pet shops, 3 dog training facilities, 1 boarding establishment, 1 animal shelter and 1 pet day care.
Microchipping and/or desexing programs	Lost Dogs Home Bus x3/year
After hours emergency service	Contained dogs up until 6pm, emergencies after this time (dog attacks, injured animal, livestock)

2. Training of Authorised Officers

In order to deliver animal services that meet the requirements of the Act, to the level that the community expects, it is crucial to ensure that all authorised officers are appropriately trained and have the opportunity to participate in a robust training program.

The community engagement program illustrated a growing community expectation that Council officers should be fostering partnerships, supporting community education initiatives and facilitating positive interactions with the community.

2.1 Context and current situation

Council’s Animal Management Team has seven full-time animal management officers (AMOs), supported by a Team Leader and Administration Officer.

It is a requirement that all authorised officers have, at minimum, a Certificate IV in Government Statutory Compliance and Animal Control and Regulation or equivalent experience and undertake all Council required training programs, outlined in Table 3.

Each officer has an individual annual performance plan, which includes a section related to training and development. Plans are reviewed regularly, with training requirements and suggestions being updated at those times. Responsibility for ensuring that nominated training is completed is a shared responsibility for the individual officer and their supervisor.



Table 3: Authorised Officer training status - completed and in progress

Authorised Officer Training	No. Authorised Officers	
	Completed	In Progress
Certificate IV in Government Statutory Compliance & Animal Control and Regulation	3	1
Internal industry training – animal handling, animal assessment, statement taking, brief preparation, computer skills	7	
In-house training – management skills	1	
Customer service training – conflict resolution, telephone communication	5	
OH&S training – workplace safety	7	
OH&S training – Dog Bite Prevention Training	7	
Identifying Family Violence and Responding to Victim Survivors	4	
Authorised Officer Training- Additional	Completed	In Progress
Firearms training - Prevention of Cruelty to Animals	1	
Bureau of Animal Welfare – training and information days	7	
Municipal Association of Victoria – training and information days	1	

2.2 Our Planned Training for Authorised Officers

The City of Whittlesea planned a thorough training program for authorised officers to ensure that they have the skills and knowledge necessary to meet the requirements of the Act and deliver service in a manner that the community expects.

Table 4 shows the planned training for 2021-2025 and the expected timeframe of each.



Table 4: Planned training of Authorised Officers for the 2021-2025 period

Planned Training (2021-2025)	Expected Timeframe
OH&S <ul style="list-style-type: none"> ● Dealing with aggressive customers ● Working in remote areas ● Defensive driving 	Every 2 years or as new staff commence
Industry Training <ul style="list-style-type: none"> ● Animal handling ● Animal assessment ● Prosecutions ● Statement taking ● Evidence gathering 	Every 2 years for animal management As other training opportunities arise.
Restricted Breed Dog Identification	Every 2 Years (DEDJTR)
Council e-learning opportunities	As per Council requirements
Customer Service	As per Council requirements
Identifying Family Violence and Responding to Victim Survivors	Every 2 years
Cert IV in Animal Control and Regulation	AMO staff are required to complete this course as part of their duties.
Cert IV in Local Government (Regulatory Services)	AMO staff are required to complete this course as part of their duties.
Investigations	As arises
Firearms Training	Every 3 months for authorised officers
Training on handling pets in emergency	As arises
Australian Institute of Animal Management	1 officer has membership, others as required
Management seminars/conference	As arises



2.3 Our Plan

Table 5: Activities under Section 2 Objective 1

Objective 1: Ensure animal management officers have the skills necessary to support the community and effectively perform their regulatory role		
Activity	When	Evaluation
Partner with City of Darebin and Moreland City Council to roll out all training as outlined in Table 4, through joint training sessions.	July 2025	% of officers completed training % of trainings implemented
Explore opportunities for ongoing training in partnership with City of Darebin and Moreland City Council.	Ongoing	No. of training programs undertaken
Customer Service training to encourage positive interactions with community members.	Every 2 years	% of officers completed training
Maintain a training register for individual officers detailing completed and proposed training.	Annually	Review of training register
Investigate other available training courses (Animal Welfare Victoria, RSPCA seminars).	Annually	No. of additional training opportunities provided No. of staff
Explore a standardised Induction process with the City of Darebin and Moreland City Council and sharing an induction template.	July 2022	Induction process developed
Partner with City of Darebin and Moreland City Council to develop an Animal Management Team Development Day	Annually	No. Animal Management Team Development Days delivered
Have a staff member undertake Mental Health First Aid training.	As opportunity arises	No. staff completed Mental Health First Aid training.



3. Programs to promote and encourage responsible pet ownership and compliance with legislation

Responsible pet ownership was a key theme that emerged from the community consultation. There was a strong desire from the community to address the attitude or behaviour of owners, welfare concerns for cat and dogs, veterinarian and pound practices and developing partnerships with community groups and advocacy groups.

3.1 Context and Current Situation

Council provides information and advice to the community regarding responsible pet ownership and has a number of initiatives and programs in place to encourage responsible pet ownership. Some of the programs include:

- Educating the community about responsible pet ownership, including the benefits of desexing, registration and microchipping.
- Off-leash dog park location map and listing on the Council website
- A Lost Animals in the City of Whittlesea Facebook page to help reunite pets with their owners.
- Temporary accommodation of residents' pets to support family violence victims or survivors in an emergency or crisis.

Education Initiatives

Council recognises that education and information is critical to encouraging responsible pet ownership.

Whilst Council currently undertakes a series of educational initiatives, we plan to increase our focus on education over the next four years, including:

- Providing opportunities for the public to meet our Animal Management Officers and find out about local animal services, including at dog parks and community markets and events;
- Presenting an annual pet expo in partnership with Moreland City Council and the City of Darebin;
- Hosting online information webinars;
- Partnering with registered dog trainers to present demonstrations;
- Conducting a responsible pet ownership in schools program;
- Microchipping events; and
- Using social media to run campaigns about responsible pet ownership.



COVID-19 Impacts

COVID-19 has had significant impacts on the community, including animals. There has been an unprecedented demand to foster and adopt pets during stay at home orders.

With many community members adopting and acquiring puppies and obedience training and puppy classes not available, dogs have not undergone training and missed opportunities to socialise. Dogs may have not coped with the changes COVID-19 brought such as lack of socialisation, stress and disrupted routine resulting in behavioural issues. This may lead to issues that will need to be addressed during the life of this Plan.

Dog Off-leash Area Policy and Management Plan

In 2016 Council adopted their Dog off-leash Area Policy and Management Plan to provide direction for the establishment and operation of off-leash areas within the Municipality. Council recognises off-leash areas as a valuable asset providing physical and mental health benefits to the community, both residents and dogs.

A full list of dog off-leash parks can be found on the Council's website.

Cat Curfew

During the community consultation there were 144 mentions regarding the introduction of a cat curfew from City of Whittlesea participants, representing 8% of all feedback from residents.

The introduction of a cat curfew was mentioned in response to participants being asked about their cat concerns in the local area and what Council could do to address the concern or how Council could improve its animal management services for the benefit of the general community and for its pet owners. Feedback suggested that the introduction of a cat curfew would address issues such as roaming cats, the impact of cats on wildlife, cats leaving waste on people's property, fighting cats and the number of stray cats in the community.

Further community engagement is proposed to ascertain whether the community wants a cat curfew in the City of Whittlesea.

City of Whittlesea participants were asked what behaviour they observed of cats in the community in the online survey, the top three responses were cats in the street at night, cats preying on wildlife and disturbed gardens beds due to cat activity.

Community education was a key priority highlighted throughout the community consultation and an important Council role in domestic animal management. The top community education priority topic for City of Whittlesea was cat curfews in your area with 404 participants selecting this topic.



3.2 Our Current Orders, Local Laws, Council Policies and Procedures

Orders:

- Section 23 of the Domestic Animals Act 1994
- Section 26 Domestic Animals Act 1994

Local Laws:

- General Municipal Law 2015 Part 6

Policies and Procedures:

- Dog Off-leash Area Policy & Management Plan 2016 to 2026 - sets direction and provides a guide for decision-making for provision of off-leash areas
- Domestic Animal Welfare Support Policy 2019 - temporary care of domestic animals (pets) owned by residents at risk of or in a crisis due to family violence
- Animal Registration and Refunds Policy 2019

3.3 Our Plan

Tables 6, 7 and 8 show the activities, timeframe and method of evaluation to meet each activity under Section 3 Objectives 1, 2 and 3.

Table 6: Activities under Section 3 Objective 1

Objective 1: Introduce mandatory cat desexing		
Activity	When	Evaluation
Community consultation regarding the introduction of mandatory cat desexing for new registrations.	March 2022	Support for the introduction of mandatory cat desexing
Develop draft mandatory cat desexing policy/local laws for new registrations to be desexed (subject to community consultation supporting the introduction of mandatory desexing for new cat registrations).	July 2022	Policy endorsed
Partner with local vet clinics to promote the benefits of desexing cats.	December 2022	No. partnerships developed No. information packs developed
Develop a discounted pet desexing program for concession card holders	Ongoing	No. program participants



Table 7: Activities under Section 3 Objective 2

Objective 2: Explore the feasibility of introducing of a cat curfew		
Activity	When	Evaluation
Community consultation regarding the introduction of a cat curfew.	March 2022	Support for the introduction of a cat curfew
Develop draft cat curfew policy/local law (subject to community consultation supporting the introduction of a curfew).	July 2022	Draft policy/local law developed
Promote the benefits of containing cats to their owner's property using materials developed through Safe Cats, Safe Wildlife and include the resource as part of the information pack given with registrations. (Reworded)	Ongoing	Facebook likes, shares and engagement Webpage clicks and time spent on page
Provide cat owners with resources and information to assist with transitioning their cat to a stay at home lifestyle (subject to community consultation).	Prior to curfew – late 2022	Feedback from the community
Provide DIY cat enclosure workshops and information including an online video	Biannually from 2024/2025	No. participants Feedback received
Audit the amount of cat cages available to residents and see if supply is sufficient to meet need.	Annually	Number of requests for cages vs number of cages available

Table 8: Activities under Section 3 Objective 3

Objective 3: Promote responsible cat and dog ownership		
Activity	When	Evaluation
Partner with the City of Darebin, Moreland City Council and local dog training businesses to encourage puppy/dog training and behaviour correction.	Ongoing	No. participants



<p>Develop a social media plan to promote various elements of responsible pet ownership, including:</p> <ul style="list-style-type: none"> • Picking up after your dog • The importance of socialising and training dogs • Mandatory cat desexing (subject to community consultation) • What to do if you find a lost pet • Keeping cats out of other people’s property • How to use off-leash dog parks responsibly • Responsibilities of owning a greyhound • When and how to muzzle your dog • Identifying when a dog is stressed or threatened • How to choose the right type of dog to suit your family/lifestyle • How to report dog attacks and potential outcomes if your dog attacks 	<p>Annually</p>	<p>Facebook likes, shares and engagement</p> <p>Webpage clicks and time spent on page</p>
<p>Run a campaign about the importance of responsible cat ownership, sending information or QR codes for information out with renewal notices.</p>	<p>Annually</p>	<p>No. complaint numbers</p> <p>No. participants</p>
<p>Develop a ‘meet your Animal Management Officer’ program, including events at dog parks and stalls at community markets and events.</p>	<p>October 2024</p>	<p>No. recommendations and improvements</p>
<p>Webinars to share information on responsible pet ownership topics through partnerships with Moreland and Darebin as well as vets, Wildlife Victoria, Rescues and Shelters.</p>	<p>July 2023</p>	<p>No. participants</p>
<p>Host an event in partnership with City of Darebin and Moreland City Council to bring together pet stakeholders (Vets, Rescue Groups, shelters, dog trainers) to share information and services with the community</p>	<p>Annually</p>	<p>No. participants</p>



Partner with local veterinary clinics to share information with pet owners about responsible pet ownership.	Ongoing	No. vet participants
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4. Programs to address overpopulation rates and any high euthanasia rates

The overpopulation of cats and dogs is an issue that presents challenges in the community such as impacts on wildlife, people and other cats and dogs. There are also impacts on the welfare of cats and dogs if they are stray, semi-owned, or malnourished due to limited capacity of owners to care for them. Particularly the overpopulation of cats leads to challenges with rates of euthanasia within the stray cat population due to low rehoming rates.

During the community engagement program, the community and key stakeholders expressed concern regarding euthanasia rates, as well as a desire to explore mandatory desexing to address overpopulation issues. The population and euthanasia rates are demonstrated in Table 9. There has been a 15% decrease in the number of cats impounded between 2019/20 and 2020/21, and a slight increase in the number of cats returned to their owners or rehomed. The number of impounded cats euthanised remained the same at 30% for 2019/20 and 2020/21.

4.1 Context and Current Situation

Table 9: Numbers of cats and dogs impounded and subsequent outcomes

	2017/2018 *	2018/2019	2019/2020	2020/2021
Dogs				
Impounded	788	921	888	759
Returned to owner	560	621	539	516
Euthanasia (feral or unsafe to rehome)	51	80	83	67
Rehomed	177	181	180	108



Cats				
Impounded	1416	2035	2007	1698
Returned to owner	71	82	122	142
Euthanasia (feral or unsafe to rehome)	314	521	610	489
Rehomed	649	1054	1289	1025

* Data from 2017/2018 is from October 2017 – June 2018

Rates of dog euthanasia are much lower due to the higher rates of dogs being reunited with their owners or being rehomed compared to cats, however there was a slight decrease of impounded dogs being euthanised in 2020/21 from 2019/20.

While more than 67% of impounded dogs were returned to their owners in 2020/21, only 8% of impounded cats were returned to their owners.

The number of impounded cats and dogs increased significantly in 2018/19 and saw a decrease in 2019/20 and further decrease in 2020/21.

Animals that are not reclaimed are offered for rehoming if they meet temperament and health requirements. Animals may be euthanised if they have an untreatable disease or if they have temperament issues that pose a risk to the community.

City of Whittlesea’s current educational and promotional activities include:

- Providing relevant information via website, social media and Council publications
- Providing prompt proactive and reactive enforcement activities

Mandatory desexing of cats

There was strong support from the community for mandatory desexing of cats where the owner is not a registered breeder, 83% of survey respondents.

A further 13% of City of Whittlesea respondents “somewhat” supported the proposal but did have some concerns; these were:

- Making cat desexing strictly mandatory rather than by owner choice (n=13)
- That the cost of desexing is expensive (n=9)
- Other reasons - such as should allow cats to have one litter only (n=9)
- Desexing should be done later in the cat's life (n=4).

For context, 95% of registered cats are desexed, whilst 70% of registered dogs are desexed. This indicates that semi-owned cats may be more significant contributors to overpopulation.



4.2 Our Current Orders, Local Laws, Council Policies and Procedures

Local Laws:

- City of Whittlesea General Local Law of 2015- Part 6

Compliance Activities:

- Free use of cat traps for residents and businesses
- Cat trapping programs in public areas
- Personalised cat trapping programs for residents who are unable to do it themselves
- Attendance and assistance with situations of animal hoarders
- Excess animal permit system to manage the number of animals per property.

4.3 Our Plan

Tables 10 and 11 show the activities, timeframe and method of evaluation to meet each activity under Section 4 Objectives 1 and 2.

Table 10: Activities under Section 4 Objective 1

Objective 1: To decrease the number of stray, abandoned and unwanted cats.		
Activity	When	Evaluation
Partner with City of Darebin and Moreland City Council to seek partnership/funding to conduct a mobile desexing program.	As grant funding is available	No. participants
Operate a desexing voucher or booking system through Epping Animal Welfare Facility, local clinics, Lost Dogs Home, MADI van.	2021/22	No. participants
Partner with City of Darebin, Moreland City Council and mental health support services to develop a strategy to manage cat hoarding.	By December 2024	Cat hoarding strategy developed



Table 11: Activities under Section 4 Objective 2

Objective 2: To minimise the number of animals euthanised.		
Activity	When	Evaluation
Encourage partnerships between shelter and rescue groups, through 84Y agreements.	By July 2022	No. partnerships
Partner with other Council teams to provide support to community members in caring for their pets.	Ongoing	No. instance of support No. internal partnerships
Partner with City of Darebin, Moreland City Council, EAWF, Cat Protection Society, Maneki Neko and Lost Dogs Home to provide a neonatal program.	2022	Program developed No. cats supported

5. Registration and Identification

Registration and the requirement to be microchipped is a legislative requirement, it provides Council with an understanding of the level of pet ownership and allows for the development of relevant services and programs. It also assists in the safe and quick return of any lost cats and dogs to their owners.

In Victoria, local councils are responsible for managing pet registrations on behalf of the Victorian Government, including setting and collecting annual registration fees.

There were key suggestions provided on registration and identification through the community engagement program; around ensuring the registration process is easy and there is help available, increasing education on the benefits of registration and providing cost incentives.

5.1 Context and Current Situation

There are currently 18,321 registered dogs and 6,798 registered cats in the City of Whittlesea, as shown in Table 12. It is difficult to capture data on the actual ownership population of animals, as we know that not all cats and dogs are registered.

There has been a significant increase in the number of cats and dogs registered in 2020/21, 36% in cats and 11% in dogs. This could be due to the Covid-19 lockdowns where there was a surge in the demand for pet purchase and adoption.



Concession rates for registration were accessed by 21.5% of total registrations of dogs and 25% of total registrations of cats.

Table 12: Registration and microchipping numbers of cats and dogs

	Dogs	Cats
Registration Numbers	18,321	6,798
• New	1,602	782
• Renewal	16,719	6,016
Concessions	3,947	1,693
Offenses/prosecutions for unregistered animals	501 for cats and dogs combined	

Council provides the following educational and community awareness activities:

- Providing half price registrations for new applicants from 10 October each year until 9 April.
- Following up registrations for cats and dogs purchased from pet shops and shelters
- Utilising microchip scanners on patrols
- Providing first year free registrations for animals rehomed from animal rescue group organisations
- Providing promotional material and reminders via postal mail; text messaging; officers on patrol; corporate communications such as the Local News newsletter, local newspapers and 'Messages on Hold'; website; Customer Service Centres
- Requiring all domestic animal businesses to carry registration application forms

5.2 Our Current Orders, Local Laws, Council Policies and Procedures

Local Laws:

- City of Whittlesea General Local Law of 2015- Part 6

Compliance Activities:

- Annual registration renewal follow up and audit
- Doorknocking programs throughout the municipality
- Proactive patrols of parks and public open spaces
- Inspections of excess animal permits
- Property inspections following information received from the public



- Investigating all nuisance animal complaints including detecting unidentified animals; and
- Enforcement of legislation.

5.3 Our Plan

Table 13 and 14 shows the activities, timeframe and method of evaluation to meet each activity under Section 5 Objective 1 and 2.

Table 13: Activities under Section 5 Objective 1

Objective 1: Increase the number of cat and dog registrations by 10% by December 2025		
Activity	When	Evaluation
Advocate to the Victorian Government to set consistent registration fees across all 79 Victorian councils.	2021/22	No. recommendations developed/implemented
Promote registration through annual door knocks and communications e.g variable message boards, a-frames, decals on vans.	Annual	No. door knocks undertaken No. pets registered through door knock.
Partner with City of Darebin and Moreland City Council to provide information on registration and microchipping in multiple languages.	June 2024	No. of translated resources provided
Consider introducing a microchipping discount scheme.	2024/25	No. of stakeholders engaged
Introduce 84Y agreements with vets to complete registrations and return animals to owners through microchip scanning.	July 2022	No. of registrations No. of animals diverted from impoundment
Review the Animal Registration and Refund Policy to consider reduced registration rates and the feasibility of incentivising animal registration by waiving the fee for the first year of registration (subject to Victorian Government advocacy outcome)	2022	No. recommendations developed/ implemented
Promote registration discounts and concessions available for desexing and microchipping animals.	Annual	No. of discounts/ concessions used
Form agreements with partners and rescue groups to complete Council registration at adoption time.	July 2022	No. partnerships No. registrations through partners



Explore opportunities to partner with real estate agents to advise Council when a new pet moves into the City of Whittlesea.	2022/23	No. partnerships No. registrations through real estate agents
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Table 14 Activities under Section 5 Objective 2

Objective 2: Review the effectiveness and ease of use of the online registration system		
Activity	When	Evaluation
Conduct a survey with online users to seek feedback on the ease of use of the system	October 2023	No. participants
Undertake a Council-led review of the system based on feedback	February 2024	No. recommendations developed/implemented
Promote improvements to the registration system	July 2024	No. promotions and reach

6. Nuisance

Community feedback demonstrated key nuisance themes for the community, particularly relating to barking dogs, cat and dog waste, cat and dog impacts on wildlife, issues with dogs in open space and cats out at night. Council has a role in protecting the community from unnecessary nuisance from cats and dogs through their services and community education.

6.1 Context and Current Situation

The data in Table 15 illustrates the number of contacts received by Council from customers in relation to nuisance caused by cats and dogs. While complaints to Council about barking dogs, dogs at large and cat cage requests have all declined in 2020/21, dog attacks and rushes have increased in that time.

It could be surmised that the increase in residents working from home (due to COVID-19 lockdowns) has had a positive impact on cats and dogs while owners are at home during the day. The increase in dog attacks could be explained by the fact more residents are walking their dogs in parks and encountering other dogs, contributing to an increase in incidents in the past year, however it is important to note that the rate is consistent with the 2018/19 period.



Table 15: Cat and dog complaints to Council from 2018/19 to 2020/21

Nature of Complaint	2018/2019	2019/2020	2020/2021
Barking dogs	231	215	165
Domestic animal pick up	1439	1474	1805
Dogs at large	301	265	253
Cat cage requests	431	531	468
Dog attacks and rushes	152	138	153
Animal violations (includes unregistered dog/cat, defecating, off-leash in park/reserve and excessive animals)	1846	*761	1278

* New system was implemented - figure may not be comparable to other years

Council's current educational and promotional activities include:

- Providing information and advice on methods for resolving nuisance in the community.
- Encouraging complainants to speak to the owner of the animal causing the nuisance directly and as early as possible
- Providing a barking dog diary and noise nuisance complaint form.
- Providing prompt proactive and reactive enforcement activities and proactively patrols parks and open spaces within the municipality.
- Providing eight fully fenced off-leash dog parks across the municipality

6.2 Our Current Orders, Local Laws, Council Policies and Procedures

Local Laws:

- City of Whittlesea General Local Law of 2015- Part 6

Policies and Procedures:

- Noise complaints- procedure
- Trapping programs- procedure
- Barking dog- policy and procedure
- Excess animal permit system



Current Compliance Activities

The Animal Management team currently responds to complaints and undertakes investigations, infringements and, when necessary, prosecutions. In the first instance, education and prevention are more effective ways of dealing with these matters rather than enforcement.

Council staff patrol on and off-leash areas in parks and nearby streets weekly, including weekends and evenings during daylight savings. They provide education and enforcement of local laws to reduce the incidence of animal nuisance and dog attacks.

6.3 Our Plan

Tables 16, 17 and 18 show the activities, timeframe and method of evaluation to meet each activity under Section 6 Objectives 1, 2 and 3.

Table 16: Activities under Section 6 Objective 1

Objective 1: Reduce the number of nuisance complaints that arise in the Municipality.		
Activity	When	Evaluation
Explore running Council-run dog training through a procurement process	May 2024	No. of complaints pre and post No. of participants
Explore the use of mountain bikes to increase patrols in off-leash areas.	2023/24	No. patrols No. fines
Partner with Moreland City Council, the City of Darebin, Parks Victoria, Melbourne Water, Merri Creek Management Committee and other key stakeholders to review signage at dog parks, ensuring consistent messaging about dog owners' responsibilities. (Reworded)	2023/24	No. signs
Promote exercising dogs to reduce barking complaints	Quarterly	No. barking complaints

**Table 17: Activities under Section 6 Objective 2**

Objective 2: Reduce the number of instances of dog faeces being deposited in public space.		
Activity	When	Evaluation
Partner with City of Darebin and Moreland City Council to develop a responsible pet ownership resource regarding dog waste in the community.	Late 2023	No. complaints
Audit dog waste bins across the municipality and consider providing biodegradable bags	2023/24	No. dog waste bins installed No. biodegradable bags used
Implement signage around cleaning up after your dog in public spaces. Explore the use of footpath decals.	2023/24	No. complaints No. signs implemented

Table 18: Activities under Section 6 Objective 3

Objective 3: Make it easier to report animal management issues to Council.		
Activity	When	Evaluation
Consider the feasibility of developing a smart phone app for community reporting of domestic animal management issues.	2025	No. recommendations developed/ implemented
Engage with service users to evaluate the ease of reporting animal management issues to Council.	October 2023	No. participants
Consider purchasing a recording device to provide independent proof of dog barking	2022/23	No. participants
Explore using a service such as Barkup! to manage barking complaints.	2022/2023	No. barking complaints Feedback from users

7. Dog attacks

Dog attacks against people and other animals, unfortunately, do occur in the local area. Community feedback indicated public dog parks are a particular area of concern and owner behaviours and understanding of responsibilities needs to be addressed.

7.1 Context and Current situation

Over the past year (2020-2021) Council has responded to, or been alerted to 153 dog attack complaints of varying severity. There are currently 16 dogs that are declared as dangerous or menacing in the City of Whittlesea. Complaints are reported by email, phone or online. A total of eight matters proceeded to court.

**Table 19: Dog attacks in City of Whittlesea**

	Information	Number
Dog attacks	Varying severity	153
Declared dogs	Current dangerous/Menacing	16
Reporting systems	Email/Phone/Online	153
Complaints	Dog attack complaints	153
Prosecutions	Matters proceeding to court	8

Current activities undertaken by Council to minimise the risk of dog attacks on people and animals include:

- Providing community education about dangerous/restricted breed dogs and containment of dogs;
- Providing proactive park and street patrols;
- Contacting dog owners to provide information or follow-up;
- Inspecting properties where declared dangerous and restricted breed dogs reside;
- Responding promptly to complaints about dog attacks; and
- Investigating dog attack reports and taking an appropriate course of action.

7.2 Our Current Orders, Local Laws, Council Policies and Procedures

Orders:

- Prohibiting exercising of dogs off-leash, other than in designated places;
- Designating eight off-leash dog parks.

Policies and Procedures:

- Investigation of dog attacks and rushes- procedure
- Dealing with dogs that have been proven to rush or attack- procedure

Compliance Activities:

- Annual registration renewal follow ups
- Proactive park and street patrols
- Inspections of properties where dangerous and restricted breed dogs reside
- Prompt response to complaints (within one hour)
- Door-knocking to identify unregistered animals
- Enforcement in relation wandering dogs, attacks and rushes
- Consistent use of declaration/destruction powers

A place for all



7.3 Our Plan

Tables 20 and 21 show the activities, timeframe and method of evaluation to meet each activity under Section 7 Objectives 1 and 2.

Table 20: Activities under Section 7 Objective 1

Objective 1: Decrease the number of confirmed dog attacks in the community		
Activity	When	Evaluation
Review the safety and security of dog off-leash parks in the municipality, consider the standard design of fences.	2023	No. recommendations developed/implemented
Explore the installation of CCTV at dog off-leash parks	2023	No. of CCTV cameras implemented
Provide proactive and visible patrols at dog off-leash parks	2021 and ongoing	No. attacks/rushes in on-leash vs off-leash No. official warnings/PINS issued
Educate children in local schools on the importance of responsible pet ownership	Annually from 2024	No. school children educated

Table 21: Activities under Section 1 Objective 2

Objective 2: Increase community awareness of how to report dog attacks		
Activity	When	Evaluation
Customer service review to measure customer service satisfaction, including timeliness, professionalism and responsiveness when dealing with dog attacks	June 2025	Customer service feedback received
Vets to notify Councils when they come across aggressive/risky dogs	2022/23	No. notifications received



8. Dangerous, menacing and restricted breed dogs

The community's understanding of what constitutes a dangerous or restricted breed dog may not broadly align with the classifications as per the Act, however it was clear from the community engagement program that there was some community concern about dangerous dogs in the community (particularly off-leash dog parks) and poor management by owners.

8.1 Context and Current Situation

The City of Whittlesea currently has 18 dogs with restrictions (Table 22). This is a decrease from July 2017 when there were a total of 28 dogs with restrictions housed within the City of Whittlesea. A total of 18 property audits were conducted regarding dangerous dogs during 2020-21.

