

Agenda

Scheduled Council Meeting
Tuesday 16 May 2023 at 6:30 pm

You are advised that a Meeting of Council has been called by the Chief Executive Officer on Tuesday 16 May 2023 at 6:30 pm for the transaction of the following business.

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

C Lloyd
Chief Executive Officer

Administrators

Lydia Wilson Chair of Council

Peita Duncan Administrator

Christian Zahra AM Administrator

On 19 June 2020 the Acting Minister for Local Government appointed the Panel of Administrators for the City of Whittlesea and appointed Lydia Wilson as Chair of the Panel. The Panel of Administrators comprises of Lydia Wilson, Peita Duncan and Christian Zahra AM 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

Agata Chmielewski Director Community Wellbeing

Justin O'Meara Director Planning & Development

Sarah Renner Director Customer & Corporate Services

Debbie Wood Director Infrastructure & Environment

Frank Joyce Executive Manager Strategy & Insights

Janine Morgan Executive Manager Public Affairs

Sarah Rowe Interim Executive Manager Office of Council & CEO

Order of Business

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Note:

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

Question Time:

During the meeting, the Chief Executive Officer will answer questions from residents and ratepayers. Questions are required to be submitted in writing no later than 5pm the day prior to a Scheduled Council Meeting.

Priority will be given to questions or statements that relate to Agenda items and those submitted no later than 5pm the day prior to the Scheduled Council Meeting. Any questions submitted after 5pm will receive a written response following the Council Meeting.

A Question Time form can be downloaded from Council's website and copies of the form are available at the meeting. Refer: <https://www.whittlesea.vic.gov.au/about-us/council/council-meetings/>

Council will hold public question time for up to 30 minutes at each Scheduled Council Meeting to allow members of the public to present the questions they have submitted to Council.

Council is committed to ensuring that all residents and ratepayers of the municipality may contribute to Council's democratic process and therefore, if you have special requirements, please telephone the Governance Team prior to any Council Meeting on (03) 9217 2170.

1 Opening

1.1 Meeting Opening and Introductions

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

Administrator, Peita Duncan;
Administrator, Christian Zahra AM; and
Chief Executive Officer, Craig Lloyd.

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

Director Community Wellbeing, Agata Chmielewski;
Director Planning and Development, Justin O'Meara;
Director Corporate and Customer Services, Sarah Renner;
Director Infrastructure and Environment, Debbie Wood;
Executive Manager Strategy and Insights, Frank Joyce;
Executive Manager Public Affairs, Janine Morgan; and
Interim Executive Manager Office of Council and CEO, Sarah Rowe.

1.2 Acknowledgement of Traditional Owners Statement

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

"On behalf of Council, I recognise the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan and Taungurung People as the Traditional Owners of lands within the City of Whittlesea.

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

1.3 Diversity and Good Governance Statement

The Chair of Council will read the following statement:

"At the City of Whittlesea we are proud of our diversity and the many cultures, faiths and beliefs that make up our community. We strive to be an inclusive welcoming City that fosters active participation, wellbeing and connection to each other and this land. We commit as a Council to making informed decisions to benefit the people of the City of Whittlesea now and into the future, to support our community's vision of A Place For All."

1.4 Attendance

2 Declarations of Conflict of Interest

3 Confirmation of Minutes of Previous Meeting/s

Recommendation

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

Scheduled Meeting of Council held on 18 April 2023.

4 Public Questions, Petitions and Joint Letters

4.1 Public Question Time

4.2 Petitions

No Petitions

4.3 Joint Letters

No Joint Letters

5 Officers' Reports

5.1 Connected Communities

Nil reports

5.2 Liveable Neighborhoods

Nil reports

5.3 Strong Local Economy

Nil reports

5.4 Sustainable Environment

Nil reports

5.5 High Performing Organisation

5.5.1 Petition for Removal and Replacement of Nature Strip Trees along Harrison & Kilpatrick Street, Mernda

Responsible Officer	Director Infrastructure & Environment
Author	Unit Manager, Parks and City Forest
In Attendance	Unit Manager Parks & City Forest Management
Attachments	No Attachments

Purpose

The purpose of this report is to outline the response to a petition received from 21 residents, requesting that Council remove 19 trees along the nature strips lining Harrison Street and Kilpatrick Street, Mernda, due to concerns with excessive leaf and bark drop, structural damage to nature strips and footpaths, as well as risks to the public and property. They are also requesting that these trees be replaced with other appropriate tree species.

Brief Overview

There are currently 19 trees planted in the nature strips along Harrison Street and Kilpatrick Street and these comprise eight Narrow-leafed Black Peppermint (*Eucalyptus nicholii*), 10 Manna Gum (*Eucalyptus viminalis*) and one River Red Gum (*Eucalyptus camaldulensis*). Council carries out a biennial inspection of all nature strip trees by qualified Arborists and performs maintenance of these street trees as prescribed in keeping with Council's 'Street Tree Management Plan 2019-2029'. The trees were last inspected in March 2022 and no significant health or structural issues were determined. An independent arboricultural assessment was also carried out in late January 2023 and a report prepared for Council.

Recommendation

THAT Council in response to the petition received from 21 residents requesting Council remove all nature strip trees along Harrison Street and Kilpatrick Street, Mernda, write to the head petitioner to advise that:

- 1. An independent arborist assessment was undertaken of all the nature strip trees on Harrison and Kilpatrick Streets, Mernda and it was deemed that all trees did not display any safety risks that would require their removal.**
- 2. Additional root plate stability testing will be carried out on selected trees, to determine if there are imminent risks of failure because of wind-tunnel effects and if deemed necessary, those trees affected will be removed.**
- 3. The 10 manna gum trees are currently deemed to be in good health. However, they will be inspected on an annual basis, as they are nearing the end of useful life.**
- 4. Street sweeping is carried out every 8-12 weeks and the program will be monitored to ensure debris will not pose issues to road guttering and drainage systems. The requirement for additional street sweeping during periods of heavy leaf litter will be monitored.**

Key Information

A petition was received by Council on 11 January 2023 from 21 residents of Harrison Street and Kilpatrick Street, Mernda requesting that all street trees be removed and replaced, due to concerns with excessive leaf and bark drop, structural damage to nature strips and footpaths, as well as risks to the public and property. In addition to Council's own arboricultural inspections, an independent arboricultural consultancy was commissioned to inspect existing trees for structure and condition.

There are currently 19 trees planted in the nature strips along Harrison Street and Kilpatrick Street and these comprise eight Narrow-leafed Black Peppermint (*Eucalyptus nicholii*), 10 Manna Gum (*Eucalyptus viminalis*) and one River Red Gum (*Eucalyptus camaldulensis*). Council carries out a biennial inspection of all nature strip trees by qualified Arborists and performs maintenance of these street trees as prescribed in keeping with Council's 'Street Tree Management Plan 2019-2029'. The trees were last inspected in March 2022 and no significant health or structural issues were determined. An independent arboricultural assessment was also carried out in late January, 2023 and a report has been prepared for Council.

A meeting with the lead petitioner and other residents took place on 10 March on site, with the Acting Director, Infrastructure & Environment and Unit Manager, Parks & City Forest. During this meeting, there were new concerns raised with the key issue being the stability of some trees and wind tunnel effects. This was reported by three residents.

A commitment was made at this meeting to pursue the actions and recommendations of Council Arborists as well as an independent arboricultural assessment report, regarding the health and safety of the trees, including a further assessment of tree root plate stability testing due to the reported wind tunnel effects in the street. The independent arboricultural assessment report has since been completed however, the tree root plate stability tests are still waiting to occur. In order to make a determination of the tree stability, wind speeds will need to be in excess of 45km/h and gusts up to 60km/h, as well as wind direction changes. Weather forecasts and predicted wind speeds are being monitored to ascertain when sensor readings can be taken however, there is no indication at the time of writing, when this testing will occur. A consultant has been engaged and will complete works as soon as the weather conditions enable this. In the meantime, inspections by Arborists have not determined any soil movement around the trees, indicating an imminent risk of failure.

Residents also raised concerns with trip hazards in footpaths and nature strips, low hanging tree branches over the footpaths, as well as accumulation of tree and leaf debris in raingardens along the street. These have been attended to by Council officers as part of routine maintenance activities of the Maintenance & Operations department. Street sweeping is carried out every 8-12 weeks and the program will be monitored to ensure debris will not pose issues to road guttering and drainage systems.

Council places significant value on established street trees for the multitude of environmental, social and economic benefits that they bring to the local community. This key tenet was reinforced by Council through the adoption of the 'Greening Whittlesea – City Forest Strategy', which aims to increase tree canopy across the municipality by twenty per cent by the year 2040. Council will not remove healthy trees unless they presented some structural and plant health risks, were at the end of the useful life or in a senescent phase. When trees are removed, they will be replaced by another tree deemed suitable for the location and resilient to future climate-change impacts, so trees will always be planted in nature strips at appropriate locations.

Community Consultation and Engagement

An onsite meeting was held on 10 March to discuss the concerns raised in the petition with the lead petitioner and four signatories of the petition.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

Liveable neighbourhoods

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

Sustainable environment

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

Considerations**Environmental**

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

Social, Cultural and Health

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

Economic

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

Financial Implications

The total amenity value of all the nature strip trees using the City of Melbourne Valuation Method has been determined to be \$542,029 and the valuation of the 10 Manna Gum trees specifically was \$376,640. The cost of any prescribed tree maintenance activity associated with the independent arboricultural assessments and testing is included in the current operational budget.

Link to Strategic Risk

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

A pro-active response to petitions enables residents to have their concerns considered and independently evaluated. The health and structure of the trees concerned have been assessed and comply with our Street Tree Management Plan. In order to provide a greater degree of assurance to the community, an additional assessment involving tree root plate stability testing has also been commissioned. The intent with a comprehensive risk management approach demonstrates how Council is mitigating any risks associated with its street trees, whilst recognising the greater financial and environmental benefits that trees provide in the city.

In the case of the 10 Manna Gum trees, while they have a varying projected useful life expectancy greater than five years, it is anticipated that management of risks associated with these trees will increase over time. This may entail an increasingly rigorous aerial inspection regime and potentially a greater degree of maintenance. Hence, an increased inspection program will be implemented to monitor the health of these trees.

Implementation Strategy

Communication

Council Officers will advise the lead petitioner of the outcome of the Arborist assessments and when remedial actions will be undertaken to mitigate any risks.

Critical Dates

The implementation of any works resulting from the Arborists assessments will be carried out within prescribed timeframes that are no later than 12 months.

Declaration of Conflict of Interest

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

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

Conclusion

The request by the twenty-one petitioners was considered and an independent arboricultural consultant report was commissioned as a result.

Where possible, mature canopy trees should be retained if they benefit the streetscape in which they are planted.

Mature canopy trees,

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

A final determination on the tree stability will be undertaken once the tree root plate stability testing has been undertaken.

The 10 Manna Gum trees will be inspected on an annual basis to monitor their health, as they start to approach the end of their useful life expectancy.

5.5.2 Nick Ascenzo Reserve Draft Masterplan

Responsible Officer	Director Infrastructure & Environment
Author	Open Space Planner
In Attendance	Unit Manager Landscape & Open Space Planning Open Space Planner

Attachments

1. Attachment 1- Nick Ascenzo Reserve Masterplan- Draft [5.5.2.1 - 42 pages]

Purpose

The purpose of this report is to:

- Inform Council on the preparation of the draft Nick Ascenzo Reserve Master Plan;
- Seek endorsement on the draft Nick Ascenzo Reserve Master Plan to progress to community consultation from the 19 May 2023 to 16 June 2023.