Council administers and enforces provisions of the Act to identify and control dangerous, menacing and restricted breed dogs to ensure the safety of the community.

Table 22: Declared dogs in the City of Whittlesea

Information	Number
Dogs declared dangerous	5
Dogs declared menacing	7
Restricted breed dogs	2
Guard dogs	4
Total	18
Complaints received re: dangerous dogs	0
Courts cases re: dangerous dogs	0
Prosecutions re: dangerous dogs	0
Audits conducted re: dangerous dogs	18

City of Whittlesea’s current education/promotion activities include:

- Providing fact sheets and Bureau of Animal Welfare brochures on dangerous/restricted breed dogs;
- Implementing educational activities at local events; and
- Providing information via the Council website, social media and traditional media.



8.2 Our Current Policies and Procedures

Council's policies and procedures for dealing with dangerous, menacing and restricted breed dogs are conducted in compliance with the provisions of Council's legislative powers under the Domestic Animals Act and Regulations.

Compliance activities:

- Annual inspections of premises housing dangerous and restricted breed dogs;
- Prompt response to complaints of suspected dangerous or restricted breed dogs (within one hour);
- Door-knocking to identify unregistered animals;
- Enforcement in restricted breed dog inspections; and
- Maintaining and providing details of dangerous dogs, restricted breed dogs and menacing dogs on the Victorian Declared Dog Registry (VDDR).

8.3 Our Plan

Tables 23 and 24 show the activities, timeframe and method of evaluation to meet each activity under Section 8 Objectives 1 and 2.

Table 23: Activities under Section 8 Objective 1

Objective 1: Identify and register all declared dogs in the City of Whittlesea		
Activity	When	Evaluation
Cross-reference microchip databases with current Council registration database to identify potential restricted breed dogs.	Ongoing	No. dogs recorded
Ensure all declared dogs are recorded on the Victorian Declared Dog Registry (VDDR) and the VDDR is kept up to date	Ongoing	No. dogs recorded



Table 24: Activities under Section 8 Objective 2

Objective 2: Ensure all declared dogs are compliant with relevant legislation and regulations		
Activity	When	Evaluation
Conduct random property inspections of declared dogs to ensure compliance	Ongoing	No. random property checks
Partner with City of Darebin and Moreland City Council to develop a standard operating procedure for checking property compliance and what to do if non compliant	July 2025	Procedure developed
Partner with City of Darebin and Moreland City Council to develop a consistent approach to declarations using the same matrix	July 2025	Approach developed

9. Domestic animal businesses

All Domestic Animal Businesses must register with their local council. Under current legislation (Domestic Animals Act 1994), local council has the authority to:

- Refuse registration of a business if they fail to comply with the legislation and relevant code of practice
- Set special conditions on the registration of any domestic animal business.

9.1 Context and Current Situation

There are 11 registered Domestic Animal Businesses within the City of Whittlesea, comprising:

- Five pet shops;
- Three dog training establishments;
- One boarding establishment;
- One animal shelter; and
- One pet daycare facility.

There are currently no registered breeders within the City of Whittlesea.

Council identified one unregistered Domestic Animal Business and received one complaint. Table 25 provides additional information about Domestic Animal Businesses.



The provision of pound services is conducted by RSPCA (Vic) on behalf of the City of Whittlesea. The RSPCA also operates a registered animal shelter with Council from this facility. This shelter provides significant benefits in relation to animal welfare, convenience to the community and education in relation to animal ownership.

Table 25: Domestic Animal Businesses in the City of Whittlesea

Domestic Animal Business Statistics	No.
Registered Domestic Animal Businesses	11
Identified non-registered Domestic Animal Businesses	1
Complaints regarding Domestic Animal Businesses	1
Prosecutions related to Domestic Animal Businesses	0
Notices to comply related to Domestic Animal Businesses	0

Current educational, promotional and compliance activities include:

- Providing all Domestic Animal Businesses with the relevant Code of Practice;
- Bureau of Animal Welfare fact sheets on Domestic Animal Businesses available in Council offices, on the Council website and sent to registered businesses;
- Registration of all Domestic Animal Businesses;
- Conducting annual audits of each Domestic Animal Business within the City of Whittlesea;
- Follow up any non-compliance as required;
- Regular patrols for new/non-registered Domestic Animal Businesses; and
- Occasional unannounced inspections.

9.2 Our Current Policies and Procedures

- Domestic Animal Businesses must be registered annually with Council;
- All Domestic Animal Businesses are audited annually;
- Registration forms and information on Council website and at Council offices;
- Procedure regarding noise nuisance complaints from Domestic Animal Businesses;
- Any new businesses must be inspected before registration;
- Domestic Animal Businesses must notify Council when any animals are sold or given away so that Council can ensure registration.



9.3 Our Plan

Tables 26 and 27 show the activities, timeframe and method of evaluation to meet each activity under Section 9 Objectives 1 and 2.

Table 26: Activities under Section 9 Objective 1

Objective 1: Identify and register all Domestic Animal Businesses in the municipality		
Activity	When	Evaluation
Identify all businesses that should be registered DABs in the municipality and determine their registration status. Partner with planning to receive notification when a new animal related business is seeking a permit	As required	No. DABS registered (100%)
Investigate any report of unregistered Domestic Animal Businesses	As required	No. reports investigated (100%)
Audit rescue groups/foster carers in terms of housing requirements, similar to Domestic Animal Businesses (DAB).	2022/23	No. audits completed

Table 27: Activities under Section 9 Objective 2

Objective 2: Annually inspect and audit all registered Domestic Animal Businesses		
Activity	When	Evaluation
Conduct annual audits of all Domestic Animal Businesses	Annually	No. audits conducted (100%)
Where required, act promptly to address matters of non-compliance.	As required	No reports investigated (100%)
Investigate and act upon public complaints about Domestic Animal Businesses.	As required	No reports investigated (100%)



10. Other matters

10.1 Context and Current Situation

The Epping Animal Welfare Facility (EAWF) was funded by Whittlesea, Darebin and Moreland City Councils and opened in October 2017. The operation of EAWF is managed by RSPCA, who have significant experience in animal care and welfare, with a strong focus on foster care, adoption and the rehoming of animals.

Impounded cats and dogs are housed at EAWF and kept for the statutory period during which time the RSPCA is required to make every effort to reunite the animal with its owner. RSPCA is contracted to provide animal management services on behalf of Council at the EAWF.

During the key stakeholder interviews there were concerns raised regarding the current practices of EAWF in terms of re-homing animals and euthanasia. There were suggestions to improve partnerships with community rescue groups to improve outcomes for animals.

10.2 Our Policies and Procedures

- Domestic Animal Welfare Support Policy
- The EAWF is operated by the RSPCA therefore their policies and procedures apply with respect to the management of animals impounded to the EAWF.

10.3 Our Plan

Table 28 shows the activities, timeframe and method of evaluation to meet each activity under Section 10 Objective 1.

Table 28: Activities under Section 10 Objective 1

Objective 1: Review the operation of the EAWF to ensure it is achieving best practice		
Activity	When	Evaluation
Review rescue and foster programs provided.	2021/22	Review completed No. recommendations developed and implemented No. animals rehomed or fostered
Undertake mid-term milestone review of the 10 year contract with RSPCA for the Epping Animal Welfare Facility.	2021/22	Review completed No. recommendations developed and implemented
Review the Domestic Animal Welfare Support Policy.	2023/24	Review completed



11. Annual review of plan and annual reporting

In line with the Domestic Animals Act, Council must review its Domestic Animal Management Plan annually and amend the plan as needed. The following activities outline how the Council will meet these requirements.

11.1 Our Plan

Table 29 shows the activities, timeframe and method of evaluation to meet each activity under Section 11 Objective 1.

Table 29: Activities under Section 11 Objective 1

Objective 1: Comply with Section 68A(3) of the Domestic Animals Act		
Activity	When	Evaluation
Provide the Secretary with a copy of the plan and any amendments to the plan.	December 2021 and annually	Copy provided to Secretary
Review the Domestic Animal Management Plan annually and, if appropriate, amend the plan.	Annually	Plan reviewed annually
Publish an evaluation of its implementation of the plan in Council's Annual Report.	Annually	Evaluation report published
Provide progress reports through Council's 'health check' reporting	Quarterly	Quarterly progress reports
Council will undertake a major review of the plan after four years.	2025	Major review undertaken

**ITEM 6.2.4 PROPOSED DECLARATION OF ROAD - CAMERON STREET,
DONNYBROOK**

Attachments:	1	Declaration Plan
	2	Site Plan
	3	Title Plan
Responsible Officer:	Director Corporate Services	
Author:	Senior Property Officer	

RECOMMENDATION SUMMARY

That Council, pursuant to section 204(1) of the *Local Government Act 1989* (Vic) ("Act") resolve to:

1. Commence statutory procedures to consider declaring the whole of the land contained in certificate of title volume 12260 folio 394 ("Council land") to be a public highway for the purposes of the Act
2. Give public notice of the proposal, under section 223 of the Act, in the "Whittlesea Review" newspaper
3. Establish an Advisory Committee of Council (the 'Committee') comprising of Administrator _____ and Administrator _____ (although one Administrator can be appointed) to consider written submissions and to hear those persons requesting to be heard in relation to their submission by the Committee at a format, time and date to be determined by the Committee
4. Receive a further report on the proposed road declaration of the Council land, following the receipt of any submissions received pursuant to section 223 of the Act.

BRIEF OVERVIEW

Council is currently governed by both the *Local Government Act 1989* (Vic) and the *Local Government Act 2020* (Vic). For the purposes of this report & to declare a road to be a public highway the *Local Government Act 1989* (Vic) continues to apply.

This report seeks Council's approval to commence the statutory procedures pursuant to section 204(1) of the *Local Government Act 1989* (Vic) (the Act) to consider declaring the land shown on the road declaration plan attached to this Report at Attachment 1 (Declaration Plan), being the whole of the land contained in certificate of title volume 12260 folio 394 (Council land) to be a public highway for the purposes of the Act.

RATIONALE FOR RECOMMENDATION

For the reasons set out in the Report, the Council land is a 'road' for the purposes of the Act and capable of being declared a public highway.

Mirvac Pty Ltd has agreed with Council to construct the road on the Council land, at its cost, if Council acquires title to the Council land and declares the Council land as a public highway.

IMPACTS OF RECOMMENDATION

Prior to Council considering the proposal to declare the Council land to be a public highway it must give public notice of the proposal in accordance with section 223 of the Act.

If Council declares the Council land to be a public highway, it must record the Council land on its Register of Public Roads and it will then be responsible for the future inspection and maintenance of the Council land in accordance with its Road Management Plan.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

A further report will be presented to Council after giving public notice of Council's proposal to declare the Council land to be a public highway.

REPORT**BACKGROUND**

Mirvac Pty Ltd (Mirvac) has acquired, or is in the process of acquiring, the parcels of land coloured pink on the plan attached to this report at Attachment 2 (Site Plan) to facilitate its development of the Olivine Estate (Development).

Part of the Council land, shown coloured grey on the Site Plan, abuts part of the land comprising the development.

As part of its Development, Mirvac designated the Council land as the location for a future municipal road to provide access to its development. Mirvac has agreed with Council to construct the road, at its cost, if Council acquired title to the Council land and is able to declare the Council land as a public highway. The title for this land was transferred into Council's name for nil consideration pursuant to the *Road Management Act 2004* (Vic).

On 22 September 2020, Council acquired title to the Council land by the registration of an application pursuant to section 59(1) of the *Transfer of Land Act 1958* with nil consideration.

PROPOSAL

This report seeks Council's approval to commence the statutory process required to consider declaring the Council land to be a public highway for the purposes of the Act. The Council land must be a 'road' for the purposes of the Act for Council to consider the Proposal. The Council land is denoted as a 'road' on registered title plan no. TP939166Q, a copy of which is attached to this report at Attachment 3.

Council acquired title to the Council land under the Application on the basis that the Council land had vested in Council pursuant to clause 1(4) of Schedule 5 of the *Road Management Act 2004* (Vic).

Council may consider the Proposal on the basis that the Council land is a 'road' for the purposes of the Act.

CONSULTATION

Before considering the Proposal, Council must give public notice of the Proposal in accordance with Section 223 of the *Local Government Act 1989*. The Act provides that a person may, within the date specified in the public notice (being a date that is not less than 28 days after the date of publication of the public notice) lodge a written submission regarding the Proposal.

Where a person has made a written submission to Council requesting that he or she be heard in support of the written submission, Council must permit that person to be heard before a meeting of Council, or the Committee that has delegated authority to hear those submissions, giving reasonable notice of the date, time and place of the meeting.

After hearing any submissions made, Council must determine whether it should declare the Council land to be a public highway for the purposes of the Act.

All details on the declaration of the public highway will be advertised on Council's website (Hive) via an engagement page as well as advertised in the Whittlesea review. The engagement page and advertisement will include contact details for a Council Officer who can respond to community enquiries on this project.

CRITICAL DATES

No critical dates exist in relation to this proposal or project, other than ensuring road access to the Olivine Estate and its surrounds.

FINANCIAL IMPLICATIONS

If Council declares the Council land to be a public highway, Council must record the Council land on its Register of Public Roads pursuant to section 17(2) of the RM Act. Council will then be responsible for the future inspection and maintenance of the Council land in accordance with its Road Management Plan.

POLICY STRATEGY AND LEGISLATION

Before considering the Proposal, Council must give public notice of the Proposal in accordance with section 223 of the Act.

- Whittlesea 2040: a sustainable environment, a strong local economy
- *Local Government Act 1989* (Vic)
- *Local Government Act 2020* (Vic)
- *Road Management Act 2004* (Vic)

LINK TO STRATEGIC RISKS

Strategic Risk

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

Traffic congestion issues will be created with a corresponding impact on the liveability of the surrounding neighbourhoods if this road declaration is not made.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Liveable neighbourhoods
Key Direction	Smart, connected transport network

Declaration of the identified Council land as a public highway will provide access to the Olivine Estate and improve the liveability of the surrounding neighbourhoods.

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

As the Council land is a road for the purposes of the Act, it is reasonable for Council to commence the required statutory procedures to consider declaring the Council land to be a public highway for the purposes of this Act.

RECOMMENDATION

THAT Council, pursuant to section 204(1) of the *Local Government Act 1989* (Vic) ("Act") resolve to:

1. Commence statutory procedures to consider declaring the whole of the land contained in certificate of title volume 12260 folio 394 ("Council land") to be a public highway for the purposes of the Act.
2. Give public notice of the proposal, under section 223 of the Act, in the "Whittlesea Review" newspaper.
3. Establish an Advisory Committee of Council (the 'Committee') comprising of Administrator _____ and Administrator _____ to consider written submissions and to hear those persons requesting to be heard in relation to their submission by the Committee at a format, time and date to be determined by the Committee.
4. Receive a further report on the proposed road declaration of the Council land, following the receipt of any submissions received pursuant to section 223 of the Act.

COUNCIL RESOLUTION

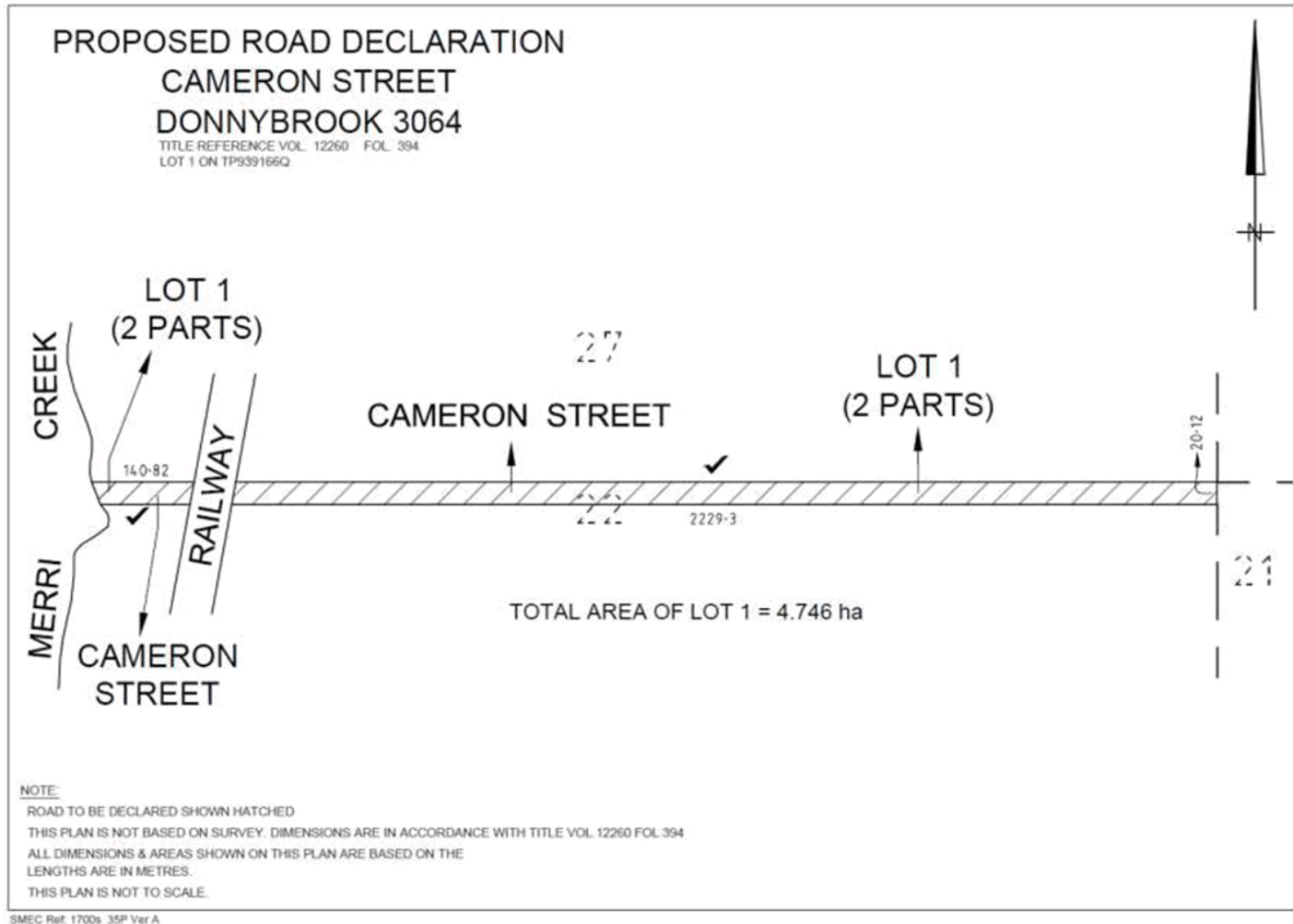
MOVED: *Administrator Duncan*
SECONDED: *Chairperson Wilson*

THAT Council, pursuant to section 204(1) of the *Local Government Act 1989* (Vic) ("Act") resolve to:

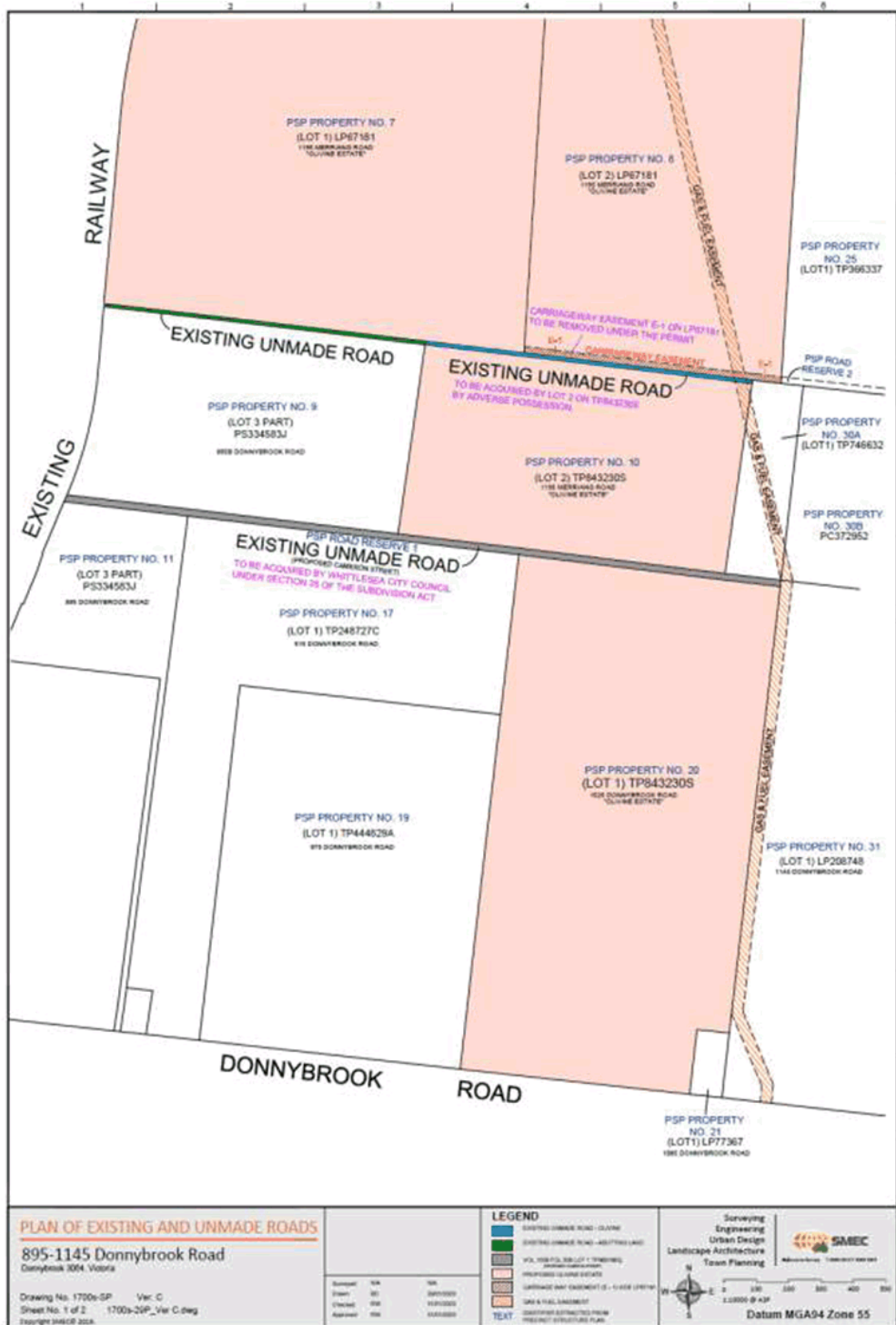
1. Commence statutory procedures to consider declaring the whole of the land contained in certificate of title volume 12260 folio 394 ("Council land") to be a public highway for the purposes of the Act.
2. Give public notice of the proposal, under section 223 of the Act, in the "Whittlesea Review" newspaper.
3. Establish an Advisory Committee of Council (the 'Committee') comprising of Administrator Wilson, Administrator Duncan and Administrator Eddy to consider written submissions and to hear those persons requesting to be heard in relation to their submission by the Committee at a format, time and date to be determined by the Committee.
4. Receive a further report on the proposed road declaration of the Council land, following the receipt of any submissions received pursuant to section 223 of the Act.

CARRIED

Attachment 1 - Declaration Plan



Attachment 2 – Site plan



Attachment 3 – Title plan no. TP939166Q

TITLE PLAN	EDITION 1	TP 939166Q			
LOCATION OF LAND Parish: KALKALLO Township: - Section: - Crown Allotment: - Crown Portion: 22 (PT) Last Plan Reference:- Derived From: VOL. 1008 FOL. 508 Depth Limitation: NIL	Notations ANY REFERENCE TO MAP IN THE TEXT MEANS THE DIAGRAM SHOWN ON THIS TITLE PLAN				
Description of Land/Easement Information <u>ENCUMBRANCES</u> ANY EASEMENTS AFFECTING THE SAME		THIS PLAN HAS BEEN PREPARED BY LAND REGISTRY, LAND VICTORIA FOR TITLE DIAGRAM PURPOSES COMPILED: Date: 15/9/2008 VERIFIED: A. DALLAS Assistant Registrar of Titles			
<p style="text-align: center; font-weight: bold; font-size: 1.2em;">TOTAL AREA = 4.746 ha</p>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center; padding: 2px;">TABLE OF PARCEL IDENTIFIERS</th> </tr> <tr> <td style="padding: 2px; font-size: 0.8em;"> WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962 </td> </tr> <tr> <td style="padding: 2px; font-size: 0.8em;"> LOT 1 = CP 22 (PT) </td> </tr> </table>			TABLE OF PARCEL IDENTIFIERS	WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962	LOT 1 = CP 22 (PT)
TABLE OF PARCEL IDENTIFIERS					
WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962					
LOT 1 = CP 22 (PT)					
LENGTHS ARE IN METRES	Metres = 0.3048 x Feet Metres = 0.201168 x Links	Sheet 1 of 1 Sheets			

6.3 STRONG LOCAL ECONOMY

NIL REPORTS

6.4 SUSTAINABLE ENVIRONMENT

ITEM 6.4.1 ROAD CLOSURE - BINDTS ROAD, WOLLERT

Attachments:	1	Locality Plan
	2	Ownership Plan
	3	Crash Data
	4	Traffic Conditions
	5	Quarry Hills Precinct Structure Plan Road Plan

Responsible Officer: Director Infrastructure & Environment

Author: Project Manager

REPORT STATUS

This report is being presented to Council

- This report went to ELT on 15 September 2021
- This report went to a Council Briefing on 4 October 2021

RECOMMENDATION SUMMARY

1. Endorse the proposed discontinuance of Bindts Road, Wollert to traffic between Harvest Home Road and Lehmanns Road;
2. Commence community consultation on the proposed discontinuance in accordance with Section 12 of the Road Management Act 2004 and Council's Community Engagement policy;
3. Give public notice of Council's intention to discontinue and close Bindts Road, Wollert in the Government Gazette, Whittlesea Review and the Northern Star Weekly, including additional consultation and engagement to occur with the municipal community;
4. Provide an opportunity for any person who has made a written submission in relation to the proposal and requested to be heard in support of their submission, to appear in person or by a person acting on behalf of that person at a meeting of the Council;
5. Take into consideration all the submissions made on the proposal; and
6. Authorise the Chief Executive Officer to make the necessary administrative arrangements for any submitters to be heard by Council.

BRIEF OVERVIEW

This report considers the closure of Bindts Road, Wollert between Harvest Home Road and Lehmanns Road (Attachment 1). This proposal is consistent with the development and road network (Attachment 5) as per Council's strategic planning for the Quarry Hills Precinct Structure Plan (PSP) and meets the requirements of the future E6 strategy

RATIONALE FOR RECOMMENDATION

The section of Bindts Road between Lehmanns Road and Harvest Home Road provides no direct access to any local properties and as such is no longer required as an access road. This discontinuance is identified in Council's Quarry Hills PSP and future E6 strategy.

The road closure has significant potential to reduce the road safety risks along the road, and maintenance obligations of Council. The road closure will not significantly impact local traffic accessing the residential properties on Bindts Road.

Bindts Road between Harvest Home Road and Lehmanns Road is currently closed due to development in the Quarry Hills Precinct. Council officers have extended the road closure to allow the formal permanent closure to take place.

IMPACTS OF RECOMMENDATION

Bindts Road between Harvest Home Road and Lehmanns Road will remain closed to through traffic.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Signage and public notices of the closure.

REPORT**INTRODUCTION**

This report considers the closure of Bindts Road, Wollert between Harvest Home Road and Lehmanns Road (Attachment 1). This proposal is consistent with the development and road network (Attachment 5) as per Council's strategic planning for the Quarry Hills Precinct Structure Plan (PSP) and meets the requirements of the future E6 strategy.

BACKGROUND

Bindts Road runs north-south between Bridge Inn Road and Harvest Home Road, Wollert. Bindts Road is constructed to a rural standard, with gravel surface between Bridge Inn Road and Lehmanns Road, and light sealed sections between Lehmanns Road and Harvest Home Road. It provides local farm access. The local PSP's and long-term strategy call for Bindts Road to be decommissioned as a local road once all accesses to it have been altered by the construction of the E6 Freeway or other localised urban development. Bindts Road between Lehmanns Road and Harvest Home Road will eventually be subsumed by the E6 Freeway road reservation.