Brief Overview

- As part of the Alexander Avenue Town Centre revitalisation, the need for a master plan for Nick Ascenzo Reserve was identified to meet community needs.
- Through this process, initial engagement with community and key stakeholders was undertaken which identified a desire for a safer, vibrant, and activated open space.
- The draft master plan guides and provides direction for asset renewal and park improvements, aiming to create a vibrant neighbourhood parkland through improved amenity and functionality.

Recommendation

THAT Council endorse the draft Nick Ascenzo Reserve Master Plan to be placed on community exhibition from 19 May 2023 to 16 June 2023.

Key Information

Nick Ascenzo Reserve is outlined in the City of Whittlesea Open Space Strategy as a Municipal Open Space Reserve. The Open Space Strategy recommends “Preparation of a Landscape Masterplan to guide future upgrades and use of this park for structured and unstructured sport and recreation use. This review is to consider the car parking facility location (including the play area); improving the connection between the adjoining shopping precinct and the park; and improving visual access into the park through trimming selected vegetation.”

Nick Ascenzo Reserve is situated in Thomastown in the southwest of the municipality. Thomastown is approximately 15 square kilometres in size. Although known as a residential area, it has a significant industrial area. Thomastown is bordered by Merri Creek in the west and Darebin Creek in the east. Thomastown has a shortage of open space with Nick Ascenzo Reserve being the only park in this area.

Key data for Thomastown include:

- 20,234 residents in 2021
- 42.1% of households are couples with children
- 35.4% of households are couples without children
- 27.5% of Population are 60+ years of age
- 27% of Population are less than 25 years of age
- Median age is 39
- 56.4% were born overseas
- 71.8% Speak a language other than English at home
- 7.02% canopy cover (Greening Whittlesea City Forest Strategy, 2020-2040)
- 23 square meters provision of usable (unencumbered) open space per resident (2023)
- 17 square meter projected provision of usable open space per resident (projected population 2041)

In May 2021, the Alexander Avenue Enhancement Group organised a meeting with Council officers, Thomastown East Primary School, and local shop owners to address safety concerns around the Alexander Avenue precinct including around the school, public toilets, and shops. Consultation on the Thomastown and Lalor Place Framework also received considerable feedback on Nick Ascenzo Reserve.

Nick Ascenzo Reserve is the major open space north of the Metropolitan Ring Road between High Street and Dalton Road. The reserve has an area of approximately 3.5 hectares which is characterised by open grass surrounded by garden beds and mature trees offset from the reserve boundaries. The reserve comprises facilities including playground, rock climbing wall, bocce rink, half basketball court, table tennis, picnic facilities, public toilet, car parking, football and soccer goals, community hall and scout hall. Infrastructure in the park is aging, and in some cases inadequate.

A 60m transmission easement runs through the reserve, dividing the site into two parts physically and visually. This creates a major design and use constraint and prohibits the central lawn for structured sport, however there is an opportunity to have informal activities.

The Master Plan will provide the City of Whittlesea with a vision, objectives, recommendations, and prioritisation for future development over the next 5 to 10 years. As a Municipal Open Space, the park will be improved to augment connections with the streetscape, town centre and neighbourhood.

The vision of the draft Master Plan is:

Nick Ascenzo Reserve is an inclusive and distinctive park that provides a range of recreation, sport, and social opportunities for all people to enjoy whilst enhancing the natural values of the park. It provides an environment that is accessible, well-connected, attractive and sustainably managed.

The objectives are:

- Establish a well-maintained reserve;
- Invite and inspire people of all ages and abilities;
- Promote and facilitate social community use and events;
- Upgrade sporting infrastructure and community facilities;
- Promote environmental sustainability and landscape character;
- Provide clear sight lines across the reserve and activate during night and day to improve perceptions of safety in the area;
- Provide well-defined, safe, and accessible connections within the reserve and the Alexander Avenue shops and Thomastown station.

The draft Nick Ascenzo Reserve Master Plan sets out recommendations which are articulated through the key themes of Movement and Access, Recreation and Park Infrastructure, and Environment and Landscape (Attachment 1).

Key recommendations:

Movement and Access

Path

- Realign and upgrade circuit path with granitic sand
- Informal trail through the reserve linking activities
- Concrete footpath along Boronia Street

Entrance

- Upgrade entrances to the park with wayfinding signage, feature paving, lighting, and landscaping

Car parking

- Footpath from Boronia Street to the carpark accessing the Community centre and Senior Exercise Park
- Upgrades to car park

Recreation and Park Infrastructure

Play space

- Play spaces including nature-based play
- Improve shade around play space and walking tracks

Recreation facilities

- Remove Bocce court
- Multi-purpose court
- Remove the existing goal and replace with a multi-purpose goal

Community facilities

- Expand the picnic area to the south-west with a new shelter, seating, drinking fountain and bins
- Install DDA compliant seating at high use areas
- Improve the Community Centre Infrastructure. (Currently there is no plan to upgrade the community centre. However, the master plan proposal provides flexibility for upgrade, expansion, or relocation of the community centre in line with the Council Community Infrastructure Plan.)
- Investigate potential for upgrades to existing toilet block including relocation.
- Installation of senior exercise park

Environment and Landscape

Landscape and Vegetation

- Plant additional trees throughout the reserve to strengthen ecological biodiversity
- Implement irrigation system to maintain grass coverage of the central lawn
- Improve sightlines into the reserve by thinning out understory planting and replace with low maintenance plants
- Plant appropriate and visually pleasing trees or mounds on the north side of the site within 20 metres distance from each tower centre considering AusNet guidelines
- Proposed lighting along paths, car parks and main entrances
- Upgrade the reserve fences

The draft Nick Ascenzo Reserve Masterplan and recommendations will be adaptive to the Community Infrastructure Plan when finalised.

Community Consultation and Engagement

Feedback was received from 144 participants.

According to the total responses, the priorities for change are as follows:

- General safety
- Pedestrian access and safety
- Greenery
- Parking and traffic movements
- Public Art
- High quality design
- More things to do

The following stakeholders were consulted.

External stakeholders

- Retailers on Alexander Avenue (1:1 conversations)
- Thomastown East Primary School- staff and parents (in-person meeting, Pop-up consultation and project engage page)
- Community Activity Centre Users (Pop-up consultation)
- Scouts (Online meeting)
- Community (Pop-up consultation & project engage page)
- Visitors to the Shops (Pop-up consultation)
- Alexander Avenue Enhancement Group (Online meeting)

A cross Council Project Working Group comprising staff from all relevant departments was involved in the development of the draft master plan.

Additionally, through 'Thomastown and Lalor Place Framework 2022' we have identified the following concerns relevant to Nick Ascenzo Reserve:

- Anti-social behaviour and concealment areas
- Car and Motorcycles tracks in the sports oval
- Lack of maintenance
- Shade, and coverage in children play areas

It is recommended that the draft Master Plan is displayed for consultation to the broader community. This consultation seeks to:

- Inform the local community of the draft master plan and its background and;
- Receive feedback on the draft master plan and its capacity to meet the future ongoing needs of the community.

Community consultation is proposed to commence on the 19 May 2023 for a period of four weeks. Scheduled engagement activities include; online engagement page with survey, direct mail outs, localised pop-up sessions, and meetings with target groups. A comprehensive list of engagement activities can be found in Attachment 3, Community and Engagement Plan.

Feedback will be used to refine the master plan and create a prioritised list of actions.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

Connected communities

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

Liveable neighbourhoods

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

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

Considerations

Environmental

The draft Nick Ascenzo Reserve Master Plan will contribute to a healthier and more sustainable environment through increased tree canopy cover and water sensitive urban design.

Social, Cultural and Health

The draft Nick Ascenzo Reserve Master Plan will provide opportunities for physical activity, recreation, and relaxation. It can foster a sense of community and provide spaces for residents to come together, leading to improved social cohesion.

Economic

The draft Master Plan for Nick Ascenzo Reserve proposes upgrades to facilities which will activate underutilised spaces near the Alexander Avenue shops, will attract more people to the local area, enhance passive surveillance, improve perception of safety of the precinct, boost property values, and provide a positive impact on local economy contributing to economic growth.

Financial Implications

The estimated budget required to implement the Master Plan is subject to further design development. The initial estimate places the overall cost at \$2.8m. The majority of the improvements will be subject to consideration as projects within Council Capital Works programs including Asset Renewal Program, Playground Renewal Program and Greening Whittlesea. The plan provides justification for external grant funding.

Of the required \$2.8m of funding, approximately \$1.3m will be funded by existing asset renewal programs.

Strategic Risk

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

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

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

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

Some of the current facilities onsite, including the rock-climbing wall and toilets, are in poor condition and in need of renewal.

Implementation Strategy

Communication

A Communication and Engagement Plan has been developed. Upon Council endorsement the draft Master Plan will be placed on community consultation. Communication activities to support this will include social media posts, direct mail outs, media releases and school newsletters.

Critical Dates

16 May 2023: Council meeting

19 May – 16 June 2023: Community consultation

August 2023: Finalise master plan

Declaration of Conflict of Interest

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

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

Conclusion

A draft master plan for Nick Ascenzo Reserve has been prepared in consultation with the community and key stakeholders. The draft Master Plan provides direction for future upgrades and improvements to Nick Ascenzo Reserve. The Master Plan responds to aging infrastructure, safety issues, connectivity and community needs along with recommendations to improve the natural environment.

The community consultation of the draft Master Plan will ensure the community has input into the key recommendations.



Nick Ascenzo Reserve Masterplan 2023

Draft Report

March 2023

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1.0 Introduction

1.1 Overview

Thomastown

Thomastown located in the southwest area of the municipality, is around 15 square kilometres in size, although known as a residential area, it has a significant industrial area. Thomastown is surrounded by Merri Creek in the west to Darebin Creek in the east.

The Metropolitan Ring Road, Hume Freeway, Edgars Road, High Street and Dalton Roads present barriers to safe walking access to open space within the suburb. Lalor adjoins Thomastown to the north and Bundoora to the East. The boundary between these is a combination of local streets, providing good north-south accessibility between them.

The forecast residential population change in Thomastown represents a 10.3 percent increase in the total population with a forecast increase of approximately 2,183 people by 2026. This is distributed throughout the established residential areas with higher levels of concentration of change around the Neighbourhood Renewal areas east and west of High Street.

The Australian Bureau of Statistics census data (ABS) 2021 provided information on the demographics, cultural and language diversity of Thomastown. Some of the key information found are as below.