Road Network and Land Use

Bindts Road in Wollert runs north-south for 3.2 km between Harvest Home Road in the south and Bridge Inn Road in the north. The western side of Bindts Road between Harvest Home Road and Lehmanns Road has been developed into a residential area with access via the local road network, with no direct access from Bindts Road for either properties or local roads. The eastern side of this section is mostly rural and is undergoing development as part of the Quarry Hills PSP.

Bindts Road, between Harvest Home Road and Lehmanns Road, is temporarily closed to through traffic due to the construction of the abutting residential estates to the east of the road. This section of road is no longer used for property access as all land to the east has been acquired by the developer, and land to the west has been subdivided without access to Bindts Road.

The Quarry Hills PSP identifies that Bindts Road is not required as a local access road and will eventually be subsumed as part of the E6 Freeway road reserve.

In addition, Quarry Hills PSP identifies the eastern extension of Whitebark Street, proposing a secondary access point to the new development. Extending Whitebark Street would create a crossroad intersection with Bindts Road creating both safety and operational challenges.

Saltlake Boulevard is a north-south collector road that runs parallel to Bindts Road, between Harvest Home Road and Lehmanns Road, and will provide alternative access to the traffic that currently uses Bindts Road.

The only section of Bindts Road that needs to be maintained at this time is the length between Bridge Inn Road and Lehmanns Road as there are residential properties along this section.

Road Safety

Bindts Road has had ongoing safety and operational challenges, recording two separate fatal crashes in 2018 and 2020.

In addition to these fatal crashes, VicRoads' Road Crash Information System (RCIS) indicates that there have been three serious and four casualty crashes on Bindts Road since 2014. A summary of circumstances and details of crashes is listed in *Attachment 4*.

The pattern of crashes on Bindts Road indicates that the crashes are related to vehicles leaving the carriageway and impacting roadside hazards. It can be concluded that speed, volume and surface conditions are contributing factors for crashes along Bindts Road.

The proposed closure of the identified section of Bindts Road may reduce traffic and improve overall safety of the northern section of Bindts Road.

Current Traffic Conditions

Traffic surveys have been conducted on Bindts Road, with a summary of traffic conditions contained in *Attachment 4*. The majority of traffic using Bindts Road is travelling between Mernda/Doreen and Epping Road, one of the two-key north-south arterial roads of the city, as an alternative to, and to avoid road congestion at the Epping Road & Bridge Inn Road intersection near the quarry.

These results indicate that:

- About 700 vehicles per day use Bindts Road;
- The majority of drivers travel at speeds in excess of the 50km/h speed limit regardless of the road surface (sealed or unsealed).
- The highest speeds have been recorded was 120 km/h; and

Traffic volumes on the gravel section have more than doubled since 2014 and are around ten times greater than what would be expected for a local rural road.

At present the section of Bindts Road between Harvest Home Road and Lehmanns Road is closed under the Traffic Management Plan for the construction of residential estates in the Quarry Hills Precinct Structure Plan on a temporary basis, this proposal seeks to make that closure permanent.

PROPOSAL

It is proposed to close Bindts Road, Wollert for the 1.6 km length between Harvest Home Road and Lehmanns Road.

In accordance with the Road Management Act, Council Officers must:

1. Prepare a report to Council recommending the closure of the road;
2. Advertise the proposed road closure by consulting with relevant stakeholders, i.e. local residents, emergency services, and bus operators. This will include formal letters and the placement of a public notice in the local newspapers, allowing 28 days for public submission;
3. Submit a report to Department of Transport with comments on the proposed road closure;
4. Prepare a report and make recommendations to Council based on feedback from the proposal, including the Department of Transport report;
5. Notify community and emergency services of the imminent road closure; and
6. Implement the closure.

CONSULTATION

In accordance with the Road Management Act 2004, Council must seek feedback from emergency services (i.e. Ambulance Victoria, Country Fire Authority and Victoria Police), bus operators, Utility Service authorities and Department of Transport during the formal consultation period.

A public notice advising of the proposed road closure is required to be placed in the Whittlesea Review, Northern Star Weekly and the Victorian Government Gazette calling for submissions from the general public over a 28-day period from the date of advertisement.

Council will undertake the following community engagement actions inviting submissions from the general public, road users and landowners on the proposed road closure:

- A formal letter to owners and occupiers of properties abutting Bindts Road;
- Social media posts on Councils Social Media accounts advising of the proposal and that Council is seeking feedback from the general public on the matter;
- Use of the Have Your Say section on Council's website; and
- Signage on Bindts Road advising road users of the proposal to close Bindts Road.

Submissions will be considered by Council Officers and administrators with those making a formal submission able to speak in support of their submission at the Council meeting to determine the final closure, and the proposal amended if appropriate.

CRITICAL DATES

It is proposed to commence consultation on 9 November 2021. This will involve the process described above and requirements under the Road Management Act.

It is proposed that the report with the final recommendation will be tabled at the Council meeting in February or March 2022.

FINANCIAL IMPLICATIONS

Road maintenance costs on Bindts Road are approximately \$52,000 per annum for the full length of Bindts Road. By closing the southern section the potential reduction will be from \$52,000 to under \$30,000.

The cost to administer the road closure is estimated around \$10,000.

POLICY STRATEGY AND LEGISLATION

Road Management Act (2004)

City of Whittlesea Road Safety Strategy (2017):

Address safety of all road and path users.

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

City of Whittlesea Integrated Transport Strategy (2014):

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

Quarry Hills Precinct Structure Plan (2016)

LINK TO STRATEGIC RISKS

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

Ongoing maintenance of road that is not considered to be of any strategic importance or required for access to local properties.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Liveable neighbourhoods
Key Direction	Smart, connected transport network

As per the reasons outlined in the discussion above, Bindts Road is no longer required as an access road. This discontinuance is identified in Council's Quarry Hills PSP and E6 strategy. Due to ongoing maintenance expenses, development in the area and most importantly road safety it is recommended to commence the discontinuance of Bindts Road in the section described above.

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

Bindts Road runs north-south between Bridge Inn Road and Harvest Home Road, Wollert. Bindts Road is constructed to a rural standard, with a gravel surface between Bridge Inn Road and Lehmanns Road, and light sealed sections between Lehmanns Road and Harvest Home Road. It provides local farm access.

Section of Bindts Road between Lehmanns Road and Harvest Home Road provides no direct access to any of the local properties and as such is no longer required as an access road. This discontinuance is identified in Council's Quarry Hills PSP and future E6 strategy.

The road closure has significant potential to reduce the road safety risks along the road, and maintenance obligations of Council. The road closure will not significantly impact local traffic accessing the residential properties on Bindts Road.

Due to the rapid pace of development in the area and potential road safety benefits, it is recommended to commence the discontinuance of Bindts Road in the section described above.

The timeframe to formally close Bindts Road could extend beyond twelve months.

RECOMMENDATION

THAT Council resolve to:

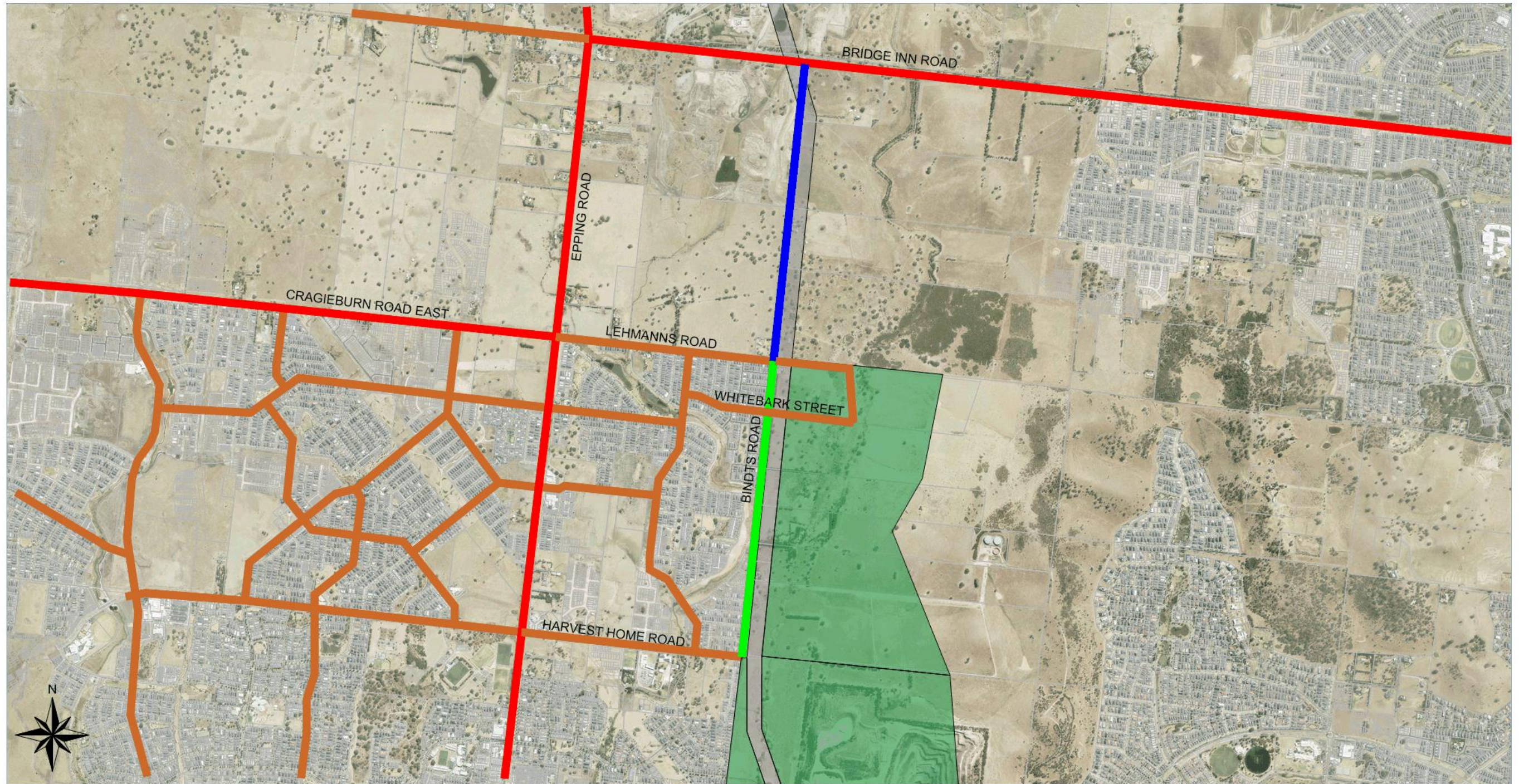
1. Endorse the proposed discontinuance of Bindts Road, Wollert to traffic between Harvest Home Road and Lehmanns Road;
2. Commence community consultation on the proposed discontinuance in accordance with Section 12 of the Road Management Act 2004 and Council's Community Engagement policy;
3. Give public notice of Council's intention to discontinue and close Bindts Road, Wollert in the Government Gazette, Whittlesea Review and the Northern Star Weekly, including additional consultation and engagement to occur with the municipal community;
4. Provide an opportunity for any person who has made a written submission in relation to the proposal and requested to be heard in support of their submission, to appear in person or by a person acting on behalf of that person at a meeting of the Council;
5. Take into consideration all the submissions made on the proposal; and
6. Authorise the Chief Executive Officer to make the necessary administrative arrangements for any submitters to be heard by Council.

COUNCIL RESOLUTION

MOVED: *Administrator Eddy*
SECONDED: *Administrator Duncan*

THAT Council resolve to adopt the Recommendation.

CARRIED



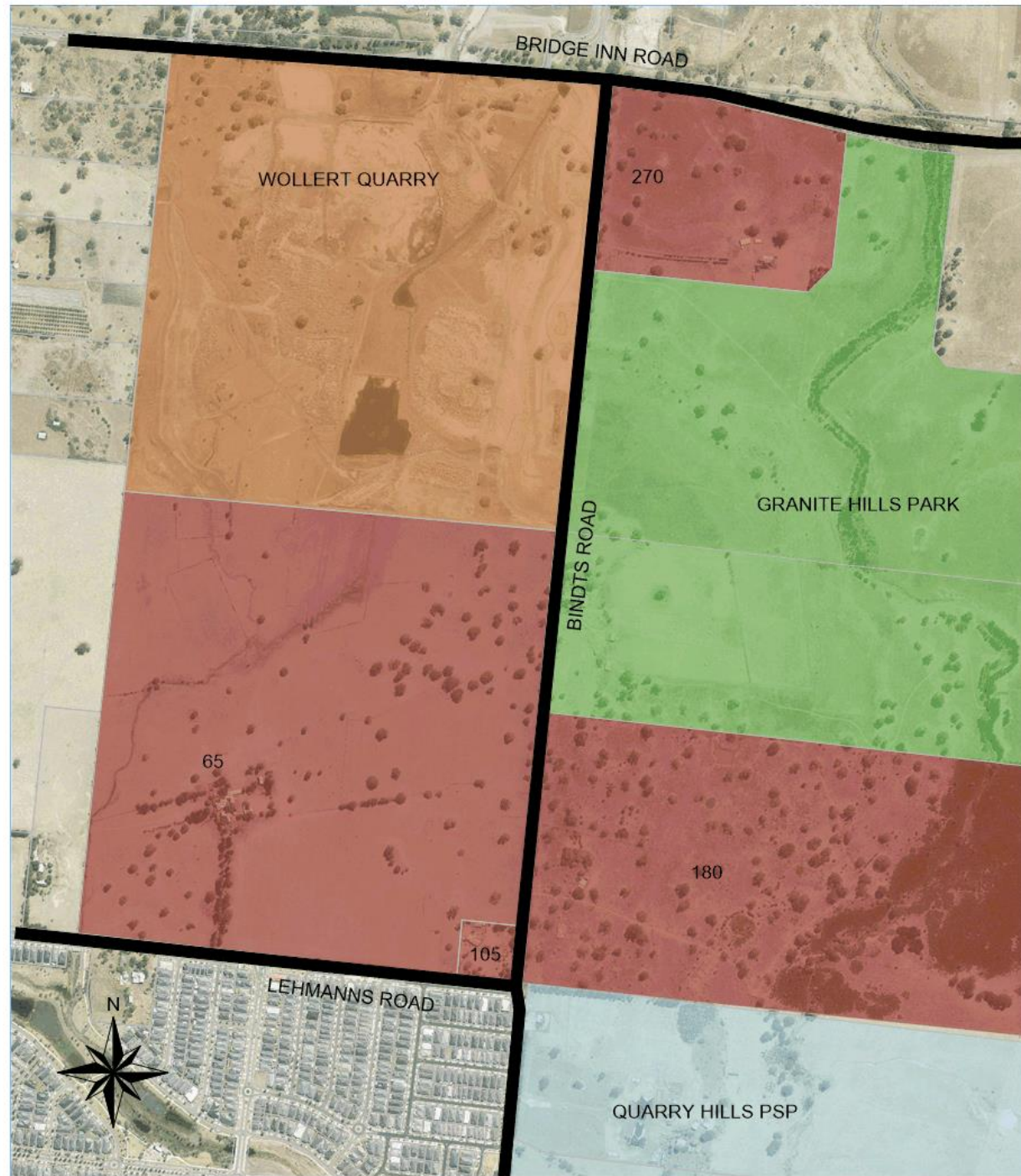
LEGEND

- BINDTS ROAD - TO REMAIN OPEN FOR NOW
- BINDTS ROAD - PROPOSED DISCONTINUANCE
- ARTERIAL ROAD
- COLLECTOR ROAD
- FUTURE E6
- QUARRY HILLS PSP







BINDTS ROAD, WOLLERT
 ROAD CLOSURE
 ATTACHMENT 1
 LOCALITY PLAN

AERIAL - MAY 2018
 SCALE - 1:20,000 AT A3
 DRAWN - JULY 2021



BINDTS ROAD LAND OWNERSHIP - BRIDGE INN ROAD TO LEHMANNS ROAD

LEGEND

	RESIDENTIAL WITH FRONTAGE ON BINDTS ROAD
	QUARRY
	CITY OF WHITTLESEA
	QUARRY HILLS PSP DEVELOPER OWNED

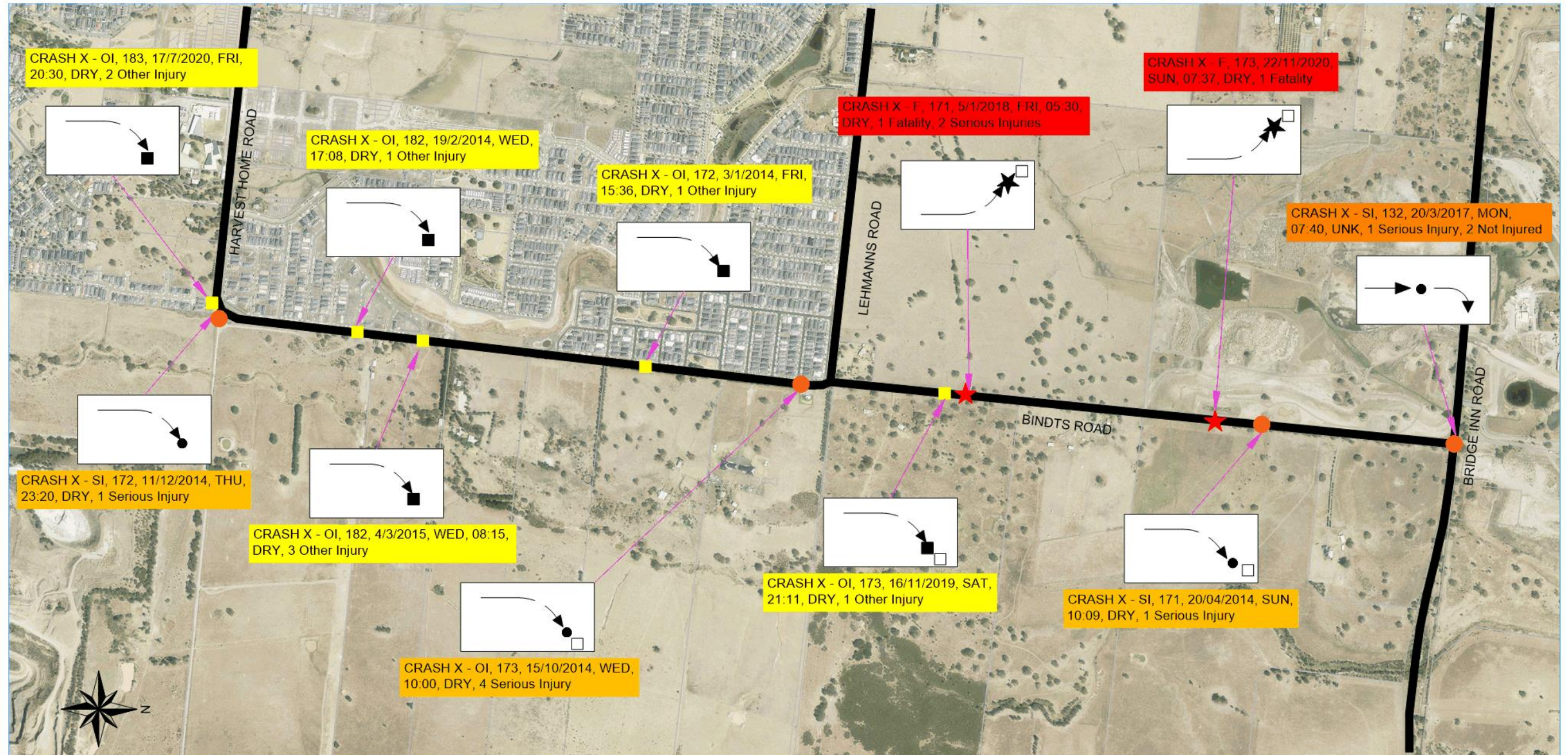


BINDTS ROAD LAND OWNERSHIP - LEHMANNS ROAD TO HARVEST HOME ROAD



BINDTS ROAD, WOLLERT
ROAD CLOSURE
ATTACHMENT 2
LAND OWNERSHIP PLAN

AERIAL - MAY 2018
SCALE - 1:20,000 AT A3
DRAWN - JULY 2021



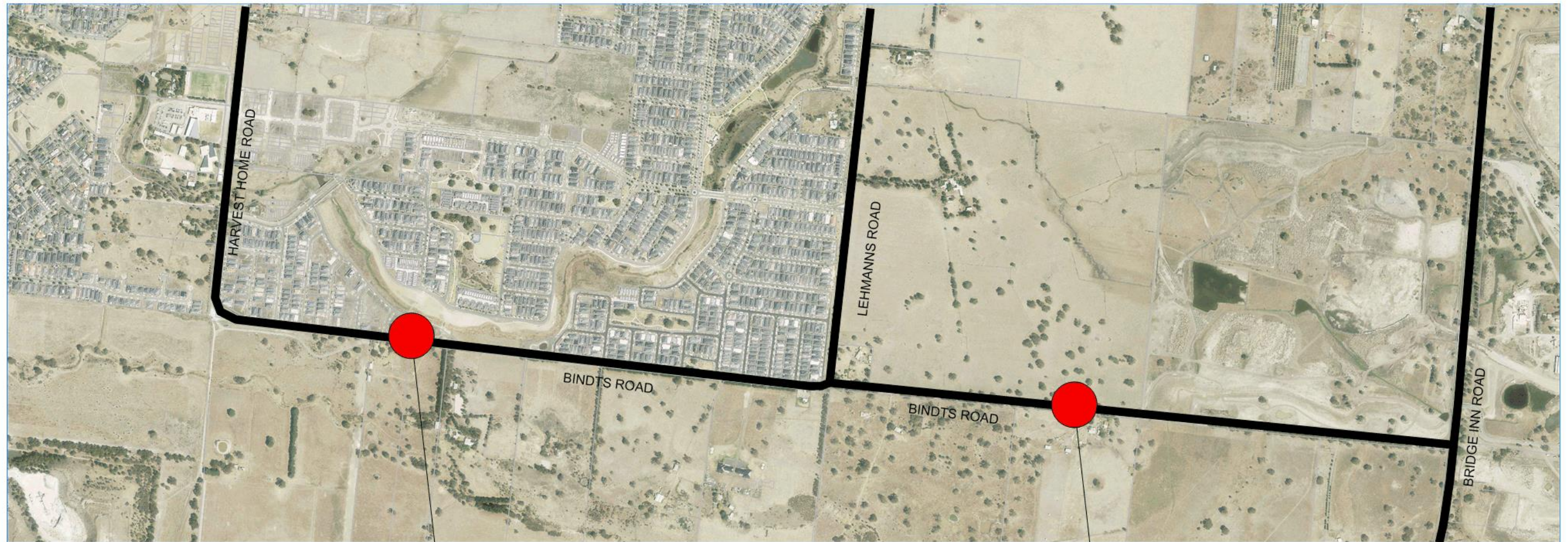
LEGEND

- OTHER INJURY CRASHES
- SERIOUS INJURY CRASHES
- ★ FATAL CRASHES



BINDTS ROAD, WOLLERT
ROAD CLOSURE
ATTACHMENT 3
CRASH DIAGRAMS

AERIAL - MAY 2018
SCALE - 1:20,000 AT A3
DRAWN - JULY 2021



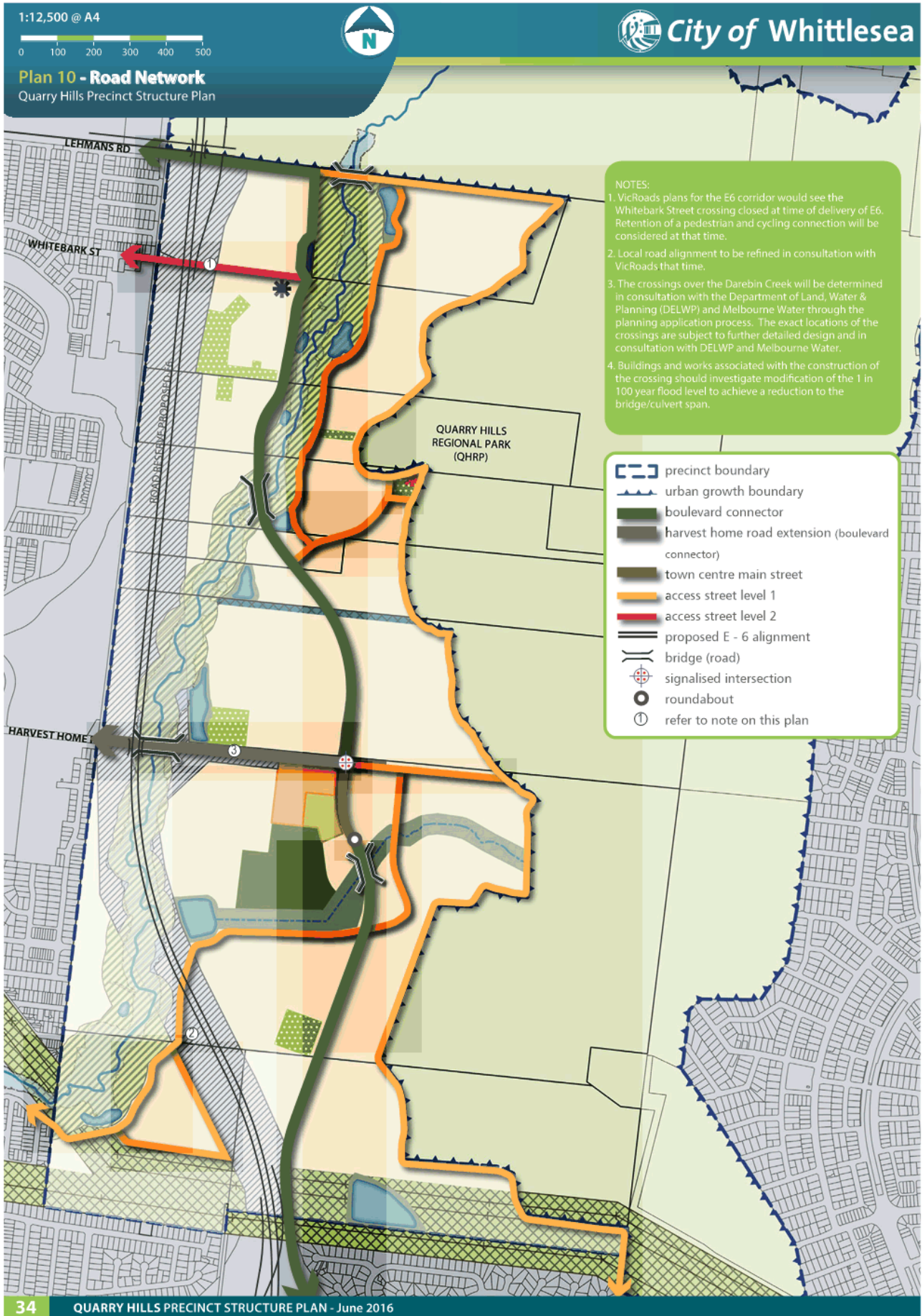
BINDTS ROAD @ 40	
24h VOL -	764
Ave SPEED -	51.1 km/h
85% SPEED -	63.2 km/h
MAX SPEED -	124.9 km/h

BINDTS ROAD @ 240	
24h VOL -	688
Ave SPEED -	52.2 km/h
85% SPEED -	68.6 km/h
MAX SPEED -	119.3 km/h



BINDTS ROAD, WOLLERT
ROAD CLOSURE
ATTACHMENT 4
TRAFFIC CONDITIONS

AERIAL - MAY 2018
SCALE - 1:20,000 AT A3
DRAWN - JULY 2021



ITEM 6.4.2 PETITION – REMOVAL OF EUCALYPTUS TREES IN WOODSTOCK DRIVE AND SHETLAND WAY DOREEN**Responsible Officer:** Director Infrastructure & Environment**Author:** Senior Arborist Planning & Risk**RECOMMENDATION SUMMARY**

That Council:

- In response to a petition received on 1 September, 2021, endorses the removal and replacement of the 42 trees in Woodstock Drive (east of Brookwood Avenue) and Shetland Way, Doreen, to be carried out as part of the capital project 'Main Roads and High Profile Streetscape Planting Program FY21/22'.
- Endorse that Council's arborist will undertake a further assessment, to determine whether any of the 42 street trees in Woodstock Drive (east of Brookwood Avenue) and Shetland Way, Doreen, require more urgent removal, due to health or structural concerns, and undertake these works as a priority.
- Advise the head petitioner of the resolution and advise that Council will remove and replace the 42 street trees in Woodstock Drive (east of Brookwood Avenue) and Shetland Way, Doreen as requested in the petition.

BRIEF OVERVIEW

- Council was handed a petition on 1 September 2021 containing 12 signatories requesting the removal and replacement of all existing (42) street trees in Woodstock Drive (east of Brookwood Avenue) and Shetland Way, Doreen.
- The head petitioner has advised that issues from the trees' roots have been ongoing since 2016 for himself and the other signatories of the petition.
- A visual tree assessment of the trees was subsequently undertaken and several trees were noted to be in ill health, and some fungus was observed.
- Following an assessment of the trees, the Senior Arborist Planning and Risk has recommended the removal and replacement of the 42 street trees as part of Council's Main Roads and High Profile Streetscape Planting Program.

RATIONALE FOR RECOMMENDATION

The recommendations are proposed in line with the Council's endorsed Greening Whittlesea Strategy and Street Tree Management Plan for the management of mature trees within a streetscape.

IMPACTS OF RECOMMENDATION

Council's existing tree assets continue to be managed in a sustainable way consistent with the Council-adopted Street Tree Management Plan (2019), whilst ensuring key concerns of residents are addressed where possible.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

The 42 street trees in Woodstock Drive (east of Brookwood Avenue) and Shetland Way, Doreen will be removed and replaced as part of Council's Main Roads and High Profile Streetscape Planting Program.

A small proportion of the trees identified in the petition are displaying signs of ill-health. These trees will be further inspected to determine whether they should be removed as a priority, ahead of the program's renewal process timeframe.

REPORT**INTRODUCTION**

Council received a petition with 12 signatories from residents of Woodstock Drive (east of Brookwood Avenue) and Shetland Way, Doreen requesting the removal and replacement of all existing (42) nature strip trees.

Council places a significant value on established street trees for the multitude of environmental, social and economic benefits that they bring to the local Community. This philosophy was recently reinforced by Council through the adoption of the Greening Whittlesea – City Forest Strategy which aims to increase tree canopy cover across the municipality by 20 per cent by the year 2040. For these reasons, Council only removes established trees in the most extreme circumstances.

Council's Senior Planning and Risk Arborist met with the head petitioner on site to discuss the issues raised in the petition. A visual tree assessment of the trees was completed to evaluate the status of the trees. The issue raised has been an ongoing concern with regard to foundation damage caused by adventitious roots from the street trees.

BACKGROUND

Woodstock Drive (east of Brookwood Avenue) and Shetland Way, Doreen is a streetscape dominated by mature *Eucalyptus scoparia* (Wallangarra white gum or willow gum). Eucalyptus trees are an evergreen tree listed on Council's approved street tree species list. *E. scoparia* is classified as a medium to large tree. The species planted in this streetscape is the most common street tree in the City of Whittlesea, making up 6% of the total tree population across the municipality. These trees are all currently managed and maintained proactively by Council on a biannual program.

A petition was received on 1 September 2021 signed by 12 residents requesting that Council remove and replace the existing (42) nature strip trees. The grounds on which the signatories believe that the current trees are unsuitable include:

- Adventitious tree roots causing damage to foundations of houses.
- Adventitious tree roots causing movement of foundations and causing internal damage (non-structural).
- Large trees that have been over-planted, with 2-3 outside most residences.
- A number of trees are in decline, showing signs of senescence, with fungal brackets visible in some trees.

A visual tree assessment (VTA) is the method used by trained arborists to inspect and assess trees in order to identify any defects or problems that may lead to structural instability or failure. The VTA system is based on the theory of tree biology, physiology and tree architecture and structure and is a method used by arborists to identify visible signs on trees that indicate good health or potential problems. Symptoms of decay, growth patterns and defects are identified and assessed as to their potential to cause failure.

A visual tree assessment was completed by Council's Senior Planning and Risk Arborist on the street trees located in Woodstock Drive (east of Brookwood Avenue) and Shetland Way, Doreen. The assessment confirmed that many of the trees were in ill-health, with significant deadwood and dieback throughout their canopies. Fungal brackets were confirmed on two separate trees at this time.

The Street Tree Management Plan defines the levels of service provided for Council's street trees and the criteria by which Council does and does not remove trees. The specific details noted in the petition request along with previous history/interactions with the residents of Woodstock Drive (east of Brookwood Av) and Shetland Way, Doreen have been considered in the proposed response.

PROPOSAL

The social, environmental and economic benefits of street trees make them an inherently valuable asset. Council has a current street tree stock of approximately 100,000 trees, the management of which is supported by the Street Tree Management Plan 2019.

The street trees in Woodstock Drive (east of Brookwood Avenue) and Shetland Way, Doreen have been assessed and provide a high level of amenity to the neighbourhood. However, many of the trees were in ill-health, with significant deadwood and dieback throughout their canopies. Fungal brackets were confirmed on two separate trees at the time of the assessment.

Council's Planning and Risk Arborist has reviewed the request by petitioners for the removal of 42 street trees in Woodstock Drive (east of Brookwood Avenue) and Shetland Way, Doreen and the following actions are proposed:

- Include the removal and replacement of the 42 street trees in Woodstock Drive (east of Brookwood Avenue) and Shetland Way, Doreen as part of the 21/22 Main Roads and High Profile Streetscape Planting Program.
- Arrange for Council's Arborist to undertake another assessment to determine whether any of the 42 trees require more urgent removal due to health or structural concerns and undertake these works as a priority.

CONSULTATION

Council officers have consulted with the head petitioner which has included both verbal updates and electronic correspondence. Council officers have also responded to further correspondence from individual signatories.

A mail out will be arranged to advise of the proposed works to the 12 signatories.

Further consultation with all residents of Woodstock Drive (east of Brookwood Avenue) and Shetland Way, Doreen will be undertaken as part of the Main Roads and High Profile Streetscape Planting Program where residents will be able to guide the direction of the streets future treescape. Through this process, the residents will be consulted and given the opportunity provide input on the species selection (from a provided short-list), as well as being given the option to deny a replanting opportunity for their property.

CRITICAL DATES

There are no critical dates associated with this report.

FINANCIAL IMPLICATIONS

The cost of removal and replacement of the 42 street trees in Woodstock Drive (east of Brookwood Avenue) and Shetland Way, Doreen is estimated to be \$49,140 (ex. GST).

The total amount includes the cost for removal and the supply and installation of appropriate replacement specimens, as well as the establishment and maintenance for the first 12 months after planting.

This estimation is based on recent works in Laurimar 1c, and their associated costs.

No new funding is required for the proposed works.

POLICY STRATEGY AND LEGISLATION

The proposal to remove and renew the street trees in Woodstock Drive (east of Brookwood Av) and Shetland Way, Doreen is consistent with the following Council strategies and policies:

- Whittlesea 2040 – A Place for All Community Plan (2018)
- Greening Whittlesea City Forest Strategy 2020
- Greening Our Streets Street Tree Management Plan (2019).

LINK TO STRATEGIC RISKS

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

The City of Whittlesea Street Tree Management Plan 2019 outlines how Council will respond to requests for tree removal from the community. It communicates the criteria and information requirements whereby Council will support tree removals.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Sustainable environment
Key Direction	Valued natural landscapes and biodiversity

The proposal acknowledges the value of streetscapes in our local community and the contribution of these trees to local amenity, biodiversity and urban shading/cooling. In recommending removal and renewal of the existing treescape the proposal hopes to help to improve the local amenity by committing to a more appropriate tree species for the local conditions.

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

The petition listing 12 signatories requesting the removal and replacement of the existing (42) street trees in Woodstock Drive (east of Brookwood Avenue) and Shetland Way, Doreen has been reviewed and Council's Senior Planning and Risk Arborist recommendations are presented. As a result, the following actions are proposed:

- Include the removal and replacement of the 42 street trees in Woodstock Drive (east of Brookwood Avenue) and Shetland Way, Doreen as part of the 21/22 Main Roads and High Profile Streetscape Planting Program.
- Undertake a further arboricultural assessment to determine whether any of the 42 street trees require more urgent removal due to health or structural concerns, then and undertake these works as a priority.
- Consult with the residents concerned, via the head petitioner, as to the replacement species, and timing of works proposed.

RECOMMENDATION

THAT Council:

1. In response to a petition received on 1 September, 2021, endorse the removal and replacement of the 42 trees in Woodstock Drive (east of Brookwood Avenue) and Shetland Way, Doreen, to be carried out as part of the capital project ‘Main Roads and High Profile Streetscape Planting Program FY21/22’.
2. Endorse that Council’s arborist will undertake a further assessment, to determine whether any of the 42 street trees in Woodstock Drive (east of Brookwood Avenue) and Shetland Way, Doreen require more urgent removal, due to health or structural concerns and undertake these works as a priority.
3. Advise the head petitioner of the resolution and advise that Council will remove and replace the 42 street trees in Woodstock Drive (east of Brookwood Avenue) and Shetland Way, Doreen as requested in the petition.

COUNCIL RESOLUTION

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

THAT Council resolve to adopt the Recommendation.

CARRIED

6.5 HIGH PERFORMING ORGANISATION**ITEM 6.5.1 CONTRACT 2021-100 FUEL CARDS AND ASSOCIATED PRODUCTS****Attachments: 1 2021-100 Contract Tender Evaluation Report - Confidential attachment - Confidential**

This attachment has been designated as confidential by the Director Infrastructure & Environment, under delegation from the Chief Executive Officer, in accordance with Rule 53 of the Governance Rules 2021 and sections 66(5) and 3(1) of the *Local Government Act 2020* on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that— (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. The attachment contains tender amounts submitted by tenderers and tender evaluation scoring prepared by Council officers. It also contains details of credit and reference checks about the tenderers provided to Council in confidence. The release of this information could reasonably be expected to prejudice the commercial position of the persons who supplied the information or to confer a commercial advantage on a third party.

Responsible Officer: Director Infrastructure & Environment

Author: Procurement Specialist

REPORT STATUS

This report was presented to Council Briefing 18 October 2021

RECOMMENDATION SUMMARY

It is recommended that contract number 2021-100 for Fuel Cards and Associated Products:

- is awarded via the State Purchasing Contract to Ampol Limited as the primary supplier and Viva Energy Australia as the secondary supplier
- for the tendered schedule of rates with total expenditure limited to \$1,162,500 (excl. GST)
- for a term from 1 December 2021 to 30 June 2024 with extension options to 30 June 2026.

BRIEF OVERVIEW

The tender evaluation panel advises that:

- Thirteen offers are available to Council under arrangements established by the Victorian State Government, the Municipal Association of Victoria and Procurement Australasia. These were evaluated to determine the best value solution that meets Council's needs.
- Engagement of the recommended tenders under the Victorian State Purchasing Contract was considered best value after an objective scoring system was applied.

RATIONALE FOR RECOMMENDATION

The recommendation of engaging Ampol Limited as the primary supplier and Viva Energy Australia as the secondary supplier via the State Purchasing Contract, is based on an objective evaluation that considered the price (including fees, discounts and value added benefits) as well as the number of fuel outlets in the municipality and the proximity of these fuel outlets to Council's Civic Centre and key depots.

IMPACTS OF RECOMMENDATION

Appointing Ampol Limited as the primary supplier via the State Purchasing Contract will deliver the greatest savings to Council and convenience to users of both the light fleet passenger vehicles and light and heavy plant. Due to retailer locality, the reliance on a single retailer's card may adversely impact some of the vehicle custodians who pay for private use of a Council vehicle.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

The State Purchasing Contract has available options from additional retailers. The appointment of Viva Energy Australia as a secondary supplier should adequately cater for the needs of staff with private use of a Council vehicle, who do not live within close proximity of an Ampol outlet.

REPORT

BACKGROUND

The purpose of this contract is to replace the existing fuel card contract 2017-137 which expires on 31 January 2022. The existing contract was awarded to Caltex Australia Pty Ltd (now Ampol Limited) as part of a collaborative tender conducted by the Municipal Association of Victoria (MAV). There are several collaborative contract options available to Council, which has prompted a contract review.

Analysis of the tendered prices and a summary of the evaluation are detailed in the confidential attachment.

CONSULTATION

Extensive consultation was conducted with the Council's fleet management team to determine organisational needs and impact on staff with private use of a Council vehicle.

EVALUATION

No member of the Tender Evaluation Panel declared any conflict of interest in relation to this tender evaluation.

Due to the variety of available offers to assess, a customised and highly objective evaluation process was adopted during this evaluation in accordance with item 13j of the Procurement Procedures. An evaluation plan was designed specifically for this tender process and all tenders were evaluated in accordance with that plan. The evaluation involved scoring of conforming and competitive tenders according to these pre-determined criteria and weightings.

Criteria	Weighting
Price	80%
Availability	10%
Proximity	10%

The weightings reflect the relative importance of each element to this particular contract. They were determined as being most appropriate after considering numerous factors including (but not restricted to) price, prevalence of retailer and ease of access to sites which were likely to have the most impact on the achievement of best value.

Only tenders that were conforming and competitive were fully scored. Tender submissions that were evaluated as non-conforming or not sufficiently competitive were set aside from further evaluation. In cases where this occurred the reasons for that outcome are detailed in the confidential attachment.

The evaluation outcome was as follows:

TENDERER	CONFORMING	COMPETITIVE	SCORE	RANK
Tenderer A: Ampol Limited	Yes	Yes	98.3	1
Tenderer B: Viva Energy Australia	Yes	Yes	95.2	2
Tenderer C	Yes	Yes	94.7	3
Tenderer D	Yes	Yes	94.3	4
Tenderer E	Yes	Yes	93.8	5

TENDERER	CONFORMING	COMPETITIVE	SCORE	RANK
Tenderer F	Yes	Yes	93.1	6
Tenderer G	Yes	Yes	91.5	7
Tenderer H	Yes	Yes	89.2	8
Tenderer I	Yes	Yes	86.5	9
Tenderer J	Yes	Yes	86.2	10
Tenderer K	Yes	No	N/A	N/A
Tenderer L	Yes	No	N/A	N/A
Tenderer M	Yes	No	N/A	N/A

Refer to the confidential attachment for further details of the evaluation of all tenders.

FINANCIAL IMPLICATIONS

Sufficient funding for this contract is available in the budget for Operations: Fuel and Oil.

LINK TO STRATEGIC RISKS

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

Accessing fuel to operate plant and fleet is critical in enabling Council to deliver its services to the community.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal

High-performing organisation

Key Direction

More cost-effective investment through better return on investment, efficiency and an engaged workforce

The award of this contract will achieve a reduction on current costs while continuing to meet Councils fuel requirements vital for the delivery of services to the community.

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

The tenders from Ampol Limited and Viva Energy Australia via the State Purchasing Contract were determined to be best value based on the objective evaluation scoring method applied and it is considered that these suppliers can perform the contract to the required standards.

RECOMMENDATION

THAT Council resolve to:

1. Accept the tender submitted by Ampol Limited (Primary Supplier) and Viva Energy Australia (Secondary Supplier) for the schedule of rates detailed in the confidential attachment for the following contract:

Number: 2021-100

Title: Supply of Fuel Cards and Associated Products

Term: 1 December 2021 to 30 June 2024

Options: Term extension up to 30 June 2026 (only to be exercised if separately approved by Council)

Value: Total expenditure is limited to a maximum of \$1,162,500 (excluding GST) unless otherwise approved by Council

subject to the following conditions:

- a) Price variations to be in accordance with the provisions as set out in the tender documents.
2. Approve the funding arrangements detailed in the confidential attachment.

COUNCIL RESOLUTION

MOVED: Administrator Eddy
SECONDED: Administrator Duncan

THAT Council resolve to adopt the Recommendation.

CARRIED

ITEM 6.5.2 UPDATE ON THE CURRENT COVID-19 PANDEMIC RESPONSE ACTIONS

Responsible Officer: Director Planning & Development

Also in attendance: Andrew Mason, Manager Emergency Management & Regulatory Programs

RECOMMENDATION SUMMARY

That Council:

- a. Waive the 2021-22 registration renewal fees by 50% of 1,276 local businesses registered under the Food Act 1984 and the Public Health and Wellbeing Act 2008 that have been impacted by the State Government COVID-19 restrictions during 2020 (Table 1), including 50% of staff fees associated to registration renewals (Table 2). The total expected income to be waived from Food and PHW renewals is \$370,934.50.
- b. Waive the 2021-22 fees for the Inspection of Aquatic Facilities, as scheduled under the Environment Protection Act 2018. The total expected income to be waived from Aquatic Facilities fees is \$4,315.
- c. Waive the 2021-22 registration fees of sporting clubs. The total expected income to be waived is \$74,135.
- d. Waive the 2021-22 fees for outdoor dining and footpath trade permits, as scheduled in Councils current fees and charges. The total expected income to be waived from Municipal Local Law renewals is \$14,510.
- e. Extend outdoor dining to neighbouring properties footpaths to 30 June 2022, pending neighbouring business owner's permission, and waive any Local Law fee associated with an extension of trade.
- f. Cover the cost of public liability insurance for businesses expanding their trade onto the footpath and extension of trade to neighbouring properties footpath.
- g. Engage with and support privately owned shopping centres to temporarily expand footpath trading and/or outdoor dining in communal spaces or car parks.
- h. Extend the temporary structure (currently taking up 1.5 car spaces) in Oleander Drive, Mill Park until 30 June 2022.

KEY FACTS AND / OR ISSUES

Every department and team across Council has greatly contributed to the support of our local residents and businesses. Council has responded actively to the COVID-19 Pandemic.

- Council introduced a series of early relief actions throughout 2020 and into 2021 in order to support the community.
- Actions have continued throughout 2021 and will continue into 2022 and have become more complex in nature as the community moves into recovery phase, albeit still in a response and relief phase.
- Hospitality and beauty services industry have been amongst the most impacted sectors, and many remained closed throughout each lockdown period.
- To further support local business Council Officers recommend additional financial concessions and waive the 2021-22 registration renewal fees of most Food and Public Health businesses by 50% and waive the 2021-22 inspection fees for Aquatic Facilities.

INTRODUCTION

Melbournians have endured and lived through an extended period of lockdown restrictions. 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.

Since March 2020, COVID-19 has deeply affected many businesses with the demand for goods and services and cash flow considerably reduced. Consequently, the effects on business, reduction of staff and staff hours have directly impacted individuals and families in our community.

The role of local government in emergencies is to coordinate local relief and recovery. Council engaged with the community in early 2021 and developed a set of pandemic recovery actions that the community highlighted as important to their recovery. These actions were adopted by Council in July as part of a \$2 million Community Recovery Action Plan.

In addition to the \$2 million Community Recovery Action Plan, Council is continuing to respond to the recovery of our community, with the delivery of many other projects and initiatives. Through collaboration, successful grant submissions and support across all areas of Council, a range of initiatives and projects are being delivered to support individuals, families and business.

BACKGROUND

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 existing emergency management arrangements.

Council has responded actively from the beginning and introduced a series of early relief actions throughout 2020 and into 2021 to support the community.

Initial actions included:

- Supporting vulnerable individuals, groups, local non-government community service organisations and family violence service system by establishing a \$500,000 Emergency Relief Fund.
- Transitioning from face-to-face to online platforms for community and youth groups activities, ageing well services and arts and cultural events.
- Implementing 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.
- Assisting with mental health and wellbeing of the community members by providing materials to increase resilience during social and physical distancing restrictions.
- Looking after public areas by implementing a higher level of cleaning and disinfection of the most utilised public outdoor spaces.
- Amending services delivered by Council to comply with Victorian Government restrictions to support the community.
- Facilitating intergenerational connections with over 1000 students writing letters for elderly residents letting them know that they were thinking about them.
- Participating in the Working for Victoria program - recruited over 200 temporary staff that included roles to deliver meals to local community members and community development activities.

Waiving of business fees and charges

Councils initial response included waiving of various fees and charges applicable to business, to directly support business to continue to trade where appropriate, such as the expansion of outdoor dining and footpath trade.

Food and Health and Wellbeing businesses:

In November 2020 Council waived the renewal of registration fees for Food Act and Public Health and Wellbeing Act registered businesses, affected by the State Government COVID-19 restrictions. This directly supported 1,180 registered businesses in the municipality.

This resulted in a \$506,958 reduction in registration fees in the 2020/21 financial year.

Outdoor Dining / Footpath Trade:

Council has an important role in issuing outdoor dining permits for businesses to support trade as part of pandemic recovery efforts. Council elected to waive fees for outdoor dining and footpath trade for the 2020/21 financial year.

Estimated revenue reduction was:

- 70 outdoor dining premises' registered and each permit fee is \$170
- 30 A-Frames registered and each permit fee is \$87

Total revenue reduction estimated to be \$14,510.

Sporting Club fees

Sports clubs within the city are allocated and charged according the type of tenure agreement they have with Council. Over the course of 2020 sporting club operations were significantly disrupted, and seasons aborted for some codes.

In 2020 Council provided fee discounts as follows:

- Winter seasonal clubs, received a 100% fee subsidy (a 50% fee discount after lockdown 1, and this increased to 100% fee discount following lockdown 2)
- Summer season clubs, received a 50% fee discount
- Tennis clubs, received a 50% fee discount

Total revenue reduction estimated to be \$101,614.

PROPOSAL

This report provides an overview of current projects and initiatives and recommends that Council waives certain fees and charges as part of the pandemic recovery effort.

Further waiving of fees and charges

Council annually registers food businesses under the State Government Food Act 1984 as well as beauty therapy, skin penetration (i.e. tattooist, body piercing) and prescribed accommodation (i.e. hotels/motels, rooming houses) businesses under the Public Health and Wellbeing (PHW) Act 2008. Income from these fees helps offset some of the costs of Council's Environmental Health inspection and surveillance programs.

Due to the impact on businesses from continuing restrictions, it is recommended that Council waive 50% of registration renewal fees as per the tables on the next page.

Table 1: Food and PHW renewals 2021/22

Renewal Types	Premises as of 25.08.21	Premises charged a fee*	Base fee	Total	No. of premises to have fees waived	50% of Base fee
Food Class 1	80	79	\$832	\$65,728	62	\$25,792
Food Class 2	833	794	\$568	\$450,992	766	\$217,544
Food Class 3	271	266	\$352	\$93,632	255	\$44,880
PHW (General)	190	190	\$226	\$42,940	190	\$21,470
PHW (Accommodation)	36	36	\$404	\$14,544	3	\$606
Total	1,410	1,365		\$667,836	1,276	\$310,292

The base renewal fee includes up to five full time staff (including owners and proprietors). Businesses that employ more than five employees must pay a staff fee, which is calculated on the number of part time and full time staff employed. It is recommended that Council waive 50% of the staff fee.

Table 2: Staff fees

Description of fee	Fee charge	Total staff no.	Total Cost	Total Fee to be waived at 50%
Staff fee for food premises for each staff member greater than 5	\$25.40	4,775	\$121,285	\$60,642.50

The total expected income to be waived from Food and PHW renewals is **\$370,934.50**

Outdoor Dining / Footpath Trade Permit Fees

In the initial COVID response phase in last financial year 2020/21 Council waived permit fees for outdoor dining and footpath trading. It is recommended that fees continue to be waived this financial year and estimated revenue reduction is:

- 70 outdoor dining premises' registered and each permit fee is \$170
- 30 A-Frames registered and each permit fee is \$85

Total revenue reduction estimated to be **\$14,450**.

Health Inspections of Pools Fees & Charges

Health inspection fees under the State Government Environment Protection Act for publicly accessible pools is a new fee that took effect on 1 July 2021. There is a base fee for a one pool facility and a variable additional pool fee for each additional pool for a larger facility.

- Base Aquatic Facility Fee (includes one pool) - \$220
- Additional Pool Fee (each pool greater than 1 pool) - \$65

It is recommended that Council waives registration fees for Aquatic Facilities.

Summary of Aquatic Facilities:

- Funfields with 8 pools = \$675
- TRAC & Mill Park Leisure with 5 pools = \$480 each
- Whittlesea Swim Centre with 3 pools = \$350

- 2 private Aquatic Facilities with 2 pools = \$285 each
- 8 private Aquatic Facilities with 1 pool = \$220 each

The total expected income to be waived from Aquatic Facilities fees is **\$4,315**.

COVID-19 budget impacts for Sport and Recreation – 2021-22

Sports clubs operating within the city are charged an annual fee for use of Council owned sporting facilities. Over the course of 2021 sporting club operations have been significantly disrupted, and seasons aborted, as a result of COVID-19 lockdowns and restrictions. Many clubs with impacted sporting seasons are currently seeking information on the status of their fees, and how Council intends to support sport through the pandemic effects of 2021.

Due to the impacts on clubs from lockdowns and reopening restrictions, it is recommended that Council provides a 50% discount on fees for sporting clubs in 2021-22. Fee relief will assist clubs to manage their operations through COVID-19, to ensure they are able to reopen and continue to provide community benefit when restrictions allow, as well as to recognise restricted access to facilities this year, arising from government restrictions.

Sporting Club fees

Sports clubs within the city are allocated and charged as per the type of tenure agreement they have with Council. The three tenure types, and when they are typically invoiced, are:

- Winter seasonal sports clubs, such as soccer or AFL (charged in May annually)
- Summer seasonal sports clubs, such as cricket (charged in November annually)
- Lease clubs – tennis (charged in July annually)

A 50% discount is recommended due to approximately half of the sporting season being affected for each of the above tenure types. See below table.

Club / facility type	Fee description	# clubs	Total value of fees	Value of fees 21/22 at 50% discount
Summer seasonal sports clubs	Ground & Pavilion rental	22	\$54,959	\$27,480
Winter seasonal sports clubs	Ground & Pavilion rental	19	\$74,558	\$37,278.93
Lease clubs - tennis	Court & pavilion rental	9	\$18,752	\$9,376.13
TOTAL IF 50% FEE DISCOUNT APPLIED			\$148,270	\$74,135

The total expected income to be waived is **\$74,135**.

Sporting Facilities

Council manages a number of casual use sporting facilities, which can be hired out by community members. The forecast loss of income for the period July – December 2021 is summarised in the table below:

CASUAL HIRE FACILITIES - BUDGET IMPLICATIONS EXPECTED TO INCOME		
Period – July to December 2021		
Epping Soccer Stadium	Rental hire fee	\$9,315
Whittlesea Secondary College	Rental hire fee	\$17,730
Meadowglen Athletic Track	Rental hire fee	\$33,218
All other sporting facilities	Rental hire fee	\$17,842
LOSS OF INCOME TOTAL		\$78,105

Estimated loss in rental fees forecast for the period July to December 2021 is based on income from same period in previous years.

Total COVID-19 budget impacts – Sport and Recreation

The total budget impacts of the above items relating to lost income and fee reductions as a result of COVID-19 for the 21/22 year is \$152,239.89. If COVID effects continue after December 2021, further consideration to waive fees may be undertaken.

Projects

MAC-19

The Whittlesea Multi-Agency COVID-19 Consultative Group (MAC-19), operates to support agencies to collaborate during the response, relief and recovery phases of the COVID 19 Pandemic.

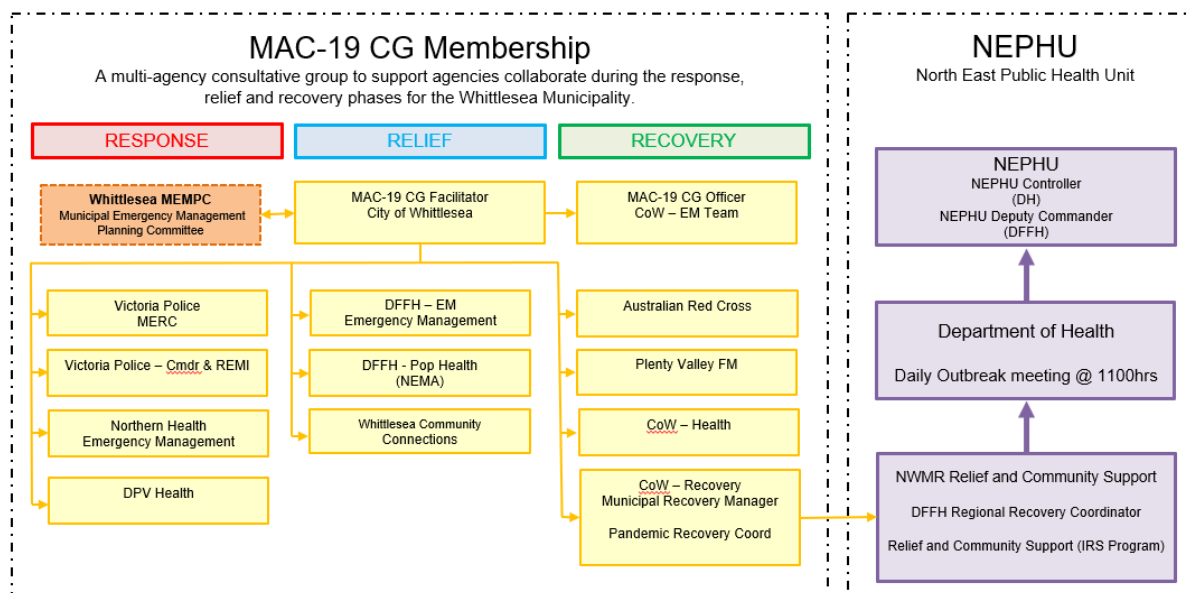
MAC-19 is designed to be a platform for sharing of information across council and multi-agency groups. Council is committed to continuing pandemic response and recovery activities and has invited all Municipal Emergency Management Planning Committee (MEMPC) agencies and organisations to be involved in this group. Membership continues to change depending on what is occurring in the phases of response, relief and recovery.