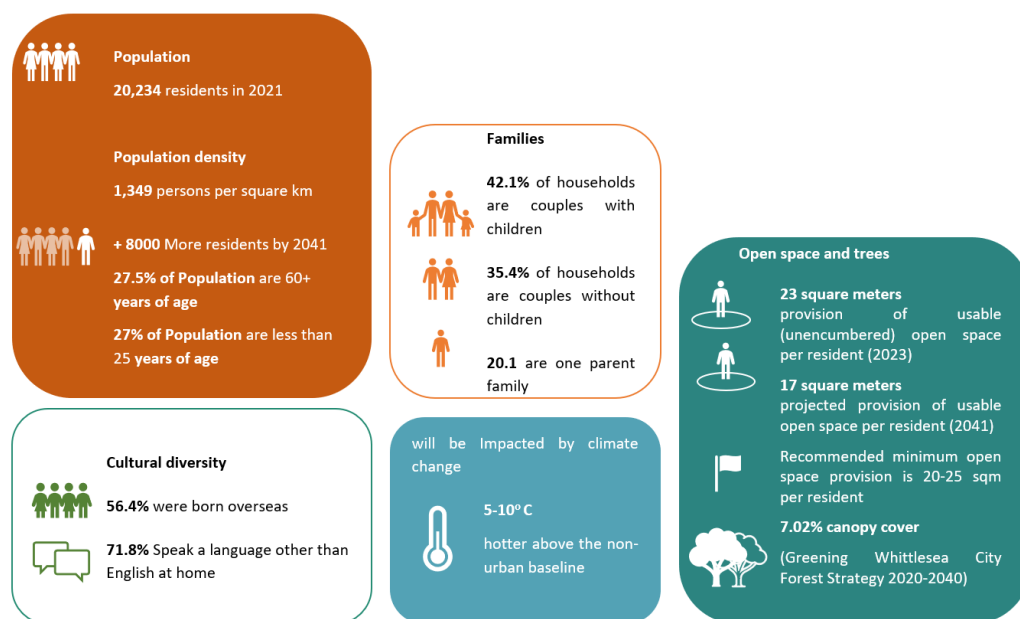


Figure 01: Thomastown Data (Source: Australian Bureau of Statistics census data (ABS) 2021)

Nick Ascenzo Reserve

Nick Ascenzo Reserve is one of the City of Whittlesea’s open space reserves in Thomastown, an established area of the municipality. Nick Ascenzo Reserve is identified as part of Alexander Avenue shopping precinct project which is a Priority Site for The Town Centre Revitalisation program. This Program is a 2021/22 Council Action Plan that aims to improve the functionality, attractiveness and vibrancy of local and neighbourhood town centres across the City of Whittlesea.



Figure 02: Location of Nick Ascenzo Reserve



Figure 03: Alexander Avenue Precinct

The Open Space Strategy 2016 identifies the reserve as one of the most frequently visited open space reserves within walking distance of residents with a peaceful/quiet environment. In terms of the hierarchy and character classification, it is specified as a municipal open space with sporting and service easement as a primary and secondary character.

The strategy recommends a preparation of a Landscape Masterplan to guide future upgrades and use of this park for both structured and unstructured sport and recreation use. This review is to consider the car parking facility location (including the play area); improving the connection between the adjoining shopping precinct and the park; and improving visual access into the park through trimming selected vegetation.



Figure 04: Context Plan

1.2 Purpose of Masterplan

The purpose of this Landscape Masterplan is to guide the future development and management of Nick Ascenzo Reserve.

The master plan endeavours to:

- Create a safe and inclusive, highly accessible reserve that supports and encourages use by people of all ages and abilities;
- Promote environmental sustainability through ecological conservation and improvement, increased tree canopy cover and water-sensitive urban design;
- Improve community safety through a well-considered functional layout as well as adherence to CPTED principles and applying gender-sensitive lens;
- Inform future capital works, as stand-alone projects, or staged with a logically cumulative sequencing;
- Recommend necessary improvements to the reserve to achieve a high-quality landscape setting while protecting and enhancing its existing character.

1.3 Project Method

The development of the Masterplan has involved a comprehensive review of background documents as well as extensive engagement with the community and consultation with key external and internal stakeholders. Informed by consultation and site understanding, key recommendations were developed for the overall site.

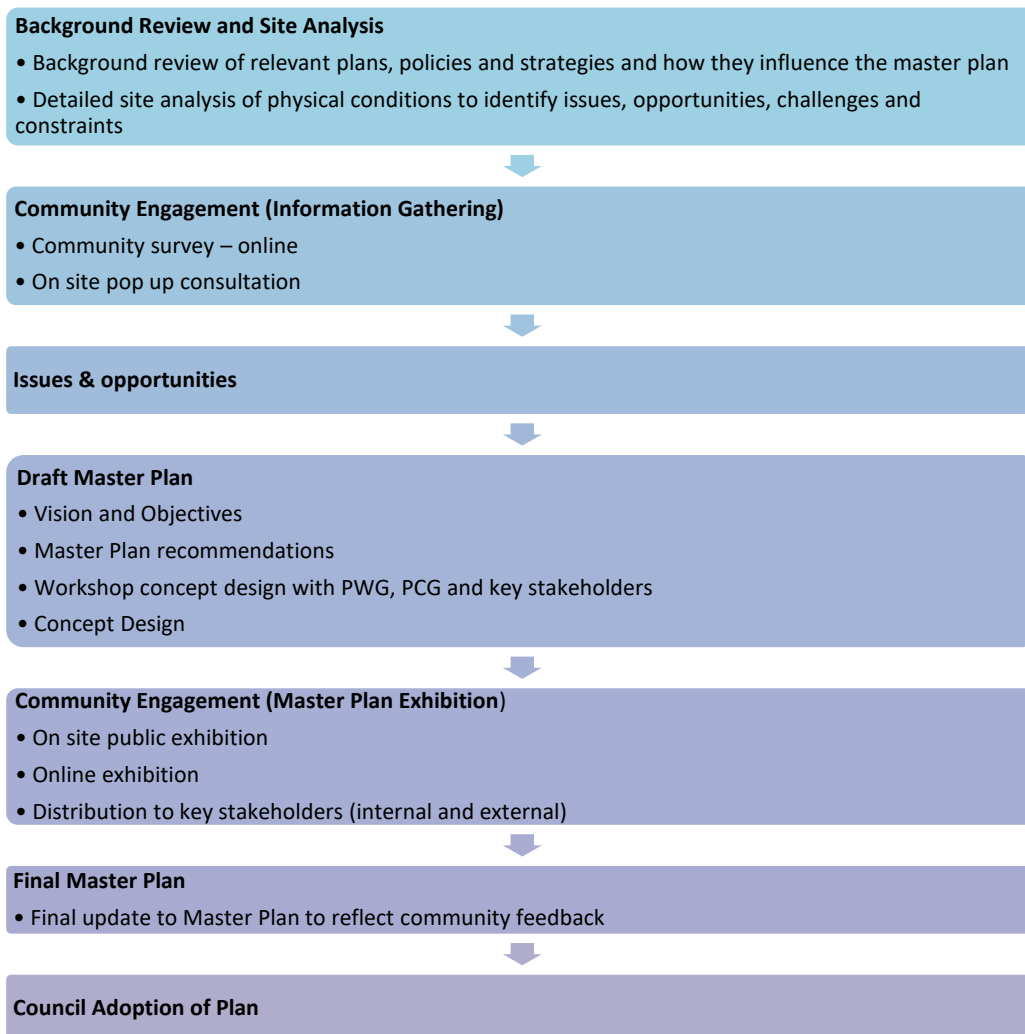
In preparing this report, our team initially conducted background research and reviews of existing documents, as summarised below, as well as an analysis of the study area, to build our understanding of the context. Our analysis focussed on the study area's existing conditions, current issues and challenges and opportunities to improve the site.

Our background analysis and site understanding were expanded by a visit to the study area. The project process then focussed on the Stakeholder/Community Engagement process, which sought inputs from residents and traders, about Alexander Avenue shopping precinct and Nick Ascenzo Reserve.

The purpose of these engagement activities was to gain greater knowledge about the Issues, Opportunities and Priorities for the shopping precinct and Nick Ascenzo Reserve, to form a more detailed 'brief' for the planning work going forward in the project, and to provide the foundations for developing a Vision for the Nick Ascenzo Reserve. The Stakeholder Engagement Findings Report' can be found in Appendix 1.

In the next stage, the project process focussed on the development of the concept plan for the site. Then, the project process focuses on the second phase of community engagement to have community feedback on the draft masterplan.

The diagram illustrates the steps for the project.



1.4 Study area outline

Nick Ascenzo Reserve is outlined in the City of Whittlesea Open Space Strategy as a Municipal Open Space Reserve with a 500m walking catchment in Thomastown. This catchment is limited by The Boulevard and Dalton Road on the north and east side of the site.

Nick Ascenzo Reserve is the major area of open space north of the Metropolitan Ring Road between High Street and Dalton Road. The reserve has an area of approx. 3.5 hectares which is generally characterised by open grass area surrounded by garden beds and mature trees offset from the reserve boundaries. The reserve is comprised of several facilities including a playground, rock climbing wall, bocce rink, half basketball court, table tennis, playground, picnic facilities, public toilet, car parking, footy and soccer goals, community hall and scout hall. Some of these facilities are in a dilapidated situation and/or dysfunctional and require a master plan to assess their community need and upgrade.

Nick Ascenzo reserve landscape is generally characterised by open grass area surrounded by garden beds and mature trees offset from the reserve boundaries

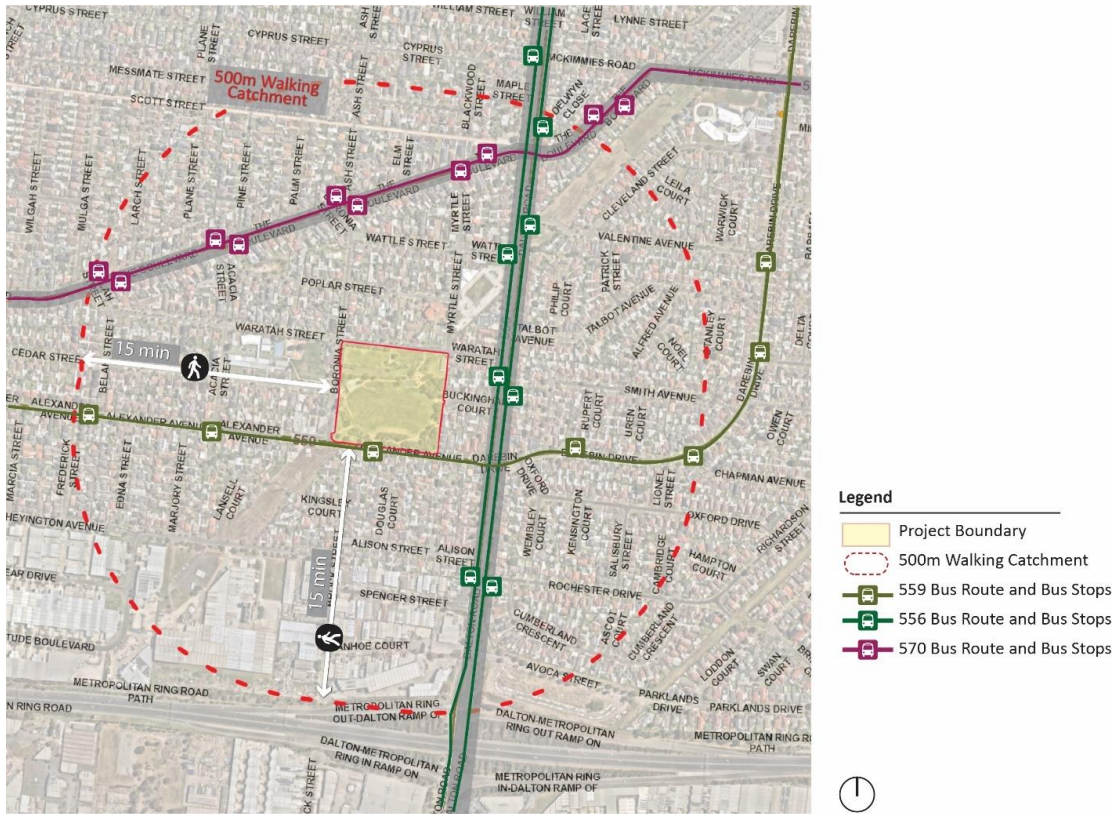


Figure 05: Walking Catchment

1.5 Planning Controls

Nick Ascenzo Reserve is located within Public Park and Recreation Zone (PPRZ), next to Commercial Zone (C1Z), General Residential Zone – Schedule 5 (GRZ5) and Public Use Zone – Education (PUZ2), as presented in Figure 5.

The electricity transmission line with 60m easement width runs along the middle of the reserve, divides the site into two parts physically and visually and limits development around this corridor as Figure 6.

According to the flood modelling, this area is not in a floodplain zone, as Figure 7.

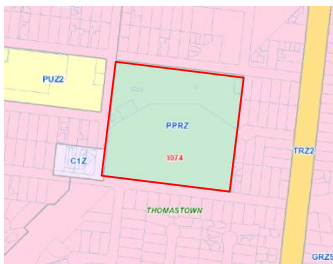


Figure 06: Planning Zone

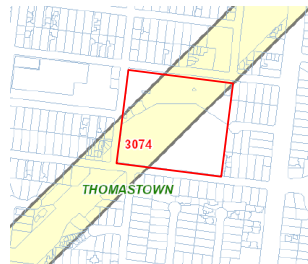


Figure 07: Transmission Easement

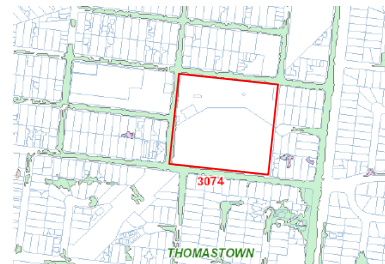


Figure 08: Flood Modelling

2.0 Background documents

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

City of Whittlesea

- Whittlesea 2040 – A place for all
- Whittlesea Open Space Strategy 2016
- Active Whittlesea Strategy 2019-2028
- Recreation Strategy 2012-2017
- Thomastown and Lalor Place Framework Draft 2022
- Dog Off-Leash Area Policy and Management Plan 2016–2026
- Walking and Cycling Plan 2022-2027
- Multiple Sports Strategy 2017-2026
- Your Ground Project 2021
- Play space Planning Framework and Policy 2013-16
- Spaces 8 to 12+: Creating Engaging Places for Young People 2013-2018
- Disability Action Plan 2017-2021
- Natural and Built Shade Policy 2016
- Park Lighting Strategy 2006
- Lighting for Shared User paths (SUPs) Guiding Principles, City of Whittlesea - Arup 2022

AusNet

- A guide to living with transmission line easements
- AusNet services, Your guide to planting near electricity lines

Nick Ascenzo Reserve Arborist Report



3.0 Site analysis and assessment

3.1 Existing conditions

The analysis covers findings categorised into the following themes:

- Movement & Access
- Recreation and Park Infrastructure
- Environment & Landscape

3.1.1 Movement and access

Footpath

The study area has relatively good walking facilities in place, with footpaths provided along Waratah Street and Alexander Avenue. There is an Informal footpath on the Eastern side of Boronia Street along the Reserve which is interrupted by the toilet platform and on-street parking in this street.

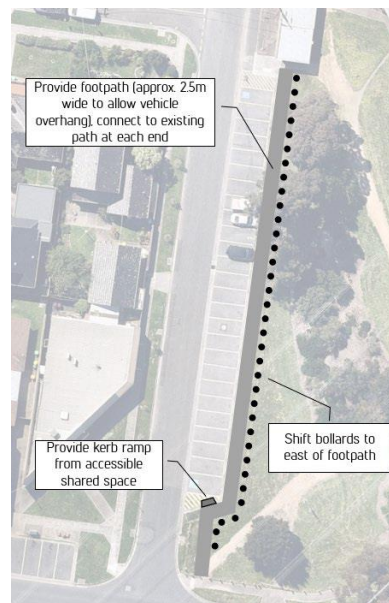
There is a combination of formalised and unformalised footpaths in the Reserve which provides an oval walking path around the park from the park entrances in the surrounding streets.

A few locations in the study area have been identified to be lacking in pedestrian connection and footpaths. These are along the eastern side of Boronia Street near the car parking area and toward the roundabout intersection with Waratah Street.

Pedestrian and cyclist surveys were conducted by SALT3 in the study area to quantify the movements of active travellers at key locations. SALT3 recommendations for footpaths surrounding the Nick Ascenzo Reserve are as follows:

It is proposed to provide a footpath along the end of the 90-degree parking spaces for ease of pedestrian movement to and from the reserve and shops from these parking spaces. This footpath should be 2.5m wide to allow for overhang of the parked vehicles. The existing bollards should be shifted eastward adjacent to the footpath. This can connect into the existing paved footpath near the public toilets to the north, and the existing footpath on Alexander Avenue.

A kerb ramp should be provided from the accessible parking shared space to the new footpath to allow access for those with mobility devices.



Proposed footpath along Boronia Street parking spaces

It is proposed to extend the footpath along Boronia Street and provide a barrier kerb with landscaped nature strip along the eastern side of Boronia Street.

This footpath will connect to the paved area at the car park entrance and community centre and the existing footpath set back within the park slightly.

Furthermore, there is potential to provide a further landscaped nature strip at the frontage of the car park entrance as this area is currently unutilised.



Proposed footpath on the northern section of Boronia Street

Cycling Path

There are no on- or off-road cycling paths within the study area. In the vicinity of the site, Dalton Road and The Boulevard are provided with on-road bike lanes. The residential nature of many of the streets in and around the study area provides a low-speed and volume environment, suitable for sharing between vehicles and cyclists.

It is noted that Alexander Avenue is recognised as a priority corridor for walking and cycling improvements, within Council's draft Walking and Cycling Plan.

Public Transport

The area is well-served by public transport, with bus and train services in the vicinity.

bus route 559 operates on Alexander Avenue, with a bus stop situated to the south of Nick Ascenzo Reserve. This is a circular bus route throughout Thomastown and provides access to Thomastown Station, Lalor Plaza and Lalor Station.

Bus route 570 operates on The Boulevard, with bus stops located near the intersection with Acacia Street. This operates between Thomastown and RMIT Bundoora Campus.

The study area is located in close proximity to Thomastown Railway Station which is situated at the eastern end of Alexander Avenue, approximately 1km (12-minute walk) from the study area. Thomastown Station is on the Mernda train line, between Melbourne CBD and the northern suburbs.

Park Entrances

There are seven entrances including two (2) main entrances from the north and southwest corner and 5 minor entrances. According to undertaken pedestrian count, north, west and car park entrances are identified as mainly used entrances, so these entrances can be more prominent.

The pedestrian count was undertaken by Open Space Planning Team at study area on the following days/times:

- Thursday 30th of November 2022 between 8:00am-10:00am; and
- Friday 2nd of December 2022 between 3:30pm-6:00pm.



Figure 09: Pedestrian count

Car Parking

Car parking is provided throughout the study area including on-street and off-street provisions. The locations of parking in the study area is shown in Figure 9.

Parking occupancy surveys were undertaken by SALT3 across the study area at the following days/times:

- Saturday 10 September 2022 between 10:00am-4:00pm; and
- Wednesday 14 September 2022 between 8:00-9:30am and 3:00pm-4:30pm.

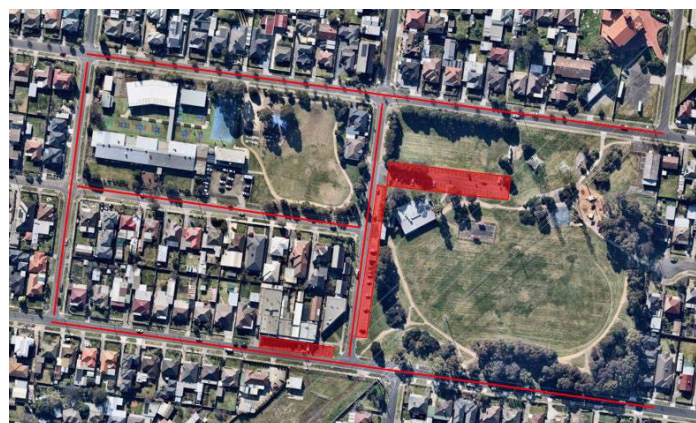


Figure 10: Car parking in the Alexander Avenue Precinct

From this, the peak hours for parking occupancy are found to be at 9:30am and 3:00pm on Wednesday, and at 11:30am on Saturday. The parking utilisation across the study area at these times is presented in Figures 10-13.

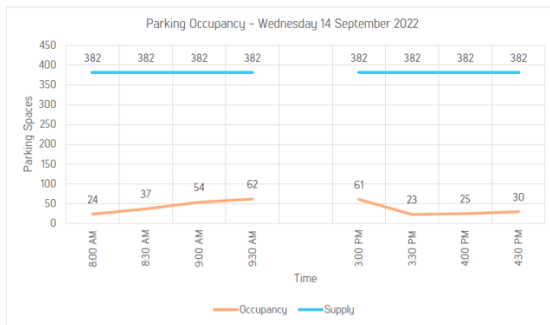


Figure 11: Parking survey results – Wednesday 14 September 2022



Figure 12: Peak hour parking occupancy – Wednesday 14 September 2022

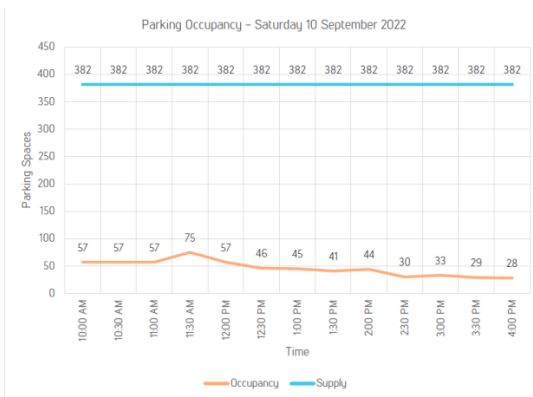


Figure 13: Parking survey results – Saturday 10 September 2022



Figure 14: Peak hour parking occupancy – Saturday 10 September 2022

The total car parking capacity in the precinct is 382 spaces, and according to the parking analysis, it can be concluded that parking is widely available within the precinct with a weekday peak occupancy of 61 spaces (16% occupied) occurring at 3:00pm, and a weekend peak occupancy of 75 spaces (20% occupied) occurring at 11:30am.

The internal car park capacity is 54 spaces. Peak occupancy of the car spaces is 40% on weekdays and 22% on weekends. This indicates an opportunity to reduce the existing car park spaces.

Intersections

According to the traffic and pedestrian analysis, it is recommended by SALT3 to develop a footpath on the eastern side of Boronia street and a raised intersection in the intersection of Boronia and Cedar street to reduce vehicle speeds and improve pedestrian safety and connection (SALT3, 32).

It is proposed to raise the intersection of Boronia Street and Cedar Street. This will assist to slow vehicles and deter vehicles to alternative routes and improve pedestrian crossing safety. This treatment results in the removal of one (1) parallel parking space. However, this improves pedestrian sight lines to oncoming traffic when exiting the park, thus is a positive improvement.

It is also recommended to extend the footpath to allow pedestrians to cross Boronia Street from the southern side of Cedar Street.