As Class 2 emergencies do not have local or regional control, this group will serve the function of local coordination, facilitated by Council’s Pandemic Recovery Coordinator. This group feeds into the Regional Coordination Group via the Unit Manager Resilience and Emergency Management.

It is envisaged that when the time is appropriate the MAC-19 CG will review membership and merge with the Pandemic Recovery Committee, and terms of reference will be developed.

**CITY OF WHITTLESEA MULTI-AGENCY COVID-19 CONSULTATIVE GROUP (MAC-19 CG)
MEMBERSHIP AND REPORTING ARRANGEMENTS**

Incorporating aspects of emergency management arrangements and community engagement initiatives



It is acknowledged that most agencies/organisations will comment and contribute to all phases - response, relief and recovery

IRS Program

The IRS (Isolation, Relocation Support) Program, is a COVID-19 relief program that supports COVID-19 positive residents who are in isolation and do not have financial ability or capacity to support their own basic needs, such as food and essentials like nappies and baby formula.

The State Government Department of Families, Fairness and Housing (DFFH) has made funding available for each council to support coordination of local COVID-19 relief. City of

Whittlesea has received \$65,000 to support this program, which is expected to conclude 31 December 2021. Funding is administered by Local Government Victoria and the Department of Jobs Precincts and Regions (DJPR).

Funding covers both individual/household and community relief. This process has been incorporated into the current referral structure via the State COVID Hotline.

Funding focuses on relief services that can be provided, when

- an outbreak occurs in the municipality;
- individuals/households required to self-isolate/quarantine in the municipality and need relief support; and/or
- there is a significant risk of an outbreak in the municipality (e.g. border closures, existence of exposure sites)
- requested by DFFH.

Councils are also expected to coordinate immediate relief support within 24 hours of a request, and for more urgent matters Council responds within a few hours.

The table below outlines items that meet relief requests:

Category	Examples
Food	<ul style="list-style-type: none"> • Fresh food (milk, bread, fruit etc) • Baby formula or food • Specific foods for dietary needs (e.g. for those with diabetes, celiac disease, severe allergies etc) • Culturally appropriate food, including through local CALD communities / organisations • Takeaway meals (only to be provided until other food deliveries occur and/or to meet any immediate dietary / culturally appropriate food requirements that may be delayed)
Material aid and personal care items	<ul style="list-style-type: none"> • Sanitary items • Personal hygiene items • Nappies • Provisions and materials to support infant health • Pet provisions • SIM card for phone / internet access
Health	<ul style="list-style-type: none"> • Medicine (prescription and over-the-counter) • EpiPen • Inhaler (asthma) • Syringes and blood glucose testing supplies (diabetes) • First-aid items
Other	<ul style="list-style-type: none"> • Children's toys or books (within reason – sufficient to occupy for time-limited period)

COVID-19 Emergency Relief Fund

The COVID-19 Emergency Relief Fund is a Council funded grant established in 2020 at the beginning of the pandemic. The fund was established to support vulnerable individuals, groups, local non-government community service organisations and family violence services. The initial Emergency Relief Fund established in 2020 was \$500,000 with the current 2021-22 fund being \$400,000.

Over the page is the current balance and funds allocated from July 2021 to September 2021.

Allocations from Pandemic Recovery Fund: July 2021 – September 2021			
Organisation	21/22 FY allocations	Total provided each organisation	Total 21/22 FY
Heavenly Feast Revival Church	\$4,000	\$22,000	\$4,000.00
ADRA Crisis	\$3,000	\$8,000	\$3,000.00
Countrywide Mission	\$2,000	\$31,000	\$2,000.00
Hope Centre	\$4,260	\$17,794.50	\$4,260.00
Big Group Hug	\$6,535	\$52,657.18	\$6,535.00
Thomastown Neighbourhood House		\$10,000	\$10,000
Whittlesea Community House		\$9,900	\$9,900
Total allocated			\$39,695
Total Pandemic Recovery Fund budget			\$400,000
Remaining funds			\$360,305

Economic Development initiatives

Economic Development initiatives have been central to the relief and recovery of local business. To keep local businesses on track, the Economic Development team continues to deliver measures that support business in the creation of jobs and provide economic support.

Outdoor dining Project

- In September 2020, the State Government launched its Outdoor Eating and Entertainment Package supporting councils to expand outdoor dining as part of the roadmap to reopening. The purpose of the funding was to help councils implement swift and streamlined permit, enforcement and monitoring processes to support expanded outdoor dining.
- Council received \$500,000 to support food and hospitality businesses (Round 1). The funding contributed to a variety of activities including additional seating infrastructure, materials to support businesses operating in a COVID-safe manner.
- In January 2021, the State Government announced an additional funding pool of \$5million for Round 2 of the 2020-21 Local Councils Outdoor Eating and Entertainment Package. Councils had the opportunity to apply for up to \$500,000 to support additional projects. Council was successful in receiving \$70,000 from this round of funding.

Installation of additional seating

- Custom designed chair/table structures have been installed in Church Street, Whittlesea; Hazel Glen drive, Doreen; Oleander Drive, Mill Park and Gorge Road, South Morang.
- All of the structures are branded with Council's visitor economy branding and include table signs including a QR code that directs the visitor to the Visit Whittlesea website.
- Additional furniture has been sourced from eco-friendly businesses, where the table and chairs are made from recyclable materials.
- Items have been specifically chosen to create vibrancy in spaces and support activation to encourage visitors to stay within the precinct longer.
- Chosen locations for these pieces are the corner of High and Tramoo Streets and Lorne Street Park in Lalor, Alexander Avenue, Thomastown, Breadalbane Avenue

Mernda, High Street Village Epping, Blamey Avenue and Mill Park Drive, Mill Park and Reid Street Park, South Morang where the areas fall within Council's property.

- The infrastructure has received positive support and feedback from the businesses and community. The owners/operators are very supportive of the program and appreciate the assistance of Council.

Supporting COVID-safe practices

- The Economic Development Team have collectively handed more than 400 COVID safe goodie bags to food-based businesses across the municipality.
- Contents of these bags include:
 - Bottles of hand sanitizer.
 - Reusable masks hand designed, and hand sewn by social enterprise Assemble Threads. A City of Whittlesea resident was specifically chosen for this.
 - State Government posters highlighting COVID safe messages. One of those posters provided was multilingual.
 - Think Local, Buy Local, Create Local Jobs window decal and
 - Information highlighting the support services and contact details of the Economic Development team.
- All content items were locally sourced.
- Additional support activities included offering to cover the cost of public liability insurance for businesses looking to expand their trading onto the footpath.

Precinct activation with mini concert series

- The first phase of Round 1 funding was focused on infrastructure. Precinct activation has more of a community development/events focus to attract customers to the centres and create vibrancy.
- The Community Cultural Development Team have been engaged to deliver a mini concert series.
- Intention of the miniseries is to host 4 x mini concerts in locations where new infrastructure has been installed.
- Events have taken place in Church Street Whittlesea and Hazel Glen Drive Doreen. Future locations for events include High Street Epping and Reid Street Park in South Morang.

Round 2 Funding – Intensive Marketing campaign

- The recently awarded \$70,000 from the Round 2 funding has been combined with \$30,000 remaining from the Round 1 funding to provide for a \$100,000 intensive marketing campaign titled 'Dine (outside) in the City of Whittlesea' for our dining precincts.
- The campaign focuses on:
 - Highlighting the retail precincts where Council has installed additional tables and chairs, as well as promote the upcoming mini concert series that will be rolled out at a number of these precincts throughout the municipality.
 - The activities of the campaign includes, but not limited to social media activities, print media and transport advertising.
 - The campaign is delivered in partnership with a marketing consultancy firm.
- This campaign is a great opportunity for Council to promote the smaller retail centres that are not supported by Centre Management or special rates, to drive new and existing customers to the local centres and activates these spaces.
- We see this as a wonderful opportunity to support and promote our visitor economy sector particularly in the COVID recovery phase.
- The campaign is on track to go live in October, pending the ease of restrictions.

Business Assistance Grants

- The Business Assistance Grants Program (BAGP) formed part of Council's Business Relief and Resilience Program endorsed at the Council meeting held on Tuesday 1 September 2020. The BAGP was designed in response to COVID-19 to provide relief to local businesses to support their resilience now and into the future.
- Applications could be submitted on projects that fell within the one or more of the following categories of:
 - Business adaption – Personal protective equipment (PPE); transitioning to an online platform to sell products and/or services or website design and development, e-commerce platforms, or online content development (i.e. mobile apps).
 - Revitalising spaces - Improvements to window displays and façades, signage of furniture to activate their footpath trading area
 - Business continuity - Seeking professional business and legal advisory services. This could include advice on managing risk, business diversity or marketing strategy development.
- Applications opened on Friday 11 September and closed on 4 October 2020
- 103 applications were supported with approved total funding pool of approximately \$450,000.
- Almost half of the successful applications were for projects relating to Business Adaption. These included projects relating to online transition and enhancing their spaces and practices to be COVID safe.
- Followed closely by business continuity (30 per cent) and revitalising spaces (22 per cent). Applications under these categories were to support seeking professional advice (i.e. marketing or accounting) and to enhance their shop fronts (i.e. signage).

Local Government Business Concierge and Hospitality Support Program

- The COVIDSafe Business Fund allocated \$7.08 million to establish the Local Government Business Concierge and Hospitality Support Program.
- The program specifically targets COVIDSafe practice awareness within the business and wider communities through direct funding to local governments of \$120,000 to ensure they can actively engage on COVIDSafe practices with community venues, hospitality businesses and services such as hairdressing
- Council has employed four COVID Business Support Officers for from 5 July to 30 November 2021
- The Officers support Councils Compliance and Environmental Health Officer to patrol business precincts providing information and education to ensure businesses are operating in a COVID safe manner.

COVIDSafe Outdoor Activation Fund

- The newly released (October 2021) State Government COVIDSafe Outdoor Activation Fund 2021 supports Victorian councils in assisting businesses to operate in outdoor settings in a COVIDSafe manner.
- The Victorian Government has committed \$40 million to the Fund 2021 which builds on Round 1 and Round 2 of the Local Councils Outdoor Eating and Entertainment Package.
- In addition to supporting hospitality businesses, the funding will support a broad range of industries that have been severely impacted by COVID restrictions (such as gyms, creative businesses, personal/beauty services, and non-essential retail).
- Funding to the value of \$575,000 will be provided to Council for works, services and promotion of outdoor activation through two components:
 - Part A - Works, services and promotion of outdoor activation, to immediately extend the life of existing outdoor eating and entertainment facilities and provide new facilities for other businesses to also operate outdoors, and

- Part B - To establish semi-permanent and permanent outdoor precincts that support industries impacted by COVID restrictions and will be of lasting benefit to local communities

COVID safe compliance patrols

In response to the continuation of lockdowns and an escalation of COVID positives cases in the City of Whittlesea, the Compliance and Environmental Health Department commenced an extensive proactive inspection program across the City in order to inspect every business, ensuring they are operating in a COVID safe manner.

The program has continued to be active during the periods of lockdown and has included support from all teams across Council. The COVID safe compliance patrols have occurred after hours, weekdays and on weekends.

COVID Safe Compliance Inspections:

- Currently compliance in the Municipality is high. The team will continue to review the COVID situation as restrictions ease and will make changes to the program as required.
- Afterhours inspections have been incorporated into the program to ensure that the team visit takeaway shops and restaurants who don't open until after 4 or 5pm.
- The team continues to work with the Department of Health enforcement teams and have worked together on a number of Joint Operations.
- The Police have attended numerous businesses escalated by Council.
- The team has also worked with the Department of Health engagement team at Pacific Epping with the objective to push the message to be tested and vaccinated.

To date in excess of 10,000 COVID safe compliance patrols have occurred across the City of Whittlesea.

Plenty Ranges Arts and Convention Centre (PRACC)

On 11 June 2021, PRACC ceased regular operations and the building was handed over to Northern Health to operate a state-run COVID vaccination hub. The hub operated in conjunction with COVID vaccinations services at the Northern Hospital for the first two weeks until all services were transferred to PRACC. The service has grown steadily over the past 3 months as vaccine supplies have become available. Daily vaccination numbers have grown steadily from around 1200 (12-15 chairs) to over 2000 (28-30 chairs).

City of Whittlesea has maintained an on-site staff presence to assist Northern Health with building operations, maintenance and cleaning issues. This staff support, together with utility costs and basic maintenance (to assist Hub operations) will cost Council approximately \$160,000 over the 6 month period.

Loss of revenue due to closure of PRACC will most likely be minimal as extended COVID lockdowns in Melbourne would have prevented most usage of the facility as an arts and event space over the period.

Multicultural Awareness of COVID Immunisation (MACI) program

Through a State initiative, Priority Response to Multicultural Communities (PRMC) program, Council successfully applied for \$350,000 in funding from the Department of Families, Fairness and Housing (DFFH), to establish a Local Partnerships Model in Whittlesea, providing targeted engagement and support for local priority culturally and linguistically diverse (CALD) communities in response to the COVID-19 pandemic.

The program commenced on 13 September and supports improved access to accurate information about COVID-19 health information and directions, with a focus on the COVID-19 vaccination roll-out in out. The program leverages existing Council initiatives and networks that support vulnerable multicultural communities.

CONSULTATION

The Economic Development Team has been extensively consulting with businesses during the pandemic regarding the effects of the COVID-19 restrictions. Anecdotal evidence suggests that the hospitality and beauty services industry have been amongst the most impacted sectors, and many have remained closed throughout each lockdown period.

The level of enquiries to the Environmental Health Team has also risen as businesses are aware that 2022 renewal notices will be sent out in November 2021. Many businesses both in hospitality and beauty services industry have also raised enquiries with the Environmental Health Team.

As mentioned earlier in the report, Council Sport and Recreation teams have also received enquiries from local sporting clubs impacted by restrictions.

This report and associated recommendations responds to feedback received by businesses and community members to the Economic Development, Environmental Health, Sport and Recreation teams.

FINANCIAL IMPLICATIONS

Waiving the 2021-22 registration renewal fees by 50% of 1,276 local businesses registered under the Food Act 1984 and the Public Health and Wellbeing Act 2008 will significantly impact the income of the Food and Public Health surveillance programs with a combined reduction of revenue of approximately \$370,934.50.

Waiving the pool inspection fees 2021-22 fees, as scheduled under the Environment Protection Act 2018 will result in a loss of revenue of \$4,315.

Waiving the 2021-22 fees for outdoor dining and footpath trade permits will result in a loss of revenue of \$14,510.

Waiving the 2021-22 registration fees of sporting clubs, is expected income result in a loss of revenue \$74,135.

POLICY STRATEGY AND LEGISLATION

The Food Act 1984 and Public Health and Wellbeing Act 2008 authorises Council to approve, register and renew the registration of designated business types. The annual renewal of registration fees helps subsidise some of the operating costs of the inspection and surveillance programs.

Council has a Food Safety Management Policy which takes a risk-based approach to surveillance of food premises. Fees for the various types of food businesses are based on risk classifications which inform the frequency of annual surveillance.

Aquatic Inspection fees are a new fee that took effect on 1 July 2021. These fees were set as a result of the enactment of the new State Government Environment Protection Act 2017. These fees are set by Council and reflect operational costs to undertake the required legislative functions. Council does have the discretion to waive fees.

LINK TO STRATEGIC RISKS

Strategic Risk *Financial Sustainability - Inability to meet current and future expenditure*

Waiving the 2021-22 registration renewal fees by 50% of 1,276 local businesses registered under the Food Act 1984 and the Public Health and Wellbeing Act 2008 will significantly impact the income of the Food and Public Health surveillance programs with a combined reduction of approximately \$370,934.50.

Waiving the 2021-22 fees for Aquatic Facilities, as scheduled under the Environment Protection Act 2018 will result in a loss of revenue of \$4,315.

Waiving the 2021-22 fees for outdoor dining and footpath trade permits will result in a loss of revenue of \$14,510.

Waiving the 2021-22 registration fees of sporting clubs, is expected income result in a loss of revenue \$74,135.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Connected community
Key Direction	A healthy and safe community

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

Every department and team across Council is actively contributed to the support of local residents and businesses. This report outlines a number of initiatives Council is leading to support the local community, sporting clubs and businesses in the COVID response and recovery phases.

To provide further support local business and sporting clubs it is recommended Council waive and discount a number of fees and charges as outlined in this report.

RECOMMENDATION

THAT Council:

- 1. Waive the 2021-22 registration renewal fees by 50% of 1,276 local businesses registered under the Food Act 1984 and the Public Health and Wellbeing Act 2008 that have been impacted by the State Government COVID-19 restrictions during 2020 (Table 1), including 50% of staff fees associated to registration renewals (Table 2). The total expected income to be waived from Food and PHW renewals is \$370,934.50.**
- 2. Waive the 2021-22 fees for the Inspection of Aquatic Facilities, as scheduled under the Environment Protection Act 2018. The total expected income to be waived from Aquatic Facilities fees is \$4,315.**
- 3. Waive the 2021-22 registration fees of sporting clubs. The total expected income to be waived is \$74,135.**
- 4. Waive the 2021-22 fees for outdoor dining and footpath trade permits, as scheduled in Councils current fees and charges. The total expected income to be waived from Municipal Local Law renewals is \$14,510.**
- 5. Extend outdoor dining to neighbouring properties footpaths to 30 June 2022, pending neighbouring business owner's permission, and waive any Local Law fee associated with an extension of trade.**

6. Cover the cost of public liability insurance for businesses expanding their trade onto the footpath and extension of trade to neighbouring properties footpath.
7. Engage with and support privately owned shopping centres to temporarily expand footpath trading and/or outdoor dining in communal spaces or car parks.
8. Extend the temporary structure (currently taking up 1.5 car spaces) in Oleander Drive, Mill Park until 30 June 2022.

COUNCIL RESOLUTION

MOVED: *Chairperson Wilson*
SECONDED: *Administrator Eddy*

THAT Council resolve to adopt the Recommendation.

CARRIED

ITEM 6.5.3 QUARTERLY CORPORATE PERFORMANCE REPORT (QUARTER ENDED 30 SEPTEMBER 2021)

Attachments:	1	Quarterly Corporate Performance Report
	2	Project Progress Report
	3	Grants Status Update
	4	Proposed Capital Budget Adjustments (Q1)
	5	Reserves Detail

Responsible Officer: Director Corporate Services

Author: Chief Financial Officer

RECOMMENDATION SUMMARY

- Note the Quarterly Corporate Performance report for September 2021 (Attachment 1).
- Note that the 2021-25 Community Plan was adopted in October 2021 and as such reporting on 2021-22 Community Plan Action progress will commence in quarter 2.
- Note the Capital Works Program Performance for the period ended 30 September 2021 and progress of projects as outlined in Project Progress Report (Attachment 2).
- Note that it is expected that delivery of the 2021/22 Capital Works Program will be impacted by the COVID-19 pandemic. Further detail on such impacts will be included in future reports to Council when they become known.
- Note the status of the infrastructure grants as at the end of September 2021 as outlined in Grants Status Update (Attachment 3).
- Approve the proposed capital budget adjustments as listed in the Proposed Capital Budget Adjustments (Q1) (Attachment 4).
- Note the Financial Performance for the period ended 30 September 2021.

BRIEF OVERVIEW*Community Plan*

- The Community Plan 2021-2025 including the Community Plan 2021-2022 Action Plan was adopted at a special Council meeting held on 25 October 2021. As such, key initiative reporting will resume for the quarter 2 reporting period.
- Key quarter 1 achievements under the five goals of Council's strategic planning framework have been included in this report instead.

Capital Works

- As at 30 September 2021, year to date Capital Works expenditure of \$11.02 million is \$0.9 million more than budget. The proposed revised budget (pending approval of proposed adjustments in this report) for the year ending 30 June 2021 will be \$89.55 million. This will be \$3.565 million more than the original adopted capital budget following proposed adjustments for external grant funded projects.
- It is anticipated that the COVID-19 pandemic will impact the ability of Council to deliver on projects throughout the year. This will continue to be monitored and further update provided in future reports to Council.

Financial Performance

- For the three months ended 30 September 2021, Council recorded an operating surplus of \$137.6 million, which is (\$1.5 million) unfavourable to the year to date budget.
- This surplus is reported based on the Australian Accounting Standards and includes all revenue recognised in the financial period, including gifted subdivisional assets (non-monetary), developer contributions and grants towards capital works projects. It is important to note that the operating surplus is not a cash surplus; therefore, it does not convert to immediately available cash for Council. Significant amounts of the surplus are restricted by legislation and must be used for future infrastructure investment.
- For the three months ended 30 September 2021 Council incurred direct COVID-19 related expenditure of \$0.27 million. In addition, Council incurred reduced income of \$0.61 million largely due to forced facility closures during the State Government imposed COVID-19 lockdown restrictions. The combined impact of additional expenditure and revenue losses totalled (\$0.88 million) for the three-month period.

RATIONALE FOR RECOMMENDATION

The recommendation is in accordance with the requirement of Section 97 of the *Local Government Act 2020* that as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly financial report is presented to the Council at a Council meeting which is open to the public.

IMPACTS OF RECOMMENDATION

Council has been presented with a Quarterly Corporate Performance report in accordance with the Local Government Act 2020 that shows Council's financial performance against the Annual Budget 2021-22 and update of the Community Plan.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Financial performance against budget is monitored closely and presented to the Executive Leadership Team and Council on a regular basis.

Council closely monitors progress against key initiatives in the Community Plan. As a result of the 2021-2025 Community Plan being adopted in October 2021, reporting on the progress of key initiatives will be included in the quarter 2 report.

REPORT**INTRODUCTION**

Council is required by the Local Government Act 2020 (the Act) to prepare a Council Plan containing the strategic objectives of Council, strategies for achieving those objectives, and indicators to monitor the achievement of those objectives. The City of Whittlesea's Council Plan is incorporated in the Community Plan 2021-2025 alongside the Municipal Public Health and Wellbeing Plan, the Disability Action Plan and pandemic recovery actions. This Plan was adopted at a special Council meeting held on 25 October 2021.

The attached report provides a comprehensive summary of:

- Key achievements under the five goals of Council's strategic planning framework (comprehensive reporting against key Community Plan initiatives will commence in quarter 2 following adoption of the 2021-2025 Community Plan)
- Progress of 2021-22 Capital Works Program to 30 September 2021
- Council's financial performance to 30 September 2021.

To comply with the Act, the report includes the following comparisons for the three months ended 30 September 2021:

- Actual and budgeted operating revenues and expenses
- Actual and budgeted capital revenues and expenses
- Actual movements in the balance sheet
- Actual movements in the cash flow statement.

It is highlighted that the impacts of the COVID-19 pandemic on Council's services and financial circumstances is expected to continue and this has been the subject of a number of previous Council reports.

BACKGROUND***Community Plan***

Council developed its 2021-2025 Community Plan, including the Community Plan 2021-2022 Action Plan which was adopted in October 2021. The Community Plan is the key strategic document providing direction over the Council term. Community Plan Action Plans are developed annually as an accompaniment to the Community Plan. They include the key initiatives and projects to be achieved each year.

Reporting against key initiatives will resume for the quarter 2 reporting period. For quarter 1, key achievements under the five goals of Council's strategic planning framework have been provided as a means of progress update.

Capital Program

Council adopted the 2021-22 Capital Works Program on 1 June 2021 with a budget of \$68.39 million plus \$17.34 carry forward, providing a total budget of \$85.98 million.

The financial expenditure performance of the Capital Works Program to 30 September 2021 is detailed below.

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Annual Budget \$'000	Forecast \$'000
Property	2,456	3,298	842	23,281	24,344	24,344
Plant and equipment	347	445	98	2,515	2,515	2,515
Infrastructure	8,220	6,350	(1,870)	50,622	59,126	62,691
	11,022	10,093	(930)	76,418	85,985	89,550
Represented by:						
New assets	4,214	4,568	354	25,146	29,823	33,103
Asset renewal	5,272	3,420	(1,851)	34,215	35,947	36,183
Asset expansion	43	85	42	550	550	550
Asset upgrade	1,494	2,020	526	16,507	19,664	19,714
Total Capital Works	11,022	10,093	(930)	76,418	85,985	89,550

COVID-19 Impact Analysis

The COVID-19 pandemic has impacted on some projects as a result of general work disruptions in the normal planning, tendering and construction activities and even more so with the recent two week shut down of the construction industry. At this stage, it is too early to ascertain the impact of the restrictions on the capital works projects. Given the COVID impact in the first half of the financial year, it is anticipated that the easing of restrictions in the coming weeks will provide an opportunity for any delays to projects to be addressed to bring the project completion dates back within the targeted completion timelines. A further update to project impacts will be provided as part of the mid-year review when the timing of the easing of restrictions is known.

Project Budget Adjustments

A number of minor changes to the Capital Works Program are proposed in the first quarter. These adjustments are a direct result of external Grant applications that have been successful since the adoption of the 2021/22 budget and where unbudgeted.

The proposed project adjustments result in an increase to the adopted expenditure budget of \$3.57 million, giving a revised total Capital Works Program budget following the first quarter of \$89.55 million. The proposed budget adjustments are listed in **(Attachment 4)**.

Infrastructure Grants

A summary of recent infrastructure grants outcomes is included in the Grants Status Report **(Attachment 3)**. Grant programs in the first quarter of the financial year have been limited however the annual Program of Grant opportunities will increase in the second half of the financial year. Growing Suburbs Fund applications were submitted in October 2021 following approval from Council, with announcements expected in December 2021. Any successful Grant applications will enable future projects to be brought forward in the Capital Works Program. Applications to the value of \$2.3 million are still awaiting outcomes / announcements.

Financial Performance

The Financial Performance Report for the period ended 30 September 2021 includes the following financial statements included in Quarterly Corporate Performance Report (**Attachment 1**):

- Comprehensive Income Statement
- Balance Sheet
- Statement of Cash Flows
- Statement of Capital Works
- Summary of Reserves

Operating performance

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Forecast \$'000
Operating					
Income	194,198	196,533	(2,335)	375,786	380,302
Expenditure	56,600	57,438	839	229,335	231,280
Surplus (deficit)	137,598	139,095	(1,496)	146,451	149,022
Capital and other revenue					
Share of other comprehensive income of associate	-	-	-	-	-
Capital non-recurrent grants	(1,594)	(1,770)	176	(16,260)	(21,728)
Developer contributions	(2,434)	(4,161)	1,727	(121,418)	(120,651)
Adjusted underlying surplus	133,571	133,164	407	8,773	6,643

For the quarter ended 30 September 2021, Council has recorded an operating surplus of \$137.6 million, which is (\$1.5 million) unfavourable to the year to date budget.

Council is forecasting a \$149.02 million full year operating surplus, which is \$2.57 million favourable to the Adopted Budget.

This surplus is reported based on the Australian Accounting Standards and includes all revenue recognised in the financial period, including gifted subdivisional assets (non-monetary), developer contributions and grants towards capital works projects. It is important to note that the operating surplus is not a cash surplus; therefore it does not convert to immediately available cash for Council. Significant amounts of the surplus are restricted by legislation and must be used for future infrastructure investment.

The operating result is a key figure to assess Council's financial performance. Although Council is a not-for-profit organisation, it should still generate a surplus to ensure future financial sustainability.

COVID-19 Impact Analysis

A comprehensive review of Council's budgeted revenue and expenditure for the remainder of the financial year has been undertaken to quantify the impacts of the pandemic on service delivery and financial performance.

As at the end of September, the financial impact of the COVID-19 pandemic to date is as follows:

- Direct COVID-19 expenditure to the end of September is (\$0.27 million)

- Income impact of (\$0.61 million), which relates to community and leisure facilities from forced facility closures during state government lockdown restrictions. Further analysis on the impact of COVID-19 on this income will continue to be undertaken.

PROPOSAL

That Council notes the Quarterly Corporate Report for the period ended 30 September 2021 (Attachment 1), which is presented for consideration by Council in accordance with the Local Government Act 2020.

CONSULTATION

Reported information has been sourced and discussed with line management and project managers across the organisation. Consultation has also been undertaken with the Executive Leadership Team.

CRITICAL DATES

Select information from this report will be presented to the:

- Council meeting on Monday 8 November 2021
- Audit and Risk Committee on Thursday 25 November 2021.

FINANCIAL IMPLICATIONS

All matters raised in this report, which have a financial implication, have been reflected in the Quarterly Corporate Performance Report for the quarter ended 30 September 2021 (**Attachment 1**).

POLICY STRATEGY AND LEGISLATION

Section 97 of the *Local Government Act 2020* provides that as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public. The quarterly budget report must include a comparison of the actual and budgeted results to date and an explanation of any material variations.

Further, periodic progress reporting against the Council Action Plan increases transparency and contributes to discharging Council's reporting duties.

LINK TO STRATEGIC RISKS

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

Performance reporting is an effective existing treatment enhancing governance of Council's operations.

Strategic Risk Financial Sustainability - Inability to meet current and future expenditure

This report provides Council with an oversight of the City of Whittlesea's key financial information and performance obligations to enable monitoring and to ensure City of Whittlesea's financial position is sustainable.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	High-performing organisation
Key Direction	More cost-effective investment through better return on investment, efficiency and an engaged workforce

This report provides Council with oversight of Council's key financial information to enable regular monitoring and to ensure that Council aligned to its strategic direction, cost-effectiveness and efficient delivery of services.

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

For the quarter ended 30 September 2021, Council's operating surplus showed an unfavourable year to date variance of (\$1.5 million) against budget. Council's Capital Works program was (\$0.93 million) ahead of budget.

RECOMMENDATION

THAT Council resolve to:

- 1. Note the Quarterly Corporate Performance report for September 2021.**
- 2. Note that the 2021-25 Community Plan was adopted in October 2021 and as such reporting on 2021-22 Community Plan Action Item progress will commence in quarter 2.**
- 3. Note the Capital Works Program Performance for the period ended 30 September 2021 and progress of projects as outlined in Project Progress Report.**
- 4. Note that it is expected that delivery of the 2021/22 Capital Works Program will be impacted by the COVID-19 pandemic. Further detail on such impacts will be included in future reports to Council when they become known.**
- 5. Note the status of the infrastructure grants as at the end of September 2021.**
- 6. Approve the proposed capital budget adjustments (outlined in Attachment 4).**
- 7. Note the Financial Performance for the period ended 30 September 2021.**

COUNCIL RESOLUTION

MOVED: *Administrator Eddy*
SECONDED: *Administrator Duncan*

THAT Council resolve to adopt the Recommendation.

CARRIED



Quarterly Corporate Performance Report

for the period ended 30 September 2021

A place for all



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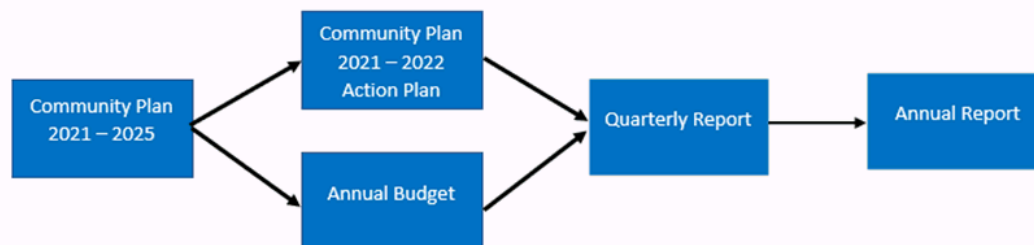
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Introduction and Key Highlights

Community Plan

The Community Plan 2021-2022 Action Plan and Annual Budget are two of Council’s key accountability documents to the community and represent Council’s annual response to the four-year Community Plan. On a quarterly basis Council reports progress on the achievement of Community Plan 2021-2022 Action Plan items, as well as financial and capital performance against the Annual Budget. At the conclusion of the financial year Council reports the final outcomes of Action Plan initiatives and its financial performance through the Annual Report.



The 2021-22 financial year marks the first year of Council’s new four-year Community Plan. Council’s Community Plan 2021-2025 was adopted at a special meeting of Council held on 25 October 2021. As such, reporting on the specific actions to be delivered in the 2021-2022 financial year will commence during quarter 2.

Capital Performance

- Capital spend at 30 September 2021 was \$11.02 million, which was (\$0.93 million) ahead of the Year to Date budget.
- It is expected that the COVID-19 pandemic will have an impact on the delivery of the 2021/22 Capital program. Further detail on this will be included in future reports when it becomes known.

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Adjusted Budget \$'000	Forecast \$'000
Property	2,456	3,298	842	23,281	24,344	24,344
Plant and equipment	347	445	98	2,515	2,515	2,515
Infrastructure	8,220	6,350	(1,870)	50,622	59,126	62,691
Total Capital works	11,022	10,093	(930)	76,418	85,985	89,550



Financial Performance

- Council's operating financial performance was (\$1.5 million) unfavourable to budget for the three months ended 30 September 2021.

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Forecast \$'000
Operating					
Income	194,198	196,533	(2,335)	375,786	380,302
Expenditure	56,600	57,438	839	229,335	231,280
Surplus (deficit)	137,598	139,095	(1,496)	146,451	149,022
Capital and other revenue					
Share of other comprehensive income of associate	-	-	-	-	-
Capital non-recurrent grants	(1,594)	(1,770)	176	(16,260)	(21,728)
Developer contributions	(2,434)	(4,161)	1,727	(121,418)	(120,651)
Adjusted underlying surplus	133,571	133,164	407	8,773	6,643

- Direct COVID-19 related expenditure incurred by Council to 30 September 2021 was \$0.27 million, with an additional \$0.61 million in revenue losses stemming from forced facility closures during state government lockdown restrictions. Total cost to Council of \$0.88 million for the three months ended 30 September 2021.

Community Plan Performance

The Community Plan 2021-2025 is the key strategic document providing direction over the Council term. Community Plan Action Plans are developed annually as an accompaniment to the Community Plan. They include the key initiatives to be achieved each year.

Following adoption of the 2021-2025 Community Plan on 25 October 2021, key initiative reporting will commence in quarter 2. In the interim, key achievements are presented for each of the five goals under the City of Whittlesea's strategic planning framework.

Connected Community

Council is progressing the development of an Aboriginal Gathering Place as a place of healing and reconciliation.

Pandemic recovery management continues to be a key focus area as the City of Whittlesea is experiencing increasing case numbers. Council continues to actively support community members affected by the pandemic, through valued essential services such as home support and maternal and



child health. Plenty Valley Arts and Convention Centre is temporarily operating as a State vaccination hub operated by Northern Hospital to support rapid rollout of COVID vaccinations.

Liveable Neighbourhoods

Community members have provided their feedback on the draft Domestic Animal Management Plan as well as the Granite Hills Park within the Quarry Hills Regional Parkland. Both projects are progressing to their next stages, aiming to enhance responsible pet ownership on the one hand and positioning the Quarry Hills Regional Parkland as the characteristic landscape in the municipality with rich Aboriginal cultural heritage and ecological value.

The 'Affordable Housing for Local People' proposal to lease a block of Council-owned land in Wollert to a community housing organisation to develop affordable housing was endorsed and is progressing to community consultation stage.

Strong Local Economy

Council's recently adopted Investment Attraction Plan outlines key actions for this financial year. Members of the newly formed Business Advisory Panel have been confirmed, and an investment engagement process aims to enhance Council's relationship with new investors and proactively connect with the business community.

Council's COVID Business Support Officers have engaged with more than 6,000 businesses to make it easier for our local business community to navigate the rapidly changing requirements in operating during these challenging times.

Sustainable Environment

Planning is also underway for the City of Whittlesea's first repair café, in Mernda, in an initiative that will encourage residents to rethink their waste and look to fix rather than ditch broken household items.

High-Performing Organisation

More than 1,500 community members provided their feedback on the Community Plan 2021-2025, the Financial Plan and the Annual Budget 2022-2023. The engagement period closed in September with the Community Plan 2021-2025 and Financial Plan 2021-2031 adopted at a special meeting of Council on 25 October 2021. Council has also previously adopted the Financial Hardship Policy so that community members experiencing hardship have effective avenues of support.



Capital Performance

Financial Update

At 30 September 2021 Capital expenditure of \$11.02 million was (\$0.93 million) ahead of budget.

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Annual Budget \$'000	Forecast \$'000
Property	2,456	3,298	842	23,281	24,344	24,344
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Asset upgrade	1,494	2,020	526	16,507	19,664	19,714
Total Capital works	11,022	10,093	(930)	76,418	85,985	89,550

In addition to YTD spend there was a further \$35.42 million of commitments by way of issued contracts and purchase orders. Commitments are not reflected in the reported capital expenditure and indicate that many projects are well progressed. The forecast for the year ending 30 June 2022 is expected to be \$89.55 million, which is \$3.57 million more than the Annual Budget. Further detail on the progress of individual projects is reported in Project Progress Report.



The below Financial Summary Graph outlines 2021-22 year to date capital performance against historical comparisons.



The chart above provides a financial summary on the status of the Capital Works Program as at the end of September 2021. The value of work completed to the end of September is \$11.02 million (purple column) with contracts and purchase orders committing another \$35.42 million (green column). The black line indicates the accumulative original approved budget for 2021/22 including the carry forward (The lines below show previous years' expenditure).

COVID-19 Impact Analysis

The COVID-19 pandemic has impacted on some projects as a result of general work disruptions in the normal planning, tendering and construction activities and even more so with the recent two week shut down of the construction industry. At this stage, it is too early to ascertain the impact of the restrictions



on the capital works projects. Given the COVID impact in the first half of the financial year, it is anticipated that the easing of restrictions in the coming weeks will provide an opportunity for any delays to projects to be addressed to bring the project completion dates back within the targeted completion timelines. A further update to project impacts will be provided as part of the mid-year review when the timing of the easing of restrictions is known.

Key Project Update

A number of minor changes to the Capital Works Program are proposed in the first quarter. These adjustments are a direct result of external Grant applications that have been successful since the adoption of the 2021/22 budget and were unbudgeted.

The proposed project adjustments result in an increase to the annual expenditure budget of \$3.57 million giving a revised total Capital Works Program budget following the first quarter of \$89.55 million.

Infrastructure Grants Update

A summary of recent infrastructure grants outcomes is included in the Grants Status Report. Grant programs in the first quarter of the financial year have been limited however the annual Program of Grant opportunities will increase in the second half of the financial year. Growing Suburbs Fund applications were submitted in October 2021 following endorsement by Council, with announcements expected in December 2021. Any successful Grant applications will enable future projects to be brought forward in the Capital Works Program. Applications to the value of \$2.3 million are still awaiting outcomes / announcements.



Financial Performance

Operating Performance

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Forecast \$'000
Operating					
Income	194,198	196,533	(2,335)	375,786	380,302
Expenditure	56,600	57,438	839	229,335	231,280
Surplus (deficit)	137,598	139,095	(1,496)	146,451	149,022
Capital and other revenue					
Share of other comprehensive income of associate	-	-	-	-	-
Capital non-recurrent grants	(1,594)	(1,770)	176	(16,260)	(21,728)
Developer contributions	(2,434)	(4,161)	1,727	(121,418)	(120,651)
Adjusted underlying surplus	133,571	133,164	407	8,773	6,643

For the three months ended 30 September 2021, Council has recorded an operating surplus of \$137.6 million, which is (\$1.5 million) unfavourable to the year to date budget.

Council is forecasting a \$149.02 million full year operating surplus, which is \$2.57 million favourable to the Adopted Budget.

This surplus is reported based on the Australian Accounting Standards and includes all revenue recognised in the financial period, including gifted subdivisional assets (non-monetary), developer contributions and grants towards capital works projects. It is important to note that the operating surplus is not a cash surplus; therefore it does not convert to immediately available cash for Council. Significant amounts of the surplus are restricted by legislation and must be used for future infrastructure investment.

After eliminating non-recurrent capital grants and other items, the adjusted underlying surplus is \$133.57 million, which is \$0.4 million ahead of budget. An underlying surplus is the net surplus for the year adjusted for non-recurrent capital grants and contributions. It is an accepted measure of financial sustainability as it is not impacted by non-recurring or once-off items of revenue and expenses that can often mask the operating results.



Financial position

	YTD Actual \$'000	Adopted Budget \$'000	Audited 2020 \$'000
Financial assets	210,751	207,200	216,818
Restricted funds	143,981	139,900	143,930
Unrestricted cash	66,770	67,300	72,888
Intended allocations	80,139	35,886	95,030
Net Available cash	(13,369)	31,414	(22,142)

*The deficit in net available cash after accounting for intended allocations will be addressed through budgeted borrowings of \$20.1 million during the 2021/22 year.

The financial position as at 30 September 2021 shows a cash and investment balance of \$210.75 million compared with \$216.82 million as at 30 June 2021.

The cash and investment balance was sufficient to meet restricted cash and intended allocations of \$143.98 million at the end of September.

Restricted cash is the amount of cash holdings Council requires to meet external restrictions such as trust funds and statutory reserves. Cash for intended allocations includes cash held to fund future capital works and project works.



Financial Statements

Comprehensive Income Statement

Comprehensive Income Statement for the period ended 30 September 2021

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Forecast \$'000
Income					
Rates and charges	176,104	175,260	845	178,288	178,288
Statutory fees and fines	7,020	7,330	(310)	18,473	18,623
User fees	589	1,219	(630)	7,261	4,936
Grants - operating	5,319	4,826	493	27,820	28,800
Grants - capital	1,594	1,770	(176)	17,410	22,878
Contributions - monetary	2,434	4,161	(1,727)	17,338	16,571
Contributions - non-monetary assets	-	-	-	104,080	104,080
Net gain on disposal of property, infrastructure, plant and equipment	80	-	80	-	-
Other income	1,058	1,968	(910)	5,116	6,126
Total income	194,198	196,533	(2,335)	375,786	380,302
Expenditure					
Employee benefits	23,360	23,916	555	98,108	98,229
Materials and services	18,509	18,278	(231)	76,393	75,891
Depreciation	10,332	9,770	(562)	39,081	41,181
Amortisation - intangible assets	-	26	26	102	102
Amortisation - right of use assets	36	30	(6)	120	120
Bad and doubtful debts	-	-	-	418	418
Borrowing costs	43	40	(4)	158	158
Finance costs - leases	-	8	8	30	30
Other expenses	4,319	5,373	1,053	14,925	15,150
Total expenditure	56,600	57,438	839	229,335	231,280
Total comprehensive result	137,598	139,095	(1,496)	146,451	149,022
Share of other comprehensive income of associate accounted for using the equity method	-	-	-	-	-
Total comprehensive result	137,598	139,095	(1,496)	146,451	149,022
Less					
Capital grants - non recurrent	(1,594)	(1,770)	176	(16,260)	(21,728)
Capital contributions	(2,434)	(4,161)	1,727	(121,418)	(120,651)
Underlying surplus/(deficit)	133,571	133,164	407	8,773	6,643



For the period ended 30 September 2021 Council's Operating result was (\$1.5 million) unfavourable to budget. Key variances contributing to this unfavourable variance to budget include:

- Monetary contributions (\$1.73 million) unfavourable to budget with development contributions being behind budget due to the timing of completion of developments
- Other income (\$0.91 million) unfavourable to budget due largely to the timing of invoicing of the National Growth Alliance and lower interest on investments of following significant interest rate reductions that were greater than anticipated
- User fees and fines (\$0.63 million) unfavourable to budget due in most part to Leisure and Community facilities income unfavourable to budget as a result of facility closures in response to the ongoing State Government COVID-19 restrictions
- Statutory fees and fines (\$0.31 million) unfavourable to budget mainly due to Ageing Well having a reduction in Home and Social Support services for aged care support during the pandemic, and lower than anticipated fees received within Development Engineering for work relating to industrial construction
- Capital grants (\$0.18 million) unfavourable to budget due to timing differences in the actual recognition of income compared to budget
- Materials and services (\$0.23 million) unfavourable to budget primarily due to the unbudgeted non-contract works relating to Platform Estate payments payable to Mitchell Shire Council and Hume City Council, funded through the Developer Contribution reserve, which is offset by the impact of COVID-19 restrictions within facilities management
- Depreciation (\$0.56 million) unfavourable to budget as a result of revaluations and significant gifted assets being recognised after the budget was adopted, and therefore not factored into the depreciation budget

These unfavourable variances to budget were offset in part by the following favourable variances:

- Rates and charges \$0.85 million favourable to budget arising from supplementary valuations higher than anticipated at this point of the year
- Operating grant income \$0.49 million favourable to budget, mostly due to subsidy received earlier than anticipated for School Crossing Supervision program
- Employee costs \$0.56 million favourable to budget as a result of vacancies across the organisation, which is offset by unfavourable agency and labour hire costs of (\$0.55 million)
- Other expenses \$1.05 million favourable to budget, mostly due to delay in receiving streetlighting electricity invoices and an underspend in Community Grants, which are currently under review.

Council's forecast full year operating surplus of \$149.02 million is expected to be \$2.57 million favourable to the Adopted Budget.



Financial Position

Balance Sheet as at 30 September 2021

	YTD Actual \$'000	2020-21 Actual \$'000	Net Movement \$'000
Current assets			
Cash and cash equivalents	100,751	136,818	(36,067)
Trade and other receivables	182,825	30,175	152,650
Other financial assets	110,000	80,000	30,000
Inventories	339	327	12
Other assets	707	1,238	(531)
Total current assets	394,621	248,558	146,063
Non-current assets			
Investment in associate	2,911	2,911	0
Other financial assets	22	22	0
Property, infrastructure, plant and equipment	4,023,807	4,034,260	(10,453)
Intangible assets	770	770	0
Right of use assets	794	830	(36)
Total non-current assets	4,028,306	4,038,793	(10,452)
Total assets	4,422,926	4,287,351	135,610
Current liabilities			
Trade and other payables	53,791	42,707	11,084
Trust funds and deposits	14,632	16,005	(1,373)
Provisions	21,287	21,622	(335)
Lease liabilities	148	148	(0)
Interest-bearing liabilities	598	788	(190)
Total current liabilities	90,455	81,270	9,185
Non-current liabilities			
Provisions	1,715	1,715	(0)
Lease liabilities	687	1,753	(1,066)
Interest-bearing liabilities	1,753	687	1,066
Total non-current liabilities	4,155	4,155	(0)
Total liabilities	94,610	85,425	9,185
Net assets	4,328,316	4,201,926	126,390
Equity			
Accumulated surplus	2,846,621	2,721,657	124,964
Reserves	1,481,695	1,480,269	1,426
Total equity	4,328,316	4,201,926	126,390



Cash balance

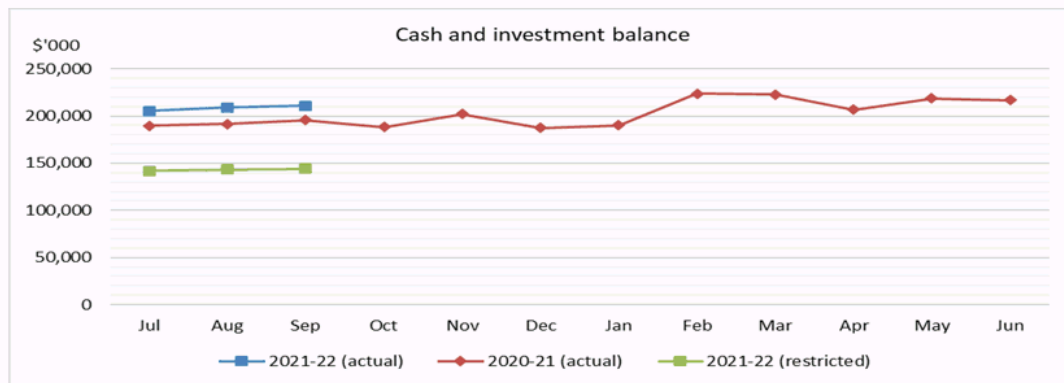
The chart below shows Council’s cash balance year to date for 2021-22 against the cash balance from the 2020-21 and restricted cash. The chart portrays:

- Actual 2021-22 cash balance
- Actual 2020-21 cash balance
- Restricted cash.

Restricted cash includes:

- Trust funds and deposits
- Non-discretionary reserves including developer contributions and subdivision levy (parkland contributions)

The cash and investments balance is currently \$3.55 million favourable to the budgeted year end position. Every opportunity is taken to invest surplus cash to maximise investment returns.



Note: Cash and investments include term deposits with a maturity date exceeding 90 days which are classified as other financial assets in the Balance Sheet.

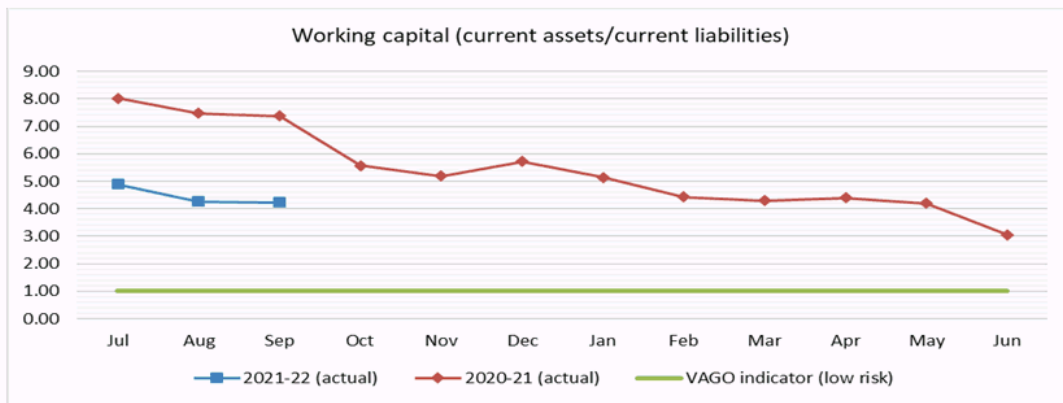


Working capital

The chart portrays:

- Actual 2021-22 working capital
- Actual 2020-21 working capital

Council’s working capital is forecast to remain well above the Victorian Auditor-General’s Office (VAGO) liquidity indicator as shown below.

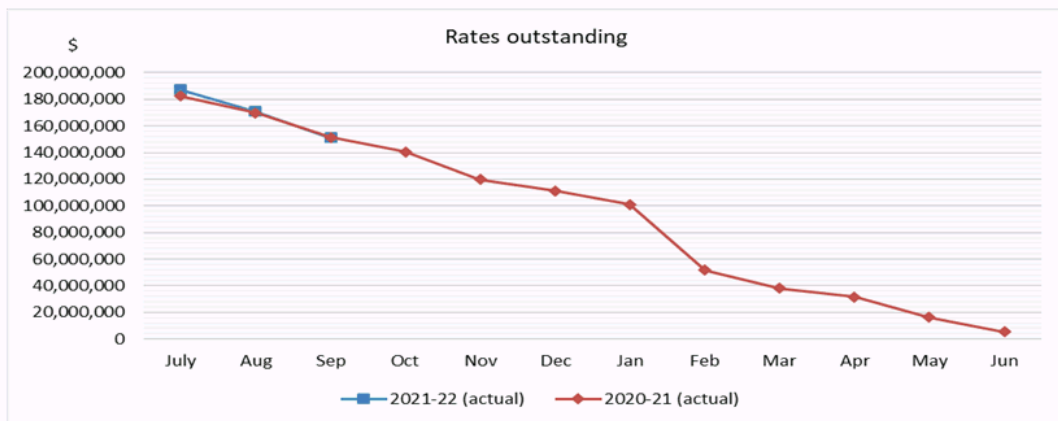
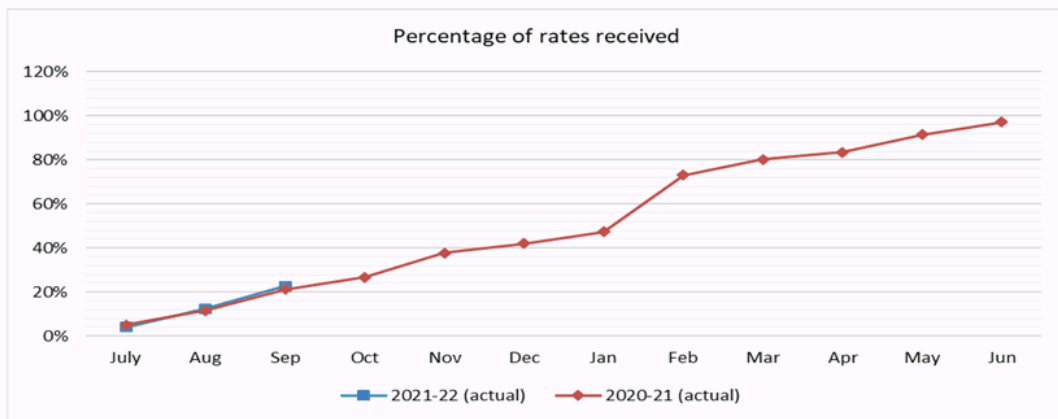




Rates debtors

As at 30 September 2021, \$195.08 million was raised in rates and charges including supplementary valuations that have been generated by changes to Council’s property base. At 30 September 2021, 22.61% of the rates raised have been collected compared to the same period of the 2020–21 financial year of 21.13%.

The following graphs show that current collection trends are slightly below the 2020–21 collection trend.