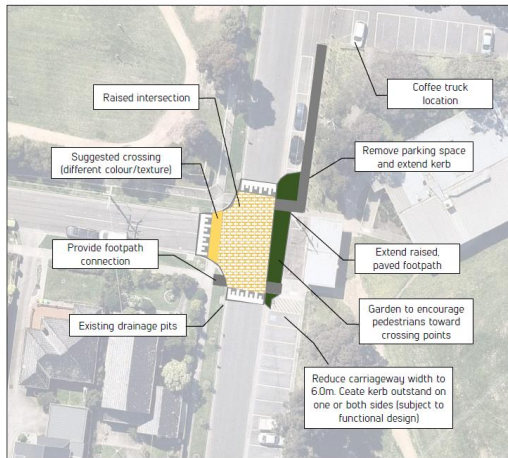


Figure 15: Boronia Street / Cedar Street raised intersection

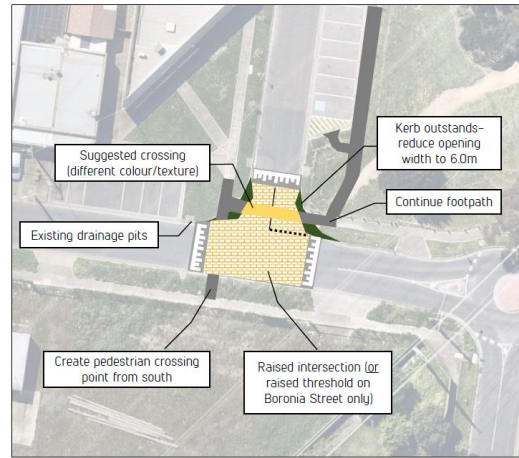


Figure 16: Alexander Avenue / Boronia Street proposed raised intersection

3.1.2 Recreation and park infrastructure

The reserve is comprised of several facilities including playground, rock climbing wall, bocce rink, half basketball court, table tennis, playground, picnic facilities, public toilet, car parking, footy and soccer goals, community hall and scout hall. Some of these facilities are in a dilapidated situation and/or dysfunctional and require a master plan to assess their community need and upgrade.

3.1.3 Environment & Landscape

This reserve is generally characterised by open grass area surrounded by garden beds and mature trees offset from the reserve boundaries.

The study area is not in a floodplain zone but the lawn area is subject to water logging in winter.

The electricity transmission line with a 60m easement width runs along the middle of the reserve, divides the site into two parts physically and visually and limits development around this corridor.



Figure 17: Electricity transmission corridor and towers

The following images, Figure 17, 18 & 19, provides a summarised analysis of existing conditions.

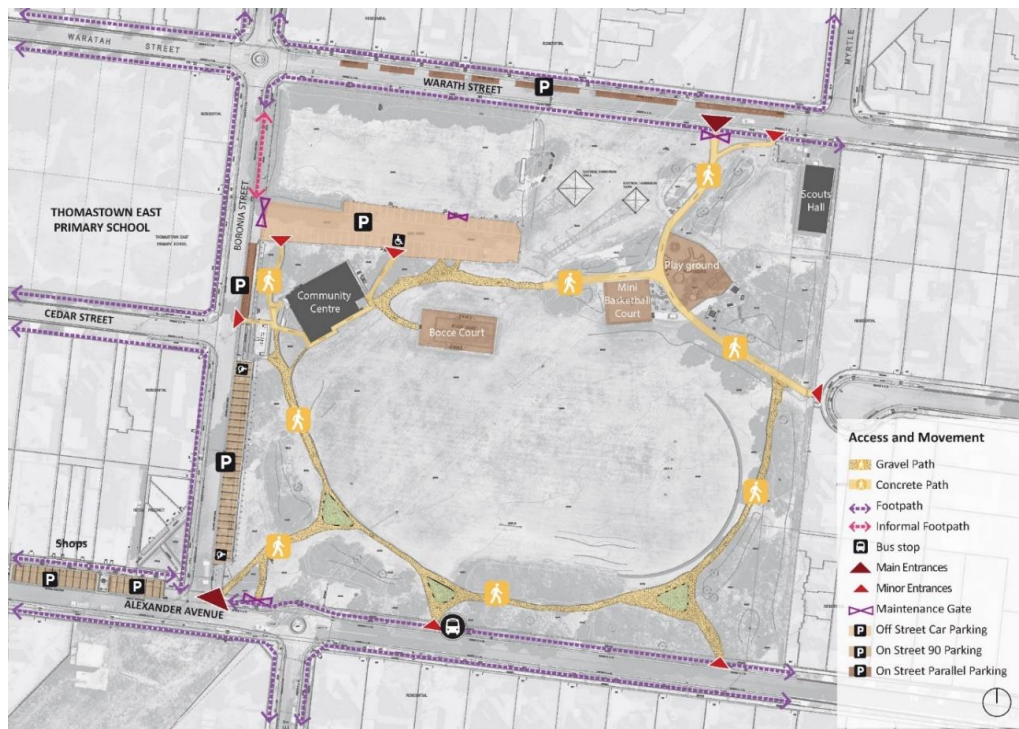


Figure 18: Movement and access

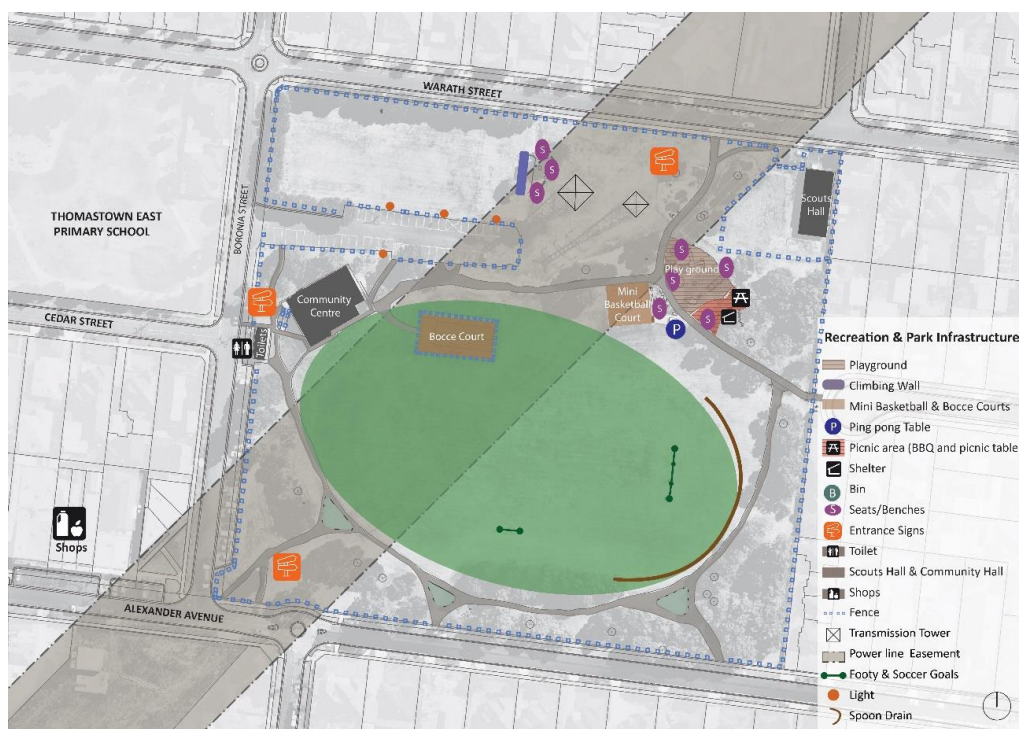


Figure 19: Recreation and park infrastructure



Figure 20: Environment and landscape

3.2 Analysis

Site and desktop analysis, and internal and external consultation work were undertaken to identify key issues and opportunities of the site.

3.2.1 Issues

Movement and access

- Paths
 - Pathways within the reserve are predominantly compacted gravel around the open grassed area with varying widths. These informal footpaths meet minimum DDA requirements, however, can be increasingly expensive to maintain and do not meet the needs of people with limited mobility.
 - The paths surrounding the community centre, scouts hall, and toilets are inconsistent in paving and not DDA compliance
 - Informal footpath along the northern side of Boronia Street and lack of footpath along the southern section
 - The concrete footpaths surrounding the reserve are inconsistent and lack line of travel.
 - The width of the external footpath does not allow parents with prams to pass
 - Sense of discomfort due to the lack of buffer distance between community centre and footpath in the south-east side of the community centre
 - Lack of pathways throughout the reserve

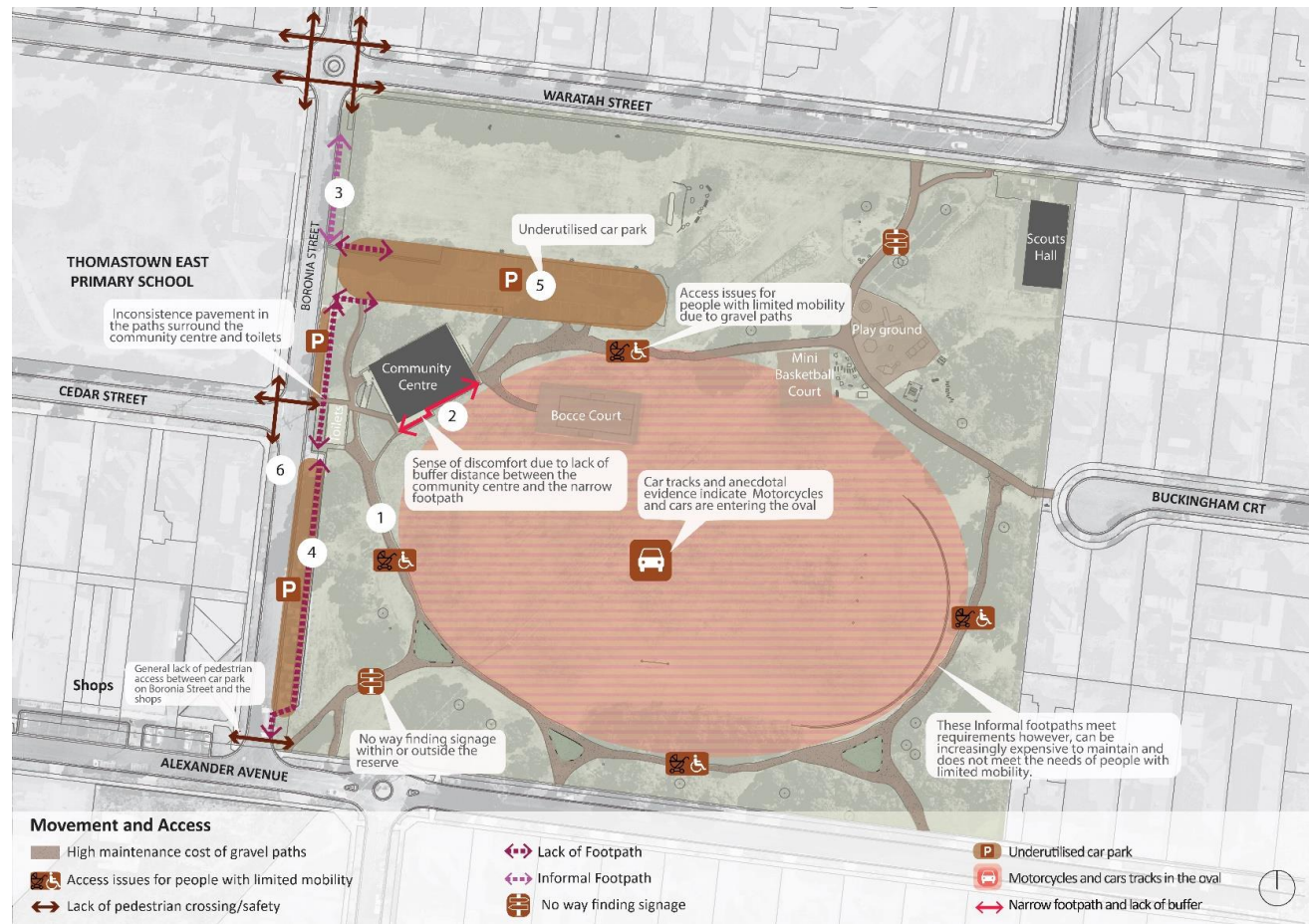
- Car Parking
 - No current footpath access to the carpark from Boronia Street
 - The 54 car spaces within the car park are highly underutilised and with a peak of 40% occupancy at peak time, indicating there is an excessive amount of carpark
 - Car tracks and anecdotal evidence indicate Motorcycles and cars are entering the oval
- Entrance
 - No way finding signage within or outside the reserve
 - Lack of crossing facilities, particularly between the primary school and the reserve