Cash Flows

Statement of Cash Flows for the period ended 30 September 2021

	2021-22 Inflows / (Outflows) YTD Actual \$'000	2020-21 Inflows / (Outflows) Actual \$'000
Cash flows from operating activities		
Rates	19,776	165,630
Statutory fees and fines	6,867	15,554
User fees	3,554	1,145
Grants - operating	5,319	33,520
Grants - capital	1,594	11,377
Contributions - Monetary	2,434	19,332
Trust funds and deposits taken	22,572	7,455
Other receipts	1,396	5,403
Interest received	193	1,150
Net GST refund	867	811
Payments to employees	(23,696)	(99,518)
Payments to suppliers	(30,528)	(65,113)
Short-term, low value and variable lease payments	(130)	(679)
Trust funds and deposits repaid	(723)	(7,554)
Other payments	(4,319)	(15,372)
Net cash provided by (used in) operating activities	5,175	73,141
Cash flows from investing activities		
Payments for infrastructure, property, plant and equipment	(11,089)	(54,334)
Proceeds from sale of property, infrastructure, plant and equipment	80	759
Payments for investments	(30,000)	50,000
Loans and advances made	-	-
Redemption of deposits	-	-
Net cash provided by (used in) investing activities	(41,009)	(3,575)
Cash flows from financing activities		
Finance costs	(43)	(220)
Proceeds from borrowings	-	-
Repayment of borrowings	876	(6,546)
Interest paid - lease liability	-	(16)
Repayment of lease liabilities	(1,066)	(255)
Net cash provided by (used in) financing activities	(234)	(7,037)
Net increase (decrease) in cash and cash equivalents	(36,067)	62,529
Cash and cash equivalents at the beginning of the year	136,818	74,289
Cash and cash equivalents at the end of the period	100,751	136,818



Capital Works

Statement of Capital Works for the period ended 30 September 2021

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget	Annual Budget \$'000	Forecast \$'000
Property						
Land	-	-	-	1,200	1,200	1,200
Building	682	986	305	14,247	14,531	14,531
Building improvements	1,774	2,311	537	7,834	8,614	8,614
Total Property	2,456	3,298	842	23,281	24,344	24,344
Plant and equipment						
Plant, machinery & equipment	347	445	98	1,950	1,950	1,950
Fixtures, fittings & furniture	-	-	-	251	251	251
Computers & telecommunications	-	-	-	314	314	314
Total plant and equipment	347	445	98	2,515	2,515	2,515
Infrastructure						
Roads	4,588	2,832	(1,756)	23,777	26,030	26,158
Bridges	-	-	-	100	150	150
Footpaths & cycleways	345	464	120	2,400	3,034	6,214
Drainage	167	164	(3)	675	704	704
Recreation, leisure & community facilities	580	336	(244)	4,110	6,207	6,214
Parks, open space & streetscapes	1,995	1,993	(2)	14,080	17,299	17,549
Carparks	260	238	(23)	1,325	1,368	1,368
Other infrastructure	286	324	38	4,155	4,334	4,334
Total infrastructure	8,220	6,350	(1,870)	50,622	59,126	62,691
Total capital works	11,022	10,093	(930)	76,418	85,985	89,550
Represented by:						
New assets	4,214	4,568	354	25,146	29,823	33,103
Asset renewal	5,272	3,420	(1,851)	34,215	35,947	36,183
Asset expansion	43	85	42	550	550	550
Asset upgrade	1,494	2,020	526	16,507	19,664	19,714
Total capital works	11,022	10,093	(930)	76,418	85,985	89,550



Reserves

Summary of Reserves as at 30 September 2021

	2020-21 Actual \$'000	Net transfers \$'000	2021-22 YTD Actual \$'000
Discretionary reserves			
LASF defined benefit plan liability	3,739	-	3,739
Native vegetation offset site maintenance (App. 5)	1,241	-	1,241
Strategic investment reserve (App. 1)	32,414	-	32,414
Strategic properties reserve (App. 6)	4,878	-	4,878
Synthetic turf replacement reserve	1,880	-	1,880
Technology improvement fund reserve (App. 3)	5,678	-	5,678
Transport Infrastructure reserve	28	-	28
Waste reserve (App. 2)	4,864	-	4,864
	54,723	-	54,723
Non-discretionary reserves			
Community Infrastructure Levy	8,445	292	8,737
Developers contributions	92,617	844	93,461
Donnybrook Woodstock ICP	3,331	752	4,083
Epping Plaza DC	983	1	984
Net gain compensation	3,273	4	3,277
Non standard street lighting contribution	3,528	-	3,528
Parklands contributions (open space)	7,486	(494)	6,992
Planning permits drainage (App. 4)	10,024	26	10,050
Plenty Road duplication	67	-	67
Purchase of Lutheran Church and Cemetery	380	-	380
Street tree contributions reserve	458	-	458
Traffic lights construction	783	-	783
	131,376	1,424	132,800
Total Reserves	186,099	1,424	187,523
Reconciliation to balance sheet			
Asset revaluation reserve	1,294,173	-	1,294,173
	1,294,173	-	1,294,172
	1,480,269	1,424	1,481,695

2021-22 New Works Program
Project Progress Report

PHYSICAL PROGRESS LEGEND		
Traffic Light Definitions		
Favourable	●	Completed
Favourable	●	Ahead of Schedule
Favourable	●	On Track
Neutral	●	Not Yet Commenced
Neutral	●	Behind Schedule
Unfavourable	●	Project Not Proceeding
Unfavourable	●	On-Hold

Carry forward projects from 2020/21

Project Code	Project Name	Actual YTD Expenditure	Budget YTD Expenditure	Variance Expenditure	Annual Budget	Physical Progress	Public Comment
Bridges							
CW-10274	Boardwalk/ bridges refurbishment	0	0	0	49,930	●	Re-decking of Mernda park run bridges delayed due to timber availability
CW-10893	21-22 Boardwalk / bridges refurbishment	0	0	0	100,000	●	Reconstruction of bridges and viewing platforms around Mernda Wetlands. Tender document issue has been delayed due to current construction restrictions preventing site visits to enable accurate pricing. Anticipated commencement on site early 2022 pending availability of timber decking material
Total Bridges		0	0	0	149,930		
Drainage							
CW-10382	Construct Wash Bay - Rural Works Depot, Whittlesea	33,330	13,660	-19,670	354,400	●	Detailed design for the truck wash bay currently underway and the tender for construction scheduled to be advertised late 2021.
CW-10683	WSUD (Water Sensitive Urban Design) Asset Renewal	0	0	0	100,000	●	Project due for commencement in February 2022.
CW-10817	21-22 Drainage improvement works - Various Locations	133,250	150,000	16,750	250,000	●	Works in Hanmer Drive, South Morang have been completed. Works at Ethel Avenue and Glen Burnie Road have been delayed due to Covid Restrictions (construction industry shut down period).
Total Drainage		166,580	163,660	-2,920	704,400		
Footpaths and Cycleways							
CW-10026	Improve disability access (DDA) to public transport	0	0	0	69,300	●	A contractor has been engaged. Works due to commence in second quarter of 2021/22.
CW-10049	Construct shared path - Bruce's Creek reserve - Kinglake Views to Yea Road	618	50,000	49,382	200,000	●	Stage 1B path construction from Oakbank boulevard through the Kinglake Views including furniture and tree planting. Tender for Stage 1B Works has closed and submissions are currently under evaluation. Anticipated commencement of work in Late October 2021
CW-10165	Construct shared path - McDonalds Road (north side) - Darebin Creek to Civic Dr	0	0	0	100,000	●	Site investigation to commence when Covid restrictions (construction shut down period) ends.
CW-10185	Construct shared path - Hendersons Road Drain - Childs Road to Findon Road	108,654	12,000	-96,654	415,197	●	Stage 2 of the Henderson Creek Shared Trail project complete with the shared trail open to the public for use.
CW-10186	Construct shared path - Park Street - High Street to Darebin Creek	0	0	0	110,000	●	Construction is scheduled for later in the financial year.
CW-10187	Construct Shared Paths - Findon Road to Gordons Road South Morang	0	12,000	12,000	387,500	●	Multi year project. Detail design package under review. Issue for construction tender scheduled for late October 2021.
CW-10237	Construct shared path - High Street - Childs Road to Keon Parade	0	0	0	50,000	●	Design in progress. Public consultation to be carried out in November 2021 as part of wider Thomastown trails package.
CW-10316	Pathways to Stations	23,500	45,000	21,500	66,828	●	Design of High Street Shared Path between Keon Parade and Station Street in Progress
CW-10358	Lighting of Shared-User Paths	0	0	0	100,000	●	Design is in progress for Mernda Rail Trail, north of Hawkstowe Station. Construction due to commence second half of the financial year.
CW-10375	Huskisson Reserve Shared Path	195,136	295,123	99,987	295,123	●	Shared path works are complete.
CW-10429	Construct shared path - Edgars Creek Trail - Main Street to Kingsway Drive	0	0	0	80,000	●	Concept design complete and has been through internal consultation. Community consultation to commence in November.
CW-10454	Construct shared path - Yan Yean Pipe Track - Childs Road to Bush Boulevard	0	50,000	50,000	50,000	●	Design being finalised. A final round of community consultation on the design will be carried out in early 2022
CW-10455	Construct shared path - Yan Yean Pipe Track - Darebin Creek Trail to Childs Road	16,534	0	-16,534	0	●	A grant application through DELWP Northern Metro Trails Program has been successful. Works are planned to commence in late 2021
CW-10771	Footpath Reconstruction / Renewal	0	0	0	500,000	●	The program of works for the 2021/22 financial year is currently under development, with the project scheduled to commence early 2022.
CW-10774	Edgars Creek Trail between Main Street and Thomas Street Reserve	105	0	-105	0	●	A grant application through DELWP Northern Metro Trails Program has been successful. Contract has been awarded and construction is planned to commence in Oct/Nov 2021
CW-10797	21-22 Improve disability access (DDA) to public transport	0	0	0	85,000	●	Works to be undertaken in second half of the financial year.
CW-10822	21-22 Bicycle facilities - provide new on-road & off-road paths	0	0	0	115,000	●	Realignment of shared path along Henderson Creek (Axa Way and Xavier Way, South Morang) and High Street Epping will commence in October.
CW-10833	21-22 Kerb Ramp DDA Upgrades - Kerb Alignment	0	0	0	100,000	●	Programming and planning of works for construction of DDA Kerb ramps completed with physical construction expected to commence early 2022.
CW-10858	21-22 Safe Routes to Schools	0	0	0	60,000	●	Works planned in second half of the financial year to coincide with school holidays.
CW-10882	21-22 Missing Footpath Links Program - Various locations	0	0	0	250,000	●	Works awarded and waiting on start date from contractor for the following locations: Horne Street, Thomastown (Chaffey St - Edgars Rd) Bromwich Court to Morang Drive, Mill Park Miller Street, Epping (Rufus St - Houston St) Walnut Street, Whittlesea (Arnold St - Forest St) Stockdale Park, Lalor - yet to be awarded.
Total Footpaths and Cycleways		344,547	464,123	119,576	3,033,948		
Off street car parks							
CW-10017	Car Park rehabilitation - various	258,808	192,863	-65,945	192,863	●	Stage 1 works have been completed at Wollert Community Centre.
CW-10516	Construct shared car parking - Edgars Creek (for CAC, ovals and pavilion)	0	0	0	100,000	●	Design to commence in the second half of the financial year.

2021-22 New Works Program
Project Progress Report

PHYSICAL PROGRESS LEGEND		
Traffic Light Definitions		
Favourable		Completed
Favourable		Ahead of Schedule
Favourable		On Track
Neutral		Not Yet Commenced
Neutral		Behind Schedule
Unfavourable		Project Not Proceeding
Unfavourable		On-Hold

Carry forward projects from 2020/21

Project Code	Project Name	Actual YTD Expenditure	Budget YTD Expenditure	Variance Expenditure	Annual Budget	Physical Progress	Public Comment
CW-10699	Mill Park Library Car Park Upgrade (Stage 4)	0	20,000	20,000	725,000		Currently in construction tender phase. Construction planned for November 2021-late January 2022.
CW-10767	All Abilities Play Space - Overflow Car Park	1,571	25,000	23,429	350,000		Design is in progress
Total Off street car parks		260,379	237,863	-22,516	1,367,863		
Other Infrastructure							
CW-10230	SIP - Street Light bulk replacement program	9,662	60,000	50,338	1,500,000		The Street Light Bulk Change project has commenced with decorative street lights to be changed over to energy efficient LED street lights. Future progress of change overs will be addressed in accordance with COVID restrictions.
CW-10317	Traffic Management Around Schools	147,007	178,991	31,984	178,991		Works at Mill Park Heights Primary School have been completed.
CW-10325	Review of security measures at Council sites	18,600	20,000	1,400	202,107		Minor electrical upgrades were completed to replace existing exterior building lights with energy efficient LED lights. Works have been placed on hold as the risk to interruption to PRACC (COVID-19 Vaccination Centre) was assessed as too high as works involved excavation near existing electrical and communications cables for PRACC.
CW-10471	Aboriginal Gathering Place	42,347	35,000	-7,347	250,000		The proposed site is currently being investigated including review of existing infrastructure, cultural heritage requirements, ground conditions, tree/vegetation and other existing factors. A feasibility study is also currently underway, to be completed November 2021.
CW-10669	Mernda Sports Hub Utility Provision	0	0	0	500,000		Request for Quotation into Feasibility Study into site utilities about to be issued to consultants.
CW-10676	Heritage Bus Shelter Replacement Program	0	0	0	100,000		Works planned to be undertaken in the second and third quarter of the financial year.
CW-10689	Public Lighting in Local Streets	0	20,000	20,000	100,000		Lighting installation on the following location being scheduled: Church St/Lime Street, Harvest Home Road, Gordons Road. Works planned to be completed in December.
CW-10708	Epping Depot Rainwater Harvesting Project	12,226	5,000	-7,226	250,000		Design and documentation for rainwater tank installation works is currently in progress. Harvested roof water will be reused at truck wash-down, outdoor nursery and admin building toilet flushing.
CW-10709	Install Smart City Water Devices	0	0	0	60,000		Project Brief has been reviewed by key stakeholders. Some sensor hardware components have been ordered. The aim is to install 7 water quality sensors in the Plenty River catchment in January 2022.
CW-10867	21-22 Planning and Feasibility Studies for Future Projects	67,998	25,000	-42,998	750,000		Investigations and site assessment works such as building condition audits, CCTV drainage inspections, feature and level surveys, geotechnical assessments, site assessment and concept planning work underway.
CW-10898	21-22 Traffic Management Around Schools	0	0	0	395,000		Concept design completed for works around Mill Park Heights PS. Community consultation in November subject to Covid Restrictions.
CW-10906	21-22 Water Efficiency Program	6,600	0	-6,600	250,000		Water efficiency initiatives are currently being investigated for the Council's Epping Depot site
Total Other infrastructure		304,440	343,991	39,552	4,536,098		
Parks, open space and streetscapes							
CW-10005	Renewal of playgrounds and general landscape improvements	114,052	30,000	-84,052	456,841		Darebin Creek Parklands Playground in Epping is currently in construction. There are some delays due to the construction industry lockdown. Construction will commence as lockdown measure eases for a period of 4 weeks. Poplar Park in Thomastown is currently in design and will commence construction in 2022.
CW-10020	Whittlesea Public Gardens Master Plan	15,035	0	-15,035	3,791,906		Stage 1 works are programmed to commence in October. Works include the learn to ride area, playground, public amenities, picnic shelters, and lighting. Works will be for a duration of approximately 8 months. Downs Road subdivision has been submitted for planning consideration. Cultural Heritage Management Plan has been submitted to Wurundjeri for approval. COVID-19 restrictions have impacted the construction program. The design and construct elements will be discussed with the recently awarded Head Contractor.
CW-10021	Granite Hills Major Community Park Implementation	22,394	20,000	-2,394	2,306,094		A concept design was developed for a major community park and playspace at Granite Hills Park, located within Quarry Hills Parklands. This concept was exhibited to the community over August- September for feedback. The community consultation period has closed and feedback has been evaluated. The design will now be updated with the feedback from the community. It is anticipated that the project will commence construction mid 2022.
CW-10182	Epping Recreation Reserve Master Plan	26,105	20,000	-6,105	899,010		Stage 1 of the car park has been issued for public tender - closes on 12th Oct 2021
CW-10207	Streetscape improvements program - Lalor High Street Shops	368,156	486,714	118,558	1,011,757		STAGE 2 Lalor Streetscape Upgrades have been completed. Stage 2 works include the upgraded Cyprus Street carpark, David Street Streetscape works and the roundabout to cnr of David St and Station Street. STAGE 3 Lalor upgrades are underway. Works include a new pedestrian link between the Lalor Library and Peter Lalor Walkway. Seating, planting and raised pedestrian crossing to provide easier access for all. Works now expected to be completed in November. Delays due to current construction lockdown.
CW-10211	Streetscape improvements program - Thomastown High Street Shops	289,656	441,946	152,290	794,713		Stage 1 improvement works were completed in August 2020. These works included the replacement of the footpath from Spring Street to Highlands Road, a new forecourt entrance to the Thomastown Primary School, a new public toilet and public space in Central car park. Stage 2 improvement works are currently underway. These works include: the footpath replacement from Highlands Road to Pleasant Road and the upgrade of the War Memorial site. These works are expected to be completed by late October 2021.

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CW-10235	Huskisson Reserve - Master Plan - Tennis Facility	0	0	0	400,000		Planning and feasibility underway including Business Case preparation
CW-10246	Redleap Reserve Master Plan Development and Implementation	33,213	30,000	-3,213	245,740		The design for the upgrades to Redleap Recreation Reserve which have been outlined in the Reserve master plan is currently being undertaken. This includes the design of a new municipal level play space and picnic area. Initial site investigations and concept design of the playspace is complete. The construction works are out to be tendered and will be awarded in January 2022.
CW-10318	Jardier Park playground, South Morang	49,894	55,000	5,106	55,000		Construction complete and park and playground are open to the public
CW-10349	Mernda Village Adventure Playground Upgrade	0	0	0	879,116		Redevelopment of play space and construction of public amenity building at Mernda Adventure Park. Delay to contract award for play space redevelopment (6 weeks delayed) has resulted in delayed start on site. In order to maintain access to the park over the Christmas break, the site works will commence January 2022 for completion in July 2022. Contract has been awarded for public amenity building with works due to commence on site mid-September 2021 however will be delayed due to COVID construction industry shutdown.
CW-10359	Norris Bank Reserve - West Park Precinct	4,580	30,000	25,420	553,372		A design for the upgrade of the western precinct at Norris Bank Reserve is currently being undertaken. This upgrade will create a space which caters to youth and will include an upgraded basketball court, social gathering spaces, informal stage and performance area, events spaces and opportunities for art projects. The design is now complete and will commence construction early 2022
CW-10368	Riverside Reserve Park and Playground Renewal	154,869	180,000	25,131	729,046		A major upgrade to Riverside Reserve is currently being undertaken. The upgrade includes a new playspace with flying fox, secondary picnic shelter and BBQ, upgraded basketball half court and outdoor fitness equipment. Construction is programmed to complete by the end of December 2021.
CW-10371	Bellavista Park Upgrade, Wollert	0	91,935	91,935	91,935		Preliminary works have commenced. Works expected to be completed in the second quarter of the financial year.
CW-10380	CAP - Rochdale Square, Town Centre Improvement	426,389	577,932	151,543	577,932		The Streetscape works at Rochdale Square is complete and has been open to the public since September. The park and playground will be opening soon with the contractor finishing up works in October 2021, with some delays due to COVID-19 restrictions.
CW-10400	Upgrade open space - Implement WA Smith and Sycamore Reserve Masterplan	0	0	0	80,000		Project planning and background information collation has begun. Project requirements and brief to be developed for engagement of specialist consultant, and consultation and engagement plan to be developed. Delays are expected due to COVID-19 and resourcing limitations affecting active projects, with a cascading effect on projects yet to commence.
CW-10458	Streetscape Improvements - Gorge Road Shopping Precinct	0	0	0	80,000		Gorge Road Shops Streetscape improvements has commenced early base information collection, and urban design analysis. A surveyor and arborist has been engaged to produce a digital feature survey and arboriculture report.
CW-10690	Laurimar Reserve West Oval Upgrade	295	0	-295	900,000		Works were scheduled to commence 27 Sep 2021 however the State Govt. construction industry shutdown has prevent that. Delays are expected for the completion of works, specifically the installation and establishment of the turf surface, and this will impact when the oval is available for club and community use in 2022.
CW-10698	CAP - Streets for people - Study and Implementation of LATM areas 26 and 32 in Mill Park and LATM 09 in Thomastown	0	20,000	20,000	500,000		Road Safety and Lighting Audit for proposed works to commence early October, designs for the traffic calming devices to follow after audit results have been received.
CW-10702	Whittlesea Park Master Plan, Whittlesea Township	0	0	0	50,000		A master plan is being prepared to address the issue of aged infrastructure and the suitability for a regional level playspace. Initial site analysis and stakeholder meetings are underway. A landscape architect will be engaged in October to undertake the design of the master plan.
CW-10703	Rochdale Square and Stockade Park Public Lighting, Lalor	0	0	0	38,000		In ground service works have been completed. Final works including light pole installation works are scheduled to be completed in late November.
CW-10706	Asset Expansion - Laurimar Recreation Reserve	0	0	0	30,000		Works to be undertaken in third quarter of the financial year.
CW-10707	Peter Hopper Lake renewal and upgrade	880	0	-880	200,000		A feature and level survey of the site has been completed.
CW-10711	Raingarden Upgrades in Epping North	22,844	32,535	9,691	32,535		Project complete.
CW-10726	Asset Renewal Carlingford Wetlands	816	0	-816	50,000		Safety fencing installed around sedimentation ponds. There is still significant litter within the waterbodies at the park. The litter will be cleaned up as soon as COVID restrictions ease. Next step will be to prepare an Request for Quotation so that an external consultant can be engaged to prepare a detailed design for the upgrade of the park.
CW-10728	Kelynack Reserve Master Plan Implementation	0	0	0	150,000		A consultant Landscape Architect has been engaged to prepare the detailed design for the playground and multi use space redevelopment within the reserve. Recent construction related COVID-19 restrictions have caused delays in obtaining preliminary reports. The on-going impact of these delays is not fully known however, delays industry wide will likely compound causing additional project delays.
CW-10756	Epping North Conservation Reserve - historic wall reconstruction	0	0	0	35,708		Project involves the reconstruction of an historic stone wall. Works scheduled for Feb 2022
CW-10758	Landscape and Street Tree Planting Works at Woodcrest Estate, Wollert	417,414	0	-417,414	0		Works in progress. Delays to completion of works due to the State Govt. construction sector shutdown. Works are fully funded from external sources.
CW-10759	Landscape and Street Tree Planting Works at College Crest and Glencrest Estate, Doreen	47,987	0	-47,987	0		Works for College Crest Estate and Glencrest Estate have been completed. Works are fully funded from external sources.
CW-10768	Main Roads and High Profile Streetscapes Planting Program	0	0	0	300,000		10 year planting priorities plan finalised which will inform priority sites for future projects. A list of sites under consideration with Capital Delivery. This quarter will be focused on planning and consultation. Delivery expected during Q3 & 4.

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CW-10769	Parks Tree and Major Facilities Planting Program	0	0	0	350,000	●	10 year planting priorities plan finalised which will inform priority sites for future projects. A list of sites under consideration with Capital Delivery. This quarter will be focused on planning and consultation. Delivery expected during Q3 & 4.
CW-10770	Conservation Reserves Tree Planting Program	0	0	0	100,000	●	Site preparations and plant orders have commenced.
CW-10792	21-22 Renewal of playgrounds and general landscape improvements	5,226	0	-5,226	1,450,000	●	Narina Park - concept design Hendersons Park - contract awarded Fir Street Park - tender advertised Winamurra Park - concept design Symon Park - to be tendered in November Chantal Park - concept design
CW-10812	21-22 Installation bus shelters - Various Locations	9,600	23,000	13,400	23,000	●	Works delayed due to COVID restrictions and construction industry shut down.
CW-10877	21-22 Vehicle Exclusion Fencing	3,035	0	-3,035	100,000	●	Contractor has been engaged for upgrade works at Rockbank court/Quarry Hills interface to prevent unauthorised trail bike access into Conservation reserve. Internal Fencing to be upgraded in Epping recreation reserve inline with masterplan layout and recommendations. Upgrade of perimeter vehicle exclusion fencing at Red Oak park to be scoped and tendered.
CW-10925	CAP - 21-22 Residential Street Tree Renewal Planting Program	2,040	6,000	3,960	450,000	●	Draft species list has been completed. Organising mail out to residents.
CW-10935	Irrigation Network Improvements - Main Street Recreation Reserve	3,250	0	-3,250	120,000	●	Works will involve an upgrade to existing water supply assets at Main St Reserve, excluding irrigation assets on the sports fields. Works to be undertaken Jan to Mar 2022. Investigations on site delayed due to State Govt. construction sector shut down
Total Parks, open space and streetscapes		2,017,731	2,045,062	27,331	17,831,705		
Recreational, leisure and community facilities							
CW-10000	Implement Sportsfield Strategy - Sportsfield Upgrades	850	0	-850	1,767,382	●	Design development underway for Synthetic Pitch construction at HR Uren Recreation Reserve. Anticipated Construction October 2021 for completion in March 2022. Commencement on site will be delayed due to COVID construction industry shutdown. Site investigations underway at Redleap Recreation Reserve for oval design development in future budget allocation.
CW-10076	Cricket Practice Net Upgrade (various locations)	70,811	190,000	119,189	293,424	●	Epping Recreation Reserve four bay cricket net upgrade underway. Anticipated completion by end of October due to Covid-19 construction shutdown.
CW-10078	Redevelop Mill Park Leisure Centre	57,925	20,000	-37,925	525,576	●	Project is complete.
CW-10084	Growling Frog Golf Course - course improvement works	0	0	0	20,000	●	Project is scheduled for delivery in the second half of the financial year.
CW-10093	Establishment of additional dog off leash areas - Various Locations	358,331	0	-358,331	428,410	●	Upgrades to Creek Park in Mernda and Lyndarum Dog Park in Epping North are complete and open to the public. Upgrades included improvements to surface conditions, additional park furniture (including shelters, drink fountains and seating), additional garden beds and a quiet dog zone.
CW-10367	Mernda Recreation Reserve (Schotter's Road) site upgrades	6,948	50,000	43,052	200,000	●	Design complete. Construction/ installation of portables to commence in October.
CW-10370	Sporting Infrastructure Major improvement works - Sport Club Contribution Policy	0	12,000	12,000	62,000	●	Project proposals open for community sporting clubs to submit in October 2021.
CW-10386	Whittlesea Community Skate Park Activation	632	0	-632	937,438	●	A design for Whittlesea Skate park had been developed with the feedback from the community consultation. The upgrade to the skate park include a new street style section and expanded transitional section, secondary shelter and asphalt pump track. Construction is delayed due to the Construction industry lockdown but will commence following ease of restrictions for a period of 4 months.
CW-10465	Construct Tennis Courts at Edgars Creek Community Reserve – Steen Ave Wollert	0	0	0	50,000	●	Discussions ongoing with Developer to determine delivery method. Engagement of design consultant to occur once this is clarified.
CW-10686	Harvest Home Road Recreation Reserve Upgrade	0	0	0	100,000	●	Works planned to be undertaken in the second half of the financial year.
CW-10715	Hazel Glen College Outdoor Netball Courts	0	0	0	535,000	●	Project delayed due to negotiations with Hazel Glen College due to the request to expand the scope to include a shelter over the courts
CW-10716	Epping Recreation Reserve Outdoor Netball Courts	0	0	0	60,000	●	Design scheduled to be undertaken in third quarter of the financial year
CW-10717	Whittlesea Showgrounds Outdoor Netball Courts	0	0	0	60,000	●	Design scheduled to be undertaken in third quarter of the financial year
CW-10844	21-22 Upgrade Coaches Boxes - Various Locations	0	0	0	20,000	●	Boxes to be installed at Laurimar Reserve west oval as part of sports field upgrade. Start of works delayed due to State Govt. construction sector shut down.
CW-10856	21-22 Establishment of additional dog off leash areas - Various Locations	0	0	0	300,000	●	Whittlesea Public Gardens Dog off Leash area will commence with project initiation and preliminary concept design in mid to late October. The programmed works are scheduled for completion in June / July 2022. Delays are expected due to COVID-19 and resourcing limitations affecting active projects, with a cascading effect on projects yet to commence.
CW-10863	21-22 Cricket Wickets Upgrade (various locations)	0	20,000	20,000	65,000	●	Works will comprise a new cricket wicket at Lalor Reserve, new wicket cover storage compounds at Lalor Reserve and AF Walker Reserve, and new wicket cover / spindle / storage rack at Laurimar Reserve west oval. Works were scheduled to start 27/09/21 however delayed due to State Govt. construction sector shutdown. New start date to be confirmed.
CW-10888	21-22 Sports Ground Lighting Upgrade - Various Sites	2,730	0	-2,730	250,000	●	Contract has been awarded for lighting upgrade works at Laurimar Recreation Reserve on the East Oval. Lighting will be upgraded to 100LUX lighting infrastructure with capacity to operate lights at 50LUX for training purposes. Commencement on site will be delayed in line with the COVID construction industry shutdown