Recreation and park infrastructure

- Playspace
 - Lack of suitable activities for older kids/youth e.g., skate parks, exercise equipment and community sports
 - Rock Wall climbing is dilapidated and non-compliant with raw screws protruding from the wall and is isolated in the northwest end of the park away from the existing play space which results in underutilisation
 - The playground is disconnected from the Community Hall and Primary School
- Recreation facilities
 - Bocce Court is in a dilapidated condition and fenced off from public use. The condition of the bocce club indicates underutilisation
 - Lack of informal and structured shade within the play space
 - The footy and soccer oval goals are rusted outdated and within proximity to powerlines (errant balls)
 - The east orientation of the footy goals and proximity to the footpath is not ideal as the direction of sunlight could risk passer by being injured
 - Lack of buffer between the pedestrian path and adjacent footy and soccer goals risk pedestrian safety (errant balls)
- Community facilities
 - Lack of quality seating areas around the climbing wall
 - The increasing rubbish in the carpark and reserve indicate lack of sufficient rubbish bins
 - lack of drinking fountains and bottle refills stations exist within the reserve
 - Lack of existing outdoor facility to support the community centre's senior citizens
 - The toilets although in high demand are outdated and require a complete upgrade or replacement to bring up to standards and meet the growing needs of the community by increasing the number of cubicles and meet the needs of parents with children
 - There is a significant amount of vandalism due to blank walls of public toilet and lack of informal surveillance
 - Underutilised and inactive space on the north-west side of the park, south-west near the shops and the sports oval under 60m electricity transmission easement corridor
 - Underutilised fenced-off open space adjacent to the scouts hall
 - Seats and benches are predominantly located in the north side of the reserve and not equally distributed along paths
 - The existing seats and benches are inconsistent in type and most are not DDA compliant

Environment and landscape

- Landscape and vegetation
 - The landscape is disjointed as a result of the carpark which segregates the two open space landscape
 - The grass area is not maintained and often result in overgrown grass
 - The south lawn is dry and patchy which discourages use
 - Concealment areas due to shrubs and tick bushes which act as visual barriers
 - The location and Lack of surveillance from within buildings such Community Hall and Dance School/Scouts Hall to the park create a sense of abonnement and add create an unsafe environment
 - The lawn area is subject to water logging in winter
- Visual Impact and permeability
 - The bushes and the raised garden beds especially near the traders limit the line of sight and increase the anti-social behaviour
 - Dense understory planting along the reserve interferes creates visual barriers
 - The north section of the reserve near the neighbouring property which are bare
 - Poor perceptions of safety in the area (i.e., lack of lighting at night-time, poor passive surveillance and open views, lack of activities/things to do near the shops)
 - The visual impact of electricity transmission line is unappealing and can deter people to the park
 - The visual impact of the Scouts Hall's car park and fence is unappealing
- Look and feel
 - No pathway or entrance lighting exists within the reserve
 - The existing solar lighting within the car park and external footpaths do not provide sufficient lighting resulting in the area being perceived as unsafe especially by the female members of the community
 - Lack of lighting and the presence of anti-social activity around the public toilet and the car park



1 High maintenance cost of gravel paths



2 Sense of discomfort due to the lack of buffer distance between community centre and footpath



3 Informal footpath along the northern side of Boronia Street



4 Lack of footpath along the southern section of Boronia Street



5 Highly underutilised car spaces with a peak of 40% occupancy



6 Lack of crossing facilities along Boronia Street

Figure 21: Issues - Movement and access

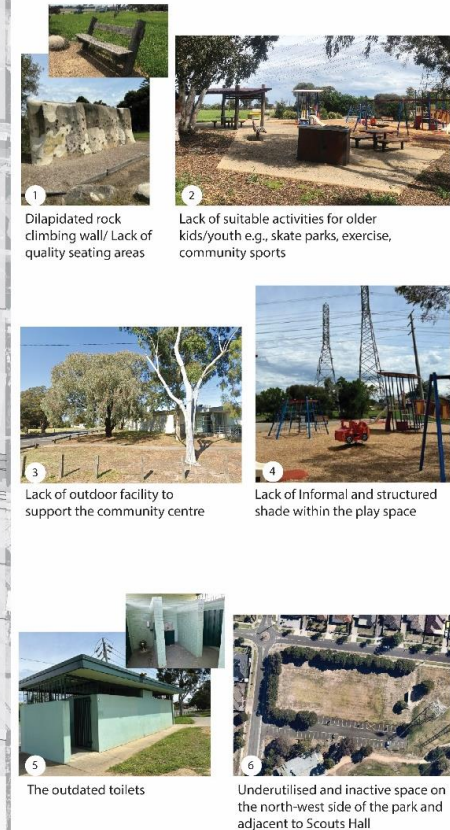
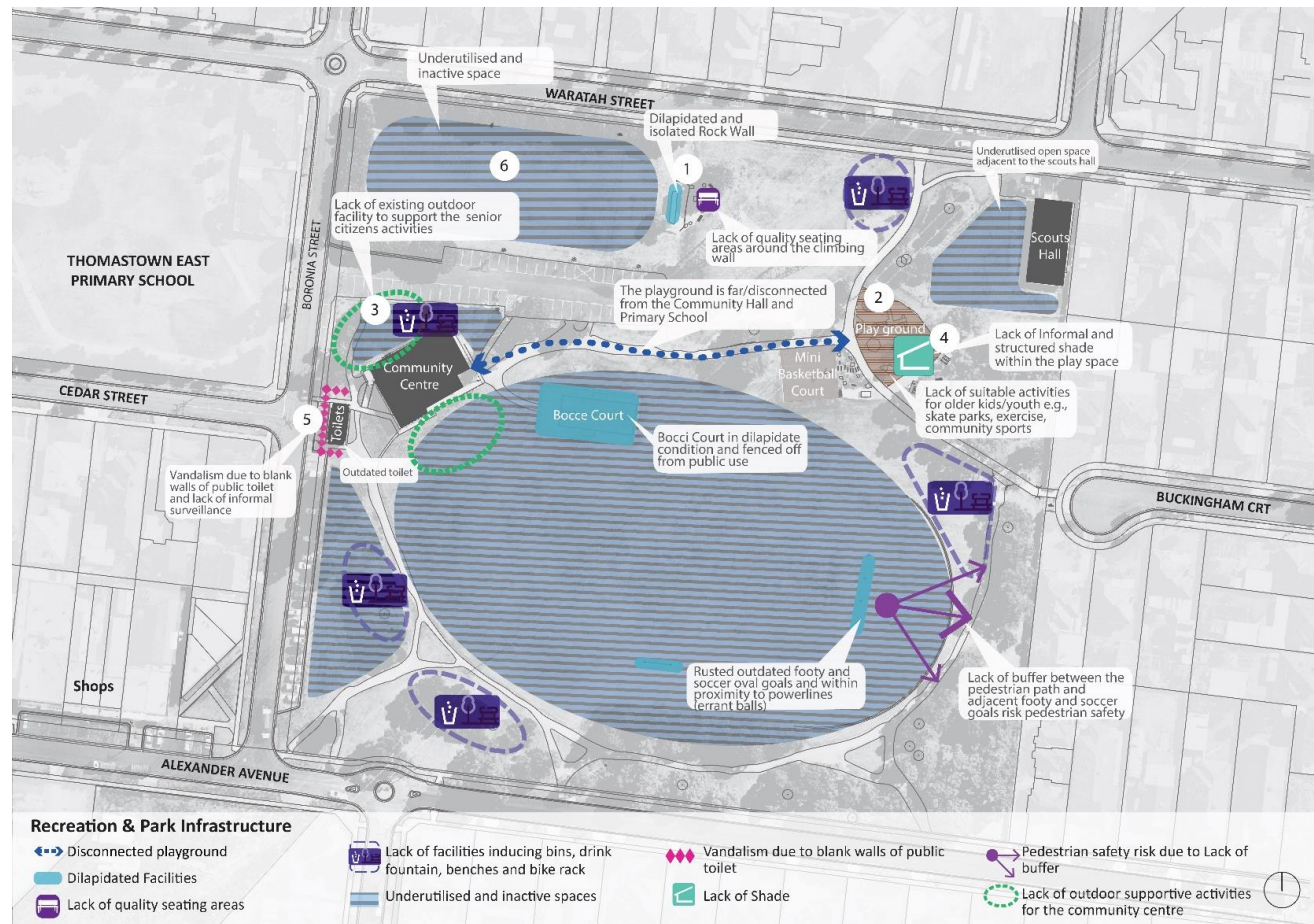


Figure 22: Issues - Recreation and park infrastructure

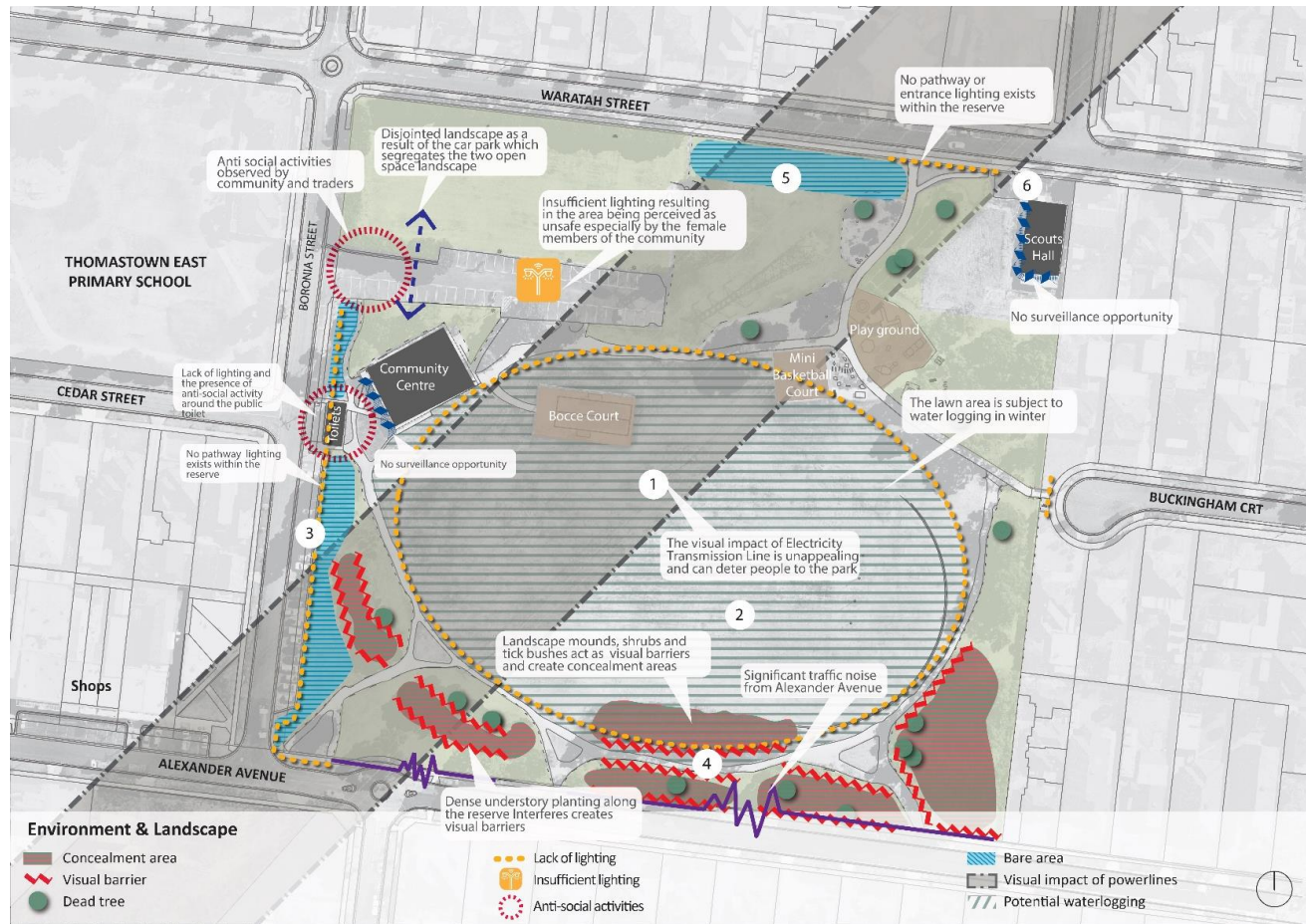


Figure 23: Issues - Environment and Landscape

3.3 Opportunities

Movement and access

- Paths
 - Formalising the main existing paths within the reserve to concrete to create consistency within the reserve and minimise maintenance cost
 - Footpath widening surround the community centre, toilets, scout hall and external surrounding footpath
 - Electricity transmission line provides a linear corridor which could be developed as a landscape cycling/walking path across the reserve
 - Increasing pedestrian access into and through the reserve
 - Improving consistency of footpath surrounding the reserve (line of travel)
 - Investigating alternative paths around community centre and reinforce green and softscape buffer between the community centre and path
- Car parking and Vehicle Access
 - Upgrading Carparking and return the excess space to open space
 - Investigating relocation of the internal car park
 - Investigating increasing bollards surrounding carpark to the reserve to eliminate vehicles from entering the reserve
 - Extending existing path from Boronia street to Carpark
- Entrances
 - Enhancing site entrances from surrounding streets to be more prominent, accessible and welcoming
 - Traffic calming initiatives opportunities at intersections

Recreation and park infrastructure

- Play space
 - Providing new rock-climbing wall closer to the play space
 - Considering diversity in play comprising nature play elements and increase play space size in future playground upgrade
 - Increasing play space size towards community facility to attract greater diversity comprising of more challenging features for older children and teenagers
- Sport facilities
 - Facilitating bocce court fence removal to allow the general public to access and use
 - Increasing informal and structured coverage for wet weather and hot summer days in all children's play areas
 - Investigating the opportunity to upgrade the central lawn/oval for community sport (multi-purpose sports field, Frisbee golf, Croquet and water play area)
 - Informal and passive recreation activities in the park with the appropriate orientations and supporting infrastructure
 - The south-east end of the central lawn could benefit from catch nets to prevent balls from the footy goals rolling onto the road.
- Other Park Facilities

- Providing more supportive facilities such as bins, seating areas, drinking fountains, bike racks and shade
- Informal and structured coverage for wet weather and hot summer days in all children's play areas
- Investigating the opportunity to upgrade the central lawn for community sports or outdoor activities, informal recreation and school programs in the park with the appropriate orientations and supporting infrastructure
- Providing supportive facilities for the community centre by utilising underutilised spaces adjacent to it
- Investigating removal of the fence or taking some of the fenced-off area around Scout Hall, encouraging greater use of facility and supportive activities

Environment and landscape

- Landscape & vegetation
 - More shade trees around the play spaces
 - Reinforcing green and softscape buffers in north side of the reserve
 - Additional tree planting
- Visual Impact and permeability
 - Improving visibility to the reserve by thinning out overgrown understory vegetation or replacing with more suitable greenery
 - Potential additional buffer planting to soften the visual outlook
 - Consider replacing fencing of Scout Hall's carpark by Scouts Victoria to improve look of the north entrance
 - Reducing the visual impact of the electricity towers
- Look and feel
 - Considering time sensitive lighting within the reserve to increase use of area at night and increase passive surveillance. Lighting should be considered around high traffic areas such as toilets, entrances, and play spaces.
 - Investigating floodlight tower to activate the oval
 - Additional lighting to illuminate the internal/off-street car park at night on a timer based system
 - Providing active frontages to streets
 - Improve safety of the through activating underutilised spaces in the reserve and enhance passive surveillance opportunities
 - Establishing wayfinding signage to support pedestrian access and movement across the reserve

4.0 Consultation engagement

This section provides a summary of consultation activities undertaken through 'Alexander Avenue shopping precinct revitalisation' and 'Thomastown and Lalor Place Framework' projects.

Thomastown and Lalor Place Framework Engagement Summary 2023

As part of developing the 'Thomastown and Lalor Place Framework', a draft plan was presented to the community and through the project engage, the following five concerns were identified on the social map page relevant to Nick Ascenzo Reserve:

- Shade, and coverage in children play areas
- Anti-social behaviour and concealment areas
- Car and Motorcycles tracks in the sports oval

- Lack of maintenance
- potential for recreational activities

Alexander Avenue shopping precinct revitalisation Engagement Summary, September 2022 & May 2023

The purpose of the community consultation was to gain an understanding of how the community use the reserve and how they would like to be using the reserve in the future. One phase of consultation was undertaken with the results used to directly inform the key directions of the Master Plan. Refer to Appendix 1 for the full report.

Methodology

The community were consulted on the Nick Ascenzo Reserve Masterplan in two phases:

- Phase 1 - capturing challenges and opportunities of the site as part of the Revitalisation of Alexander Avenue shopping precinct, August 2022
- Phase 2 - presentation of the draft masterplan, May & June 2023

A range of methods and tools were used to engage with the community and key stakeholders over the two phases of consultation. These included the following:

- Meeting with key Council internal stakeholders
- Meeting with key external stakeholders
- Onsite interviews with the community
- Direct mail outs
- Surveys
- Onsite pop-up sessions

Key internal Stakeholders

Several key stakeholder meetings were held with Council staff from a range of departments and with various subject matter expertise.

Key external Stakeholders

Meetings were held with representatives from various key external stakeholders including the following:

- Retailers on Alexander Avenue
- Thomastown East Primary School (staff and parents)
- Community Activity Centre Users
- Scouts
- Residents
- Potential Visitors to the Shops
- Alexander Avenue Enhancement Group

Phase 1

Feedback was received from 144 participants including traders in the activity centre, residents of the surrounding neighbourhoods, visitors to the shops and Nick Ascenzo Reserve as well as the students, their parents, and staff members of Thomastown East Primary School.

Overall, we heard that the area's infrastructure is degrading and in need of repair, paths and carparking areas do not meet current standards of compliance and existing land uses in the precinct can be better connected. Residents and visitors perceive the area as 'unsafe', 'uninviting' and 'dull'.

Our community engagement highlighted three main points.

- There are poor perceptions of safety in the area (such as lack of lighting at night-time, poor passive surveillance and open views, lack of activities/things to do near the shops).
- Pedestrian safety and access is a concern of the community and traders; and
- Any improvement would be supported, especially those designed to activate the area (such as outdoor dining or public art).

According to the total responses, the priorities for change are as follows:

- General safety
- Pedestrian access and safety
- Greenery
- Parking and traffic movements
- Public Art
- High Quality Design
- More things to do

General Safety, Greenery and Pedestrian access and safety are Identified as three first priorities for change by women.

The issues that were most commonly identifies for the Nick Ascenzo Reserve are as follows:

General safety

- Lighting issues.
- Larger bushes need trimming/replanting with less foliage.
- Activities or design that prevents people from misusing large empty spaces.
- Toilet block feels unsafe.

Greenery

- Open/clear out bushes in the reserve, trees with low foliage density.
- Create possum boxes etc on trees.

Maintenance and Upkeep

Better pathways.

Lawn needs to be cleaned/ free of litter, broken glass.

“The paths need to be paved, we walk our dog here and the paths are gross and muddy especially when it rains. It is very deserted and sad looking, could do with fencing and some landscaping for a good dog park.” – Community Member

“Always lots of rubbish, broken glass, the lawn is usually not well looked after.” – Community Member.

Lack of activities

- Space for youth centric activities – skateboarding, tennis, cricket etc.
- Seating and BBQ area.
- Urban agriculture/community gardens (social enterprises may also be interested in urban agriculture area)
- Scouts Hall not very well utilised.
- Bocce court is not utilised for intended use, currently used as informal dog park.



Figure 24: Community feedback summary

Additionally, according to the consultation, demographic of the area is more soccer than footy.

5.0 Masterplan

5.1 Vision and key objectives

The site analysis and consultation work undertaken has resulted in a vision to improve the functional layout of Nick Asceznzo Reserve as a Municipal Park upon the delivery of 7 key objectives:

Vision

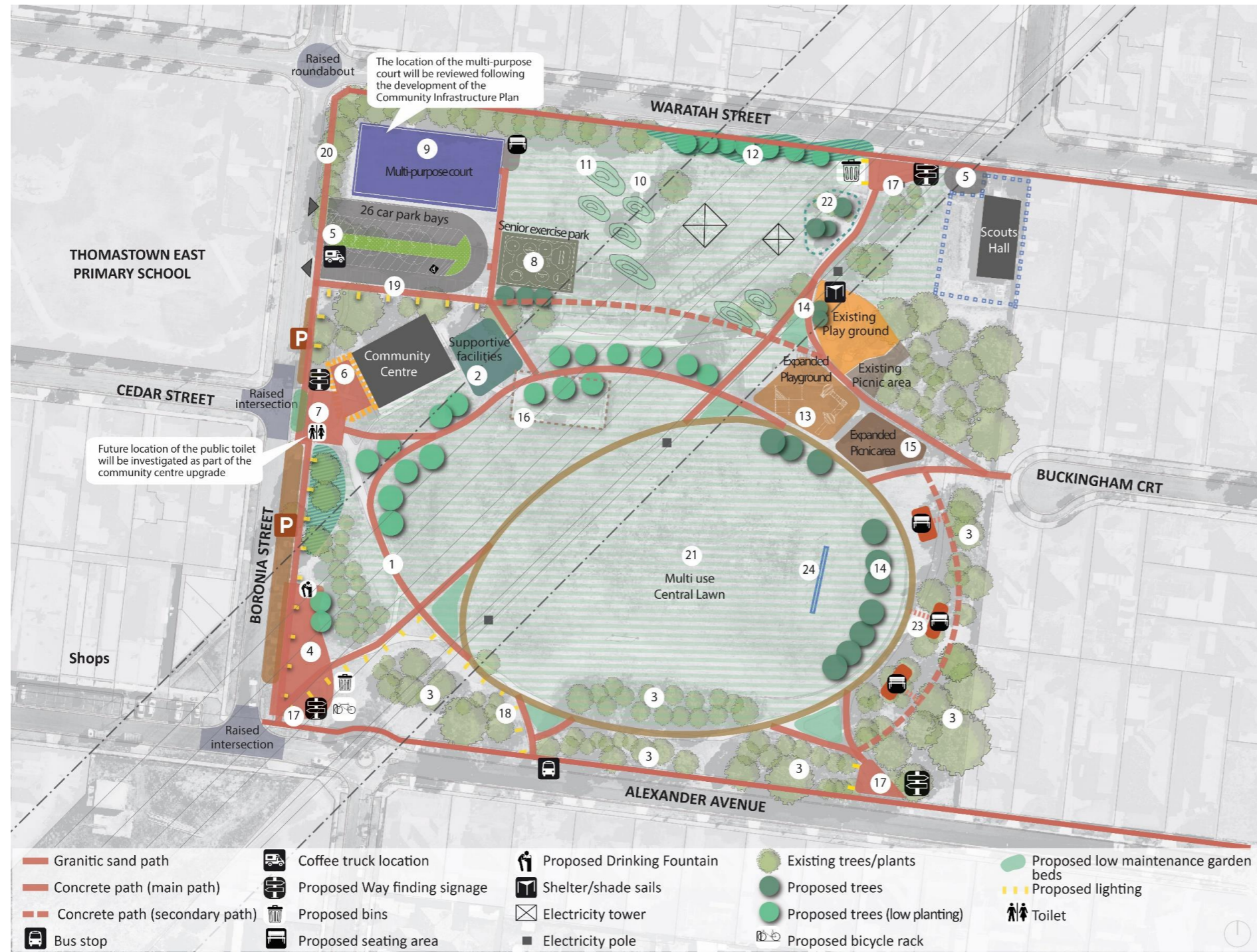
Nick Ascenzo Reserve is an inclusive and distinctive park that provides a range of active recreation and social opportunities for all people to enjoy whilst enhancing the natural values of the park. It provides an environment that is accessible, well-connected, attractive and sustainably managed.