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CW-10902	21-22 Public Toilet Amenity Plan Implementation	58,937	11,585	-47,352	500,000		Schematic design plans and report on heritage significance of the public amenities at Whittlesea Courthouse (74A Church St, Whittlesea) are currently being reviewed. Proposal is to demolition existing toilets and upgrade to automated self-cleaning facility. A planning permit is required given the amenity is located on a site with Heritage Overlay.
Total Recreational, leisure and community facilities		557,164	303,585	-253,579	6,174,230		
Roads							
CW-10054	CAP - SIP - Construct Findon Road extension - Williamsons Road to Danaher Drive	1,124,256	1,460,000	335,744	3,296,511		Significant changes to the initial scope of the project have resulted in a revised completion date of January 2022. The major change involves the installation of traffic signals at the proposed intersection of Findon Road and Williamsons Road to accommodate safer bus movements. Additional protection measures around Melbourne Water's assets and construction industry shut down and restrictions due to COVID have further delayed progress. Council is working closely with Department of Transport and service authorities to minimise these delays.
CW-10094	Construct road - Lehmans Road - Epping Road to E6 extension (Bindts Road)	0	0	0	500,000		Project to be undertaken in the fourth quarter of the financial year.
CW-10097	Signalise intersection - Plenty Rd and Everton Gardens (Memda Sports)	0	0	0	202,213		Civil design is 95% completed and design has been accepted by Department of Transport. Awaiting public lighting design from AusNet service. Department of Transport is in process of issuing consent to work and construction tender documentation is being prepared. Project progress is contingent on land acquisition process.
CW-10194	Pedestrian Operated Signals - Civic Drive and Bush Boulevard	0	45,000	45,000	350,000		Bush Boulevard Pedestrian Operated Signals to be tendered in October 2021.
CW-10195	Signalise intersection - Sackville Street and Bridge Inn Road Intersection	3,306	0	-3,306	1,000,000		Construction to commence by mid of October subject to Covid restrictions (construction industry shut down period) ending.
CW-10360	Station Road upgrade between car park and Plenty Road, Mernda	1,470	0	-1,470	350,000		Detailed design 95% completed and awaiting lighting design approval from power authority.
CW-10384	Reconstruction of Arthurs Creek Road	0	0	0	2,067,982		Tender Evaluation is in progress. Construction is expected to commence in late October
CW-10645	SIP - Bridge Inn Road/ Cravens Road/ Galloway Drive traffic signal remodel	8,285	14,952	6,667	14,952		Works have been completed.
CW-10646	SIP - Findon Road Pedestrian Operated Signals west of Maserati Drive	228,279	200,000	-28,279	243,285		Traffic signals have been installed, waiting for Ausnet to approve power connection.
CW-10647	Lyndarum/Manor House/Greenfields roundabout upgrade	21,761	31,600	9,839	31,600		Works have been completed.
CW-10685	21-22 Kerb and Open Drainage Upgrade Program	0	0	0	250,000		Works planned for delivery in the second half of the financial year.
CW-10688	Intersection Signalisation - Rockfield Street and Edgars Road, Epping	0	65,000	65,000	675,000		Tender will occur in October for delivery to commence in November/December 2021. Activation will likely occur in February 2022.
CW-10697	Masons Road Traffic Management	0	180,000	180,000	450,000		Raised pavements to be installed in October 2021. Improvements to existing culverts in the unsealed section to be undertaken in late 2021. Next stage of roadside hazard protection will be undertaken in February 2022.
CW-10701	Baltrum Drive Extension	0	0	0	300,000		Stakeholder consultation is in progress to confirm the scope of works.
CW-10713	Koukoura Drive - construct slip lane	0	50,000	50,000	300,000		Negotiating with developer on design and future delivery timing.
CW-10730	Road safety treatments - Manor House Drive, Epping (between Lyndarum Dr & O'Herns Rd)	6,348	65,348	59,000	65,348		Works have been completed. Awaiting final invoicing.
CW-10782	21-22 Local Road Resurfacing Works	2,525,242	500,000	-2,025,242	7,750,000		Works (day and night) commenced and are currently ahead of plan.
CW-10787	21-22 Local Road Reconstruction / Rehabilitation	656,319	200,000	-456,319	7,128,000		Works commenced and are currently ahead of plan.
CW-10802	21-22 Traffic control devices - un-programmed works	8,560	0	-8,560	240,000		Design for six raised pavements in Rosemary Drive, Epping and 3 raised pavements in Chappell Street, Thomastown currently underway. Community consultation to be completed prior to works being carried out.
CW-10807	21-22 Collector Road traffic management - Various locations	3,700	0	-3,700	165,000		Community consultation for proposed works in Barry Road and Redleap Avenue are in progress.
CW-10828	21-22 Upgrade disabled parking bays to DDA requirements - Various locations	0	0	0	50,000		Preliminary designs are being finalised, works due to be undertaken in second half of the financial year.
CW-10839	21-22 Roadside hazard protection	0	0	0	100,000		Works to be undertaken in third quarter of the financial year.
Total Roads		4,587,525	2,811,900	-1,775,625	25,529,891		
Computers and telecommunications							
CW-10941	IT - Hardware	0	0	0	213,500		Project scope and plan being developed including: - Asset Register Accuracy - Agreed lifecycle for all device types - Device Types include (laptop, Mobile, iPad, Tablets, Monitors, Docking Stations) Process to be defined and approved.
CW-10942	IT - A0 Plotters / Scanners and IM Scanner	0	0	0	100,000		Search for replacement plotter to commence in coming months.
Total Computers and telecommunications		0	0	0	313,500		

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Fixtures, fittings and furniture							
CW-10011	Acquisition of Visual Art - Civic Centre	0	0	0	10,000		Research is underway and a series of potential acquisitions in line with Council's visual art & civic history acquisitions policy guidelines are being identified. These will be reviewed by Council's Acquisitions Advisory Group when covid restrictions ease.
CW-10018	Furniture and fittings for halls and CACs - Various Locations	83	0	-83	180,000		Due to COVID-19 restrictions leisure and community facilities have been closed, furniture has not yet been ordered.
CW-10944	Design and Delivery of Public Art (Murals)	0	0	0	61,000		A non-official RSL memorial by sculptor Yvonne George was installed and is complete in High Street Thomastown as part of the Thomastown Streetscape Improvement Project. Planning is underway to commission a mural for Mernda Village Social Support Centre and artwork for Rochdale Square, Lalor.
Total Fixtures, fittings and furniture		83	0	-83	251,000		
Plant, machinery and equipment							
CW-10003	Replacement of Council Fleet - Ongoing Program	301,555	425,000	123,445	1,700,000		Ongoing program for the replacement of existing fleet items.
CW-10004	Furniture and equipment purchases	0	0	0	50,000		Ongoing program for the purchase of furniture and equipment to address OHS requirements.
CW-10143	Implementation of Signage Management Plan - Various	45,352	20,000	-25,352	200,000		50% of 21/22 signs due to be installed pre-Christmas, 50% to be installed by end of June.
Total Plant, machinery and equipment		346,907	445,000	98,093	1,950,000		
Building improvements							
CW-10137	Energy Efficiency Program - Various	165,426	160,000	-5,426	810,000		The Energy Efficiency Fund will reduce operating costs for community facilities through the following projects: > Installing solar PV / battery systems > Undertaking energy efficiencies, such as lighting upgrades and double glazing There will also various studies commissioned into improving the operation of council facilities, e.g. Energy audits, De-gassing of council facilities
CW-10138	Refurbish building - Whittlesea Aquatic Facility	11,155	4,228	-6,927	4,228		Site being prepared for opening of the outdoor pool season in November.
CW-10208	CAP - Upgrade building - McLeans Road Kindergarten	947,129	1,540,000	592,871	2,794,000		Construction Works are complete, however occupancy permit has been delayed due to COVID-19 Construction Industry Restrictions. Occupancy permit and licence for planning approval is now re-scheduled for December 2021. Subject to COVID-19 Construction Industry Restrictions easing by the mid-October the project is still on track for opening in January 2022, however if COVID-19 construction industry restrictions are extended there is a risk of further delays to this project.
CW-10283	Upgrade building- Stables Kindergarten	0	0	0	250,000		Project is being reviewed in line with the Kindergarten Infrastructure Service Plan.
CW-10312	Vasey Park Preschool - additional room	0	0	0	100,000		Project is being reviewed in line with the Kindergarten Infrastructure Service Plan.
CW-10333	Mill Park Library - New Outdoor Community Space Project (Stage 3)	580,931	580,000	-931	703,203		Construction of Forecourt Upgrade is complete and open for public use. Construction of Outdoor Learning Area is currently underway however due to COVID-19 Construction Industry Shutdowns the completion of these works have now been delayed until November 2021. Any further COVID-19 construction industry Shutdown will further delay the project completion.
CW-10364	Refurbishment and recommissioning of Laurel St modular facility	0	7,000	7,000	500,000		Project is being reviewed in line with the Kindergarten Infrastructure Service Plan.
CW-10365	Epping Soccer Stadium - Essential BCA upgrade	3,314	0	-3,314	200,000		Design and documentation for Stage 2 BCA upgrade works is currently in progress with construction expected to commence early 2022
CW-10872	21-22 Planned renewal - Minor works	21,030	0	-21,030	2,300,000		A program of work is currently being finalised following a condition assessment of all buildings.
CW-10910	21-22 Minor Improvements Program	5,095	0	-5,095	300,000		Works to be undertaken at convenient use for individual facilities.
CW-10920	21-22 Disability Action Plan - Ongoing Program	20,317	0	-20,317	300,000		The action plan package template is prepared for the facilities on the priority list. In order to continue the works on this project, site inspections are required to do detailed check measures and assessments and due to the current lockdown situation, continuing the works is not feasible at this stage.
CW-10940	Office Refurbishment and Alterations	860	0	-860	150,000		Ongoing program involving improvements to offices to provide greater flexibility and occupational functionality.
Total Building Improvement		1,755,256	2,291,228	535,972	8,411,431		
Buildings							
CW-10063	Mernda Sports Hub - Mernda Recreation and Leisure Centre	2,640	0	-2,640	624,390		Various options for the proposed aquatic and leisure facilities in Mernda have been developed in consultation with key stakeholders. Report due to be presented to Council late-2021.
CW-10065	Construct Social Support Services Facility - Mernda Villages CAC (DPC)	33,505	274,347	240,842	2,292,122		A building contractor was appointed at Council Meeting dated 6 July 2021. Construction work was due to commence mid September however due to State Government COVID 19 restrictions all construction works have ceased until further instruction.
CW-10067	Construct Community Centre (Wollert East) - west of Epping Road	4,300	0	-4,300	4,292,893		Building works nearing completion. Final certificate and occupancy walk throughs are currently being coordinated.
CW-10071	Construct AFL/Tennis/Cricket Pavilion - Edgars Creek	0	0	0	150,000		Discussions ongoing with Developer to determine delivery method.
CW-10135	Upgrade pavilion - HR Uren Reserve	21,708	76,953	55,245	1,920,014		The project is progressing well. The design phase is 100% complete. It is anticipated that the Tender and Award Phase will be completed by late January 2022.

2021-22 New Works Program
Project Progress Report

PHYSICAL PROGRESS LEGEND		
Traffic Light Definitions		
Favourable		Completed
Favourable		Ahead of Schedule
Favourable		On Track
Neutral		Not Yet Commenced
Neutral		Behind Schedule
Unfavourable		Project Not Proceeding
Unfavourable		On-Hold

Carry forward projects from 2020/21

Project Code	Project Name	Actual YTD Expenditure	Budget YTD Expenditure	Variance Expenditure	Annual Budget	Physical Progress	Public Comment
CW-10308	CAP - Mill Park Basketball Stadium Redevelopment	414,812	395,000	-19,812	3,026,724		Works underway, demolition complete, brickwork commenced for new extension. Covid restrictions impact project completion by at least 2 weeks.
CW-10323	Mernda Town Centre - Community Facility	0	0	0	176,565		Further analysis and feasibility work has been completed across sites in Council's ownership within the Mernda town centre precinct. Additional feasibility being undertaken.
CW-10343	Construct Community Activity Centre - Patterson Drive, Donnybrook	0	0	0	648,000		Preliminary Design and site investigation is underway and Tender for Detail Design is scheduled to be advertised by November 2021.
CW-10571	Repairs to Epping Memorial Hall.	133,868	190,000	56,132	500,000		Structural repair works are near completion however due to COVID-19 Construction Industry Shutdown and Restrictions the finalisation and occupancy has been delayed to November 2021 and could be further delayed should the COVID-19 Restriction continue to impact the Construction Industry.
CW-10649	Mernda Sports Hub - Indoor Sports Stadium	0	0	0	400,000		Various options for the proposed aquatic and leisure facilities in Mernda have been developed in consultation with key stakeholders. Report due to be presented to Council late-2021.
CW-10914	21-22 Detailed Design Preparedness	70,892	50,000	-20,892	500,000		Designs are underway for a variety of projects in preparation for potential grant opportunities.
Total Buildings		681,725	986,300	304,574	14,530,708		
Land							
CW-10385	Mernda Sports Hub- Acquire land Plenty Road/Everton Drive intersection	0	0	0	1,200,000		Land acquisition process is underway.
Total Land		0	0	0	1,200,000		
Total New Works Program		11,022,337	10,092,712	-929,625	85,984,704		

2021-22 New Works Infrastructure Program
First Quarter Applications Status Update

Applications Submitted

Round/Year	Candidate Projects	Grant Name	Organisation / Department	Funding Type	Grant Status	Application Grant Amount	Council Contribution	Other Contribution	Total Project Cost	Application Status	Funding Announcement Date
2022-23	Infrastructure Investment, Black Spot Programme 2022-23, Bridge Inn Road/ Wellington Street	Federal Blackspot Programme, 2022-23	VicRoads/DoT	Federal	Closed	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	Pending	TBC
2022-23	Infrastructure Investment, Black Spot Programme 2022-23, Harvest Home Rd at Edgars Road and Redding Rise Intersections	Federal Blackspot Programme, 2022-23	VicRoads/DoT	Federal	Closed	\$ 90,000.00	\$ -	\$ -	\$ 90,000.00	Pending	TBC
2021-22	Yan Yean Pipe Track Shared Path Stage 6	2021 TAC Local Government Grant Program - Infrastructure	VicRoads/DoT	State	Closed	\$ 100,000.00	\$ 350,000.00	\$ -	\$ 450,000.00	Pending	TBC
2021-22	South Morang Pre-school, TH Hurrey Tennis Pavilion, Harry Jenkins Tennis Pavilion	Sustainability Victoria, Community Climate Change and Energy Action - Stream 2	Sustainability Victoria	State	Closed	\$ 40,450.00	\$ 40,450.00	\$ -	\$ 80,900.00	Pending	TBC
2021-22	Bubup Wilam for Early Learning Facility Extensions	Aboriginal Community Infrastructure Program/DJPR 2021-22 (Round 5)	DJPR	State	Closed	\$ 1,599,000.00	\$ -	\$ -	\$ 1,599,000.00	Pending	TBC
2021-22	Aboriginal Gathering Place	Aboriginal Community Infrastructure Program/DJPR 2021-22 (Round 5)	DJPR	State	Closed	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	Pending	TBC
2021-22	Cricket Training Nets - Olivine	Community Cricket Program 2021-22	DJPR	State	Open	\$ 100,000.00	\$ 112,960.00	\$ -	\$ 212,960.00	Pending	TBC
2021-22	Community Energy Efficiency Program	Growing Suburbs Fund 2021-22	DJPR	State	Open	\$ 250,000.00	\$ 250,000.00	\$ -	\$ 500,000.00	Pending	TBC
						\$ 2,329,450.00					

Successful Applications

Round/Year	Candidate Projects	Grant Name	Organisation / Department	Funding Type	Grant Status	Successful Grant Amount	Council Contribution	Other Contribution	Total Project Cost	Application Status	Funding Announcement Date
2020-21	Bubup Wilam Aboriginal Child and Family Centre Refurbishment and Extension	Early Childhood Refurbishment and Minor Works (Major Grants Stream), Refurbishment and Minor Works - Major Grants Program	DET	State	Closed	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00	Successful	13/09/2021
						\$ 500,000.00					

2021-22 Project Adjustments

Q1 Adjustments									
Report to Council	Project ID	Finance Code	Project Name	Income		Expenditure		Net	Comment
				Original Budget	Revised Budget	Original Budget	Revised Budget		
				(21,683,531)		85,984,705			
Q1	CW-10772	71100.97131	Quarry Hills Priority Links	0	(1,000,000)	0	1,000,000	0	DELWP - Suburban Parks Program. Fully funded - no Council Contribution
Q1	CW-10703	71100.95131	Rochdale Square and Stockade Park Public Lighting, Lalor	0	(100,000)	38,000	138,000	0	Successful NACRF Grant.
Q1	CW-10455	71100.97118	Construct shared path - Yan Yean Pipe Track - Darebin Creek Trail to Childs Road	0	(1,000,000)	0	1,000,000	0	DELWP Local Parks Program, Northern Metropolitan Trail Program. No Council Contribution. Brings work forward.
Q1	CW-10185	71100.97110	Construct shared path - Hendersons Road Drain - Childs Road to Findon Road	0	(1,000,000)	415,197	1,415,197	0	DELWP Local Parks Program, Northern Metropolitan Trail Program.
Q1	CW-10774	71100.97117	Edgars Creek Trail between Main Street and Thomas Street Reserve	0	(180,000)	0	180,000	0	DELWP Local Parks Program, Northern Metropolitan Trail Program. No Council Contribution. Brings work forward.
Q1	CW-10349	71100.95132	Mernda Village Adventure Playground Upgrade	0	(150,000)	879,116	1,029,116	0	\$150k from 2020/21 Growing Suburbs Fund towards Public Amenity at the Mernda Village Adventure Park.
Q1	CW-10945	71100.93170	Black Spot - Redleap Avenue, Mill Park	0	(127,680)	0	127,680	0	2021-22 Federal Blackspot Program. Fully funded. No Council Contribution
Q1	CW-10863	71100.98134	21-22 Cricket Wickets Upgrade (various locations)	0	(7,600)	65,000	72,600	0	\$7,600 to be received from Cricket Australia - Australian Cricket Infrastructure Fund 2020-21, Lalor Reserve Centre Cricket Wicket Upgrade
			Sum of Q1 adjustment		(3,565,280)	1,397,313	4,962,593	0	

City of Whittlesea Financial Performance Report

APPENDIX 1 - STRATEGIC INVESTMENT RESERVE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017-18	641,354	20,492,048 *	10,773,193	10,360,209	Transfer out funded early repayment of loan parcel.
2018-19	10,360,209	8,899,410	3,000,000	16,259,619	Transfer from surplus (17/18) \$8,899,410. Funding for New Works \$2,827,475.
2019-20	16,259,619	9,381,151	4,368,287	21,272,483	Transfer from surplus (18/19) \$9,381,151. Funding for Signalisation intersection Ferres Boulevard & Findon Road (PID 2039 \$1,000,000), Reconstruct courts - Dr Harry Jenkins Reserve (PID 0259 \$200,000), Construct Findon Road extension - Williamsons Road to Danaher Drive (PID 1218 \$920,913), Construct Community Activity Centre Edgars Creek (PID 1419 \$641,354), Plant Reserve \$1,606,020.
2020-21	21,272,483	11,141,843	-	32,414,326	Transfer from surplus (19/20) \$11,141,843. Transfer from closure of discretionary reserves: Plant Replacement Reserve \$1,703,005, Tip Replacement Reserve \$4,806,229, Aged & Disability Minor Capital Reserve \$322,305.
2021-22	32,414,326	-	-	32,414,326	Nil movement.

* Reserve created with transfers from accumulated surplus \$9,292,048.28 and Tip Replacement Reserve \$6,600,000 and Plant Replacement Reserve \$4,600,000

APPENDIX 2 - WASTE RESERVE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2020-21	-	4,864,335 *	-	4,864,335	Transfer from Environmental Reserve
2021-22	4,864,335	-	-	4,864,335	Nil movement.

* Transfer from Environmental reserve to form this reserve

APPENDIX 3 - TECHNOLOGY IMPROVEMENT FUND RESERVE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017-18	4,392,719	1,546,126 *	278,003	5,660,842	
2018-19	5,660,842	1,381,232	1,530,292	5,511,782	Transfer from accumulated surplus \$1,381,232. New Works funding for \$1,530,291.
2019-20	5,511,782	950,527	1,598,660	4,863,649	Transfer from accumulated surplus (18/19) \$950,527 and balance of garden waste. Funding for IT computer hardware (PID 225 \$232,247), Salesforce implementation (\$1,001,711), Smart Cities program (\$132,000), Enterprise Project Management Office implementation (\$120,702), Internet of Things implementation (\$100,000), Finance System (\$12,000).
2020-21	4,863,649	1,036,201	222,182	5,677,669	Transfer from accumulated surplus \$1,036,201. Enterprise Project Management Office implementation (\$92,968), PC Replacement (\$69,154) and Network Infrastructure (\$69,154).
2021-22	5,677,669	-	-	5,677,669	Nil movement.

* Transfers from accumulated surplus (2016-17) \$1,500,000 and consolidation of Telemetry Conduit Reserve \$5,540 and Computer Equipment Reserve \$40,586.14.

City of Whittlesea Financial Performance Report

APPENDIX 4 - PLANNING PERMIT DRAINAGE RESERVE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION	ALLOCATION		
2017-18	2,127,641	282,285	1,048,959	1,360,968	Funding for Queenscliff Rd drainage (PID 1884) \$1,012,235, Drainage Improvement works (PID 1064) \$36,724
2018-19	1,360,968	287,486	60,000	1,588,454	Funding for Drainage Improvement works (PID 1064) \$60000
2019-20	1,588,454	202,222	60,000	1,730,676	Funding for Drainage Improvement works (PID 1064) \$60000
2020-21	1,730,676	8,543,462	250,000	10,024,138	Funding for Drainage Improvement works \$250,000.
2021-22	10,024,138	25,579	-	10,049,716	Planning Permit Levy contributions \$25,579

APPENDIX 5 - NATIVE VEGETATION OFFSET SITE MAINTENANCE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION	ALLOCATION		
2017-18	921,367	141,408	290,534	772,242	Funding for Various Native Vegetations \$290,534
2018-19	772,242	985,437	222,704	1,534,975	Funding for Various Native Vegetations \$290,534
2019-20	1,534,975	148,337	442,750	1,240,562	Funding for Various Native Vegetations \$173,199
2020-21	1,240,562	-	-	1,240,562	Nil movement.
2021-22	1,240,562	-	-	1,240,562	Nil movement.

APPENDIX 6 - STRATEGIC PROPERTIES RESERVE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017-18	574,234	160,000	-	734,234	Sale of 182 & 214W Greenhills Rd, Bundoora
2018-19	734,234	3,544,149	-	4,278,384	Sale of 30 Brand Drive (net proceeds)
2019-20	4,278,384	513,820	-	4,792,204	Nil movement.
2020-21	4,792,204	86,255	-	4,878,458	Bridge Inn Road and Epping Road (net proceeds).
2021/22	4,878,458	-	-	4,878,458	Nil movement.

7. NOTICES OF MOTION

NIL REPORTS

8. QUESTIONS TO OFFICERS

NIL

9. URGENT BUSINESS

NIL

10. REPORTS FROM COUNCIL REPRESENTATIVES AND CEO UPDATE**10.1 ADMINISTRATOR PEITA DUNCAN REPORT**

Administrator Duncan's report was provided verbally at the 8 November 2021 Council meeting, items reported were as follows:

- Inaugural City of Whittlesea Community Awards;
- Chief Executive Officer Employment Matters Advisory Committee meeting;
- Business Breakfast which was also attend by local members of parliament;
- Online Citizenship Ceremonies, of which four were held over the past month; and
- Online information session in relation to affordable housing.

10.2 ADMINISTRATOR CHRIS EDDY REPORT

Administrator Eddy's report was provided verbally at the 8 November 2021 Council meeting, items reported were as follows:

- Executive Meeting of the Northern Alliance Greenhouse Action committee. Items discussed included:
 - advocacy in relation to the planning and building systems and how changes to those systems can support decision making for climate change mitigation.
 - annual report including the work and achievements of the past year, such as the launch of the Victorian energy collaboration of 46 participating Victorian councils. Currently, the biggest local government collaboration in terms of energy savings in Australia.
- Metropolitan Local Government Waste Forum. Items discussed included waste management and recycling initiatives and worldwide trends.
- Presentation at the first meeting of the Business Advisory Panel, this group will provide insights and advice to Council to support the business community.

10.3 CHAIR OF COUNCIL LYDIA WILSON REPORT

Chairperson Wilson's report was provided verbally at the 8 November 2021 Council meeting, the items reported were as follows:

- Chief Executive Officer Employment Matters Advisory Committee meeting;
- Board meeting of Whittlesea Business Connections and Whittlesea Community Connections meeting as a celebration of the activities over the past year;
- Inaugural meeting of the business advisory panel;
- Meeting of the original Library Board;
- Online information session in relation to affordable housing;
- Business breakfast with local members of Parliament which all Administrators attended along with the executive leadership team;
- Meetings with the CEO and local members of Parliament in relation to the interface group of councils. Meeting with Steve Dimopoulos MP and Richard Riordan MP, during Interface Week as well as upcoming meetings;
- Inaugural community awards presentation;
- Online Citizenship Ceremonies, of which four were held over the past month;
- Announcement by the Minister Jaala Pulford MP in relation to the 150 jobs in the Caravan Industry;
- Acknowledgment and farewell to Director of Corporate Services, Mrs Amy Montalti, this being Ms Montalti's final City of Whittlesea Council Meeting. Ms Montalti's significant service to Council and the community over many years was recognised

10.4 CEO UPDATE – 8 NOVEMBER 2021

The CEO Update was provided verbally by the Chief Executive Officer at the 8 November 2021 Council meeting, items reported were as follows:

- **Vax Chat Q&A** to be held on Wednesday 10 November with various doctors including, Dr Craig Aboltins from Northern Health. Macedonian, Arabic and Vietnamese interpreters available for this online session. Interested participants were encouraged to register via Council's Facebook page or website.
 - City of Whittlesea vaccination rates have increased substantially over the past month.
 - As of yesterday, there were 92% first dose and 82% double vaccinated in our municipality. That's a 5% increase in one week.
 - The CEO thanked all of those who have stepped forward to support themselves and their local community by getting vaccinated.
 - These increasing rates mean that we can continue our program to re-open. Today we were able to re-open Council's customer service centre in South Morang for those who are double vaccinated.
- **Annual carols event** to be held on 10 December to be a hybrid model of online and in person. More information will be available, including ticketing, on Council's website arts.whittlesea.vic.gov.au shortly.
- Significant construction projects in the City of Whittlesea include:
 - **HR Uren Recreation Reserve** - Work has begun upgrading the soccer pitch and pavilion at HR Uren Recreation Reserve in Thomastown. The first stage of work will include a FIFA-approved synthetic pitch and seating for spectators. This stage is expected to be completed by March 2022.
 - **Whittlesea Public Gardens** - Long-awaited work at Whittlesea Public Gardens in Lalor has begun. The first stage will include a sprawling new playground, play tower, double flying fox as well as a learn-to-ride area. This first stage is expected to be completed by mid-2022.
 - **Skate park in Whittlesea** township is getting a refresh. We've worked with local families to come up with a design and equipment to suit every skill level. This project will be completed in early 2022.
 - **Floodlit courts Laurimar** - In partnership with Laurimar Primary School, Council has completed two new floodlit courts on the school grounds. These courts support our local Laurimar Power Netball Club to train safely.
- **Whittlesea Swim Centre & Splash Pad at the All Abilities Play Space** - With summer just around the corner the Whittlesea Swim Centre has reopened to the public and the splash pad at the All Abilities Play Space in Mill Park has been turned on for the season. Families can enjoy water play from 8am to 8pm daily.
- **Support local Business** – Residents are asked, that as you start your Christmas shopping, that you consider supporting local businesses for Christmas shopping? It's been a tough couple of years for our business community so every dollar we spend in our local community can help them to get back to a thriving business faster.

Chief Executive Officer Explanatory Note

Consideration of this item 6.1.1 Community Leadership Program Framework took place following item 10.4 CEO Update – 8 November 2021.

Administrator Chris Eddy left the livestreamed meeting at 7:56 pm following a declaration of conflict of interest in item 6.1.1 Community Leadership Program and did not return to the meeting.

Following the departure of Administrator Eddy from the meeting, Council returned to consideration of item 6.1.1 Community Leadership Program please refer to page 18.

11. CONFIDENTIAL BUSINESS

11.1 CONNECTED COMMUNITIES

NIL REPORTS

11.2 LIVEABLE NEIGHBOURHOODS

NIL REPORTS

11.3 STRONG LOCAL ECONOMY

NIL REPORTS

11.4 SUSTAINABLE ENVIRONMENT

NIL REPORTS

11.5 HIGH PERFORMING ORGANISATION

NIL REPORTS

11.6 NOTICES OF MOTION

NIL REPORTS

12. CLOSURE

THERE BEING NO FURTHER BUSINESS THE CHAIR OF COUNCIL CLOSED THE MEETING AT 8:03PM.

CONFIRMED THIS 6TH DAY OF DECEMBER 2021.

**LYDIA WILSON
CHAIR OF COUNCIL**