Objectives

- Establish a well-maintained reserve;
- Invite and inspire people of all ages and abilities;
- Promote and facilitate social community use and events;
- Upgrade community facilities and opportunities for physical activities;
- Promote environmental sustainability and landscape character;
- Improve perceptions of safety;
- Provide a well- defined, safe and accessible connections within the Park and the Alexander Avenue shops and Thomastown station.

5.2 Recommendations & Concept plan

The Nick Ascenzo Masterplan and recommendations will be revisited once the Community Infrastructure Plan is developed.



- 1 Realign and upgrade circuit path with granitic sand for walking and jogging
- 2 Proposed Supportive facilities for Community Centre
- 3 Remove understory planting and open sightlines
- 4 Proposed supportive facilities for shops including seating area, drinking fountain and small shade trees
- 5 Proposed upgraded car park (26 car park bays)
- 6 Improve the entrance of Community Centre
- 7 Upgrade the toilet
- 8 Proposed Senior exercise park
- 9 Proposed Multi-purpose court
- 10 Remove the existing dilapidated rock climbing wall and install a new one in the proposed play space
- 11 Proposed mounds within 20 metres distance from each tower centre considering AusNet guidelines
- 12 Proposed Trees (Low native planting)
- 13 Proposed playground including range of play spaces (nature-based play)
- 14 Increase canopy cover around play space and walking track where possible or develop shade sails
- 15 Expand the picnic area to the south-west with a new shelter, picnic settings, drinking fountain and bins
- 16 Remove bocce court
- 17 Entry node with way finding signage
- 18 Proposed lighting along the path from the bus stop to the reserve, car park and main entrances
- 19 Proposed footpath from Boronia Street to the car park accessing the Community Hall and the proposed Senior Exercise Park
- 20 Proposed concrete footpath along Boronia Street
- 21 Flexible central lawn for games, events and picnics
- 22 Mulch the garden bed and plant small trees
- 23 Proposed benches and pathway lawn connections
- 24 Remove the existing goals and install one multipurpose goal

Figure 25: Nick Ascenzo Reserve Concept Plan

Path & Entrances



Example of granitic sand path



Example of way finding signage



Example of entrance

Car parking



Example of sustainable car park



Playspace



Example of nature play



Example of inclusive play



Example of playspace

Recreation & Community Facilities



Example of active corner



Example of multi-purpose court



Example of senior exercise park

Landscape & Vegetation



Example of mounds



Example of garden bed with feature planting

Visual Impact & Look & Feel



Example of shade trees



Example of lighting



Example of park fences

6.0 Implementation plan

To be added for the final plan.

7.0 Appendix 1: Review of Relevant Plans, Policies and Strategies

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

Whittlesea 2040 – A place for all

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

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

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

Goal 1 – Connected community

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

Goal 2 – Liveable neighbourhoods

- Well-designed neighbourhoods and vibrant town centres

Goal 4 – Sustainable environment

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

Active Whittlesea Strategy 2019-2028

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

- | | |
|-----------------|---|
| Key Direction 1 | Communications and Promotion — increasing the physical literacy and community awareness of inclusive participation opportunities |
| Key Direction 2 | Responsive Programs and Partnerships — programs that respond to local needs and partnerships that share skills, knowledge and resources to generate positive community outcomes |

Key Direction 3 Open Space / Infrastructure — ensuring local communities have access to places and spaces that are safe, inclusive, accessible and meet their needs

Priority Actions applicable to Nick Ascenzo Reserve include:

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

Draft Thomastown and Lalor Place Framework 2023

Thomastown Lalor Urban Design Framework guide and prioritise Council's future initiatives for Thomastown and Lalor utilising an integrated place-based approach.

The framework builds upon the extensive work and community consultation previously undertaken and identifies projects based on this research. It plans for now and the future, whilst providing a framework for continued improvements that will build upon what makes Thomastown and Lalor a special place.

During the community consultation for Thomastown Lalor Urban Design Framework challenges and opportunities in July 2021, the community posted the comment on the 'social map' tool. The comment is generally positive and highlights the park's role in leisure and recreation for the residents of Thomastown despite the concerns around the antisocial behaviour around the public toilets.

Additionally, During the community consultation for Thomastown and Lalor Draft Place Framework in November-December 2022, the community posted the below comments about the Nick Ascenzo park on the 'social map' tool.

- *Create more coverage for wet weather and hot summer days. Add in public toilets and ensure the surrounding grass is kept maintained.*
- *Shade and covers for sun protection and wet weather in all childrens play areas would be great. Removal of tan bark and replacing with pour rubber surfacing.*
- *Could be really lovely space to use. At the moment motorcycles and cars can get on the oval and drive recklessly. One happened just this afternoon. There was a homeless person sleeping under the childrens playground for over a month with all there personal items left there during the day. No lights or safety outside of the main daylight hours. People regularly leave used needles lying around and broken glass everywhere. There are not enough bins.*
- *Make this an area enticing to families. Lots of undesirables leave rubbish in the car park and aren't there for positive reasons. Possibly include a dog park and try to make the oval one that can be used for community sport. Make the nearby shops enticing for restaurants and cafes for young people with outdoor seating.*
- *It'd be great to make use of this open space. Currently very run-down but full of potential to be a place to recreation and community.*
- *Please fix the park. The garden is ugly.*

Open Space Strategy 2016

The Open Space Strategy guides the future design and management of public open space in the City of Whittlesea, and provides a framework for the planning and provision of open space across the older established urban and rural

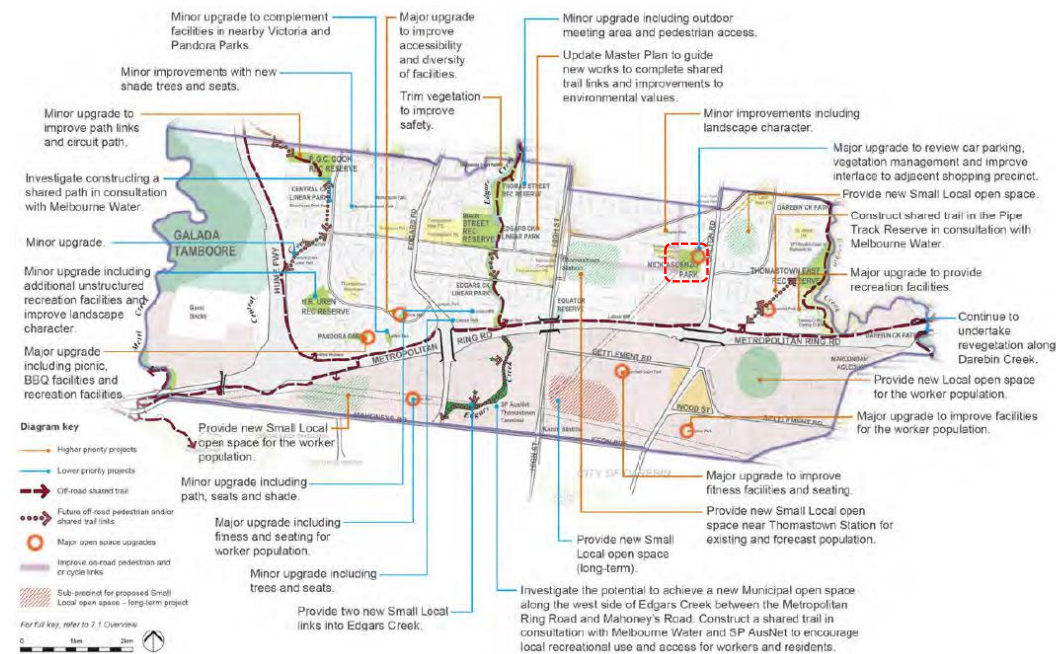
areas of the municipality. The Strategy includes specific actions for all the existing and proposed open space in the established areas.

The Open Space Strategy identified a general gap in open space provision in the Eastern side of the railway. Nick Ascenzo Park is considered the only significant area of open space north of the Metropolitan Ring Road between High Street and Dalton Road. It is a municipal scale open space with a 500m walkable catchment.

Through the consultation for the OSS, Nick Ascenzo park was one of the more frequently visited spaces mainly for walking and enjoying the peaceful/quiet atmosphere. The community suggested the provision of more flowers and colourful vegetation. Other general comments are to provide additional multiuse spaces, improve ambiance and provide diverse and more challenging playground equipment.

The Open Space Strategy includes recommendations for existing individual open spaces in Thomastown. Action 5.9E-5 which has not been initiated yet pertains to the Nick Ascenzo park specifically as a medium priority action.

Prepare a Landscape Masterplan to guide future upgrades and use of this park for both structured and unstructured sport and recreation use. This review is to consider the car parking facility location (including the play area); improving the connection between the adjoining shopping precinct and the park; and improving visual access into the park through trimming selected vegetation.



Source: City of Whittlesea Open Space Strategy 2016

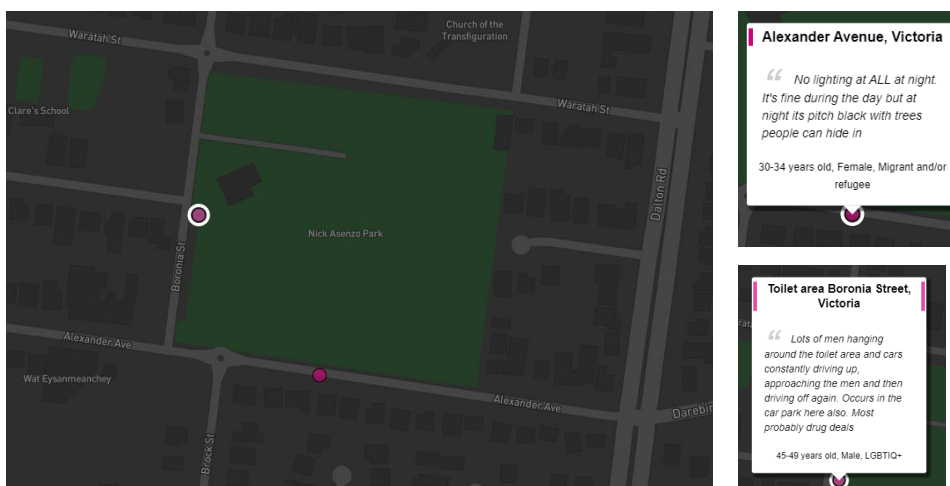
Walking and Cycling Plan 2022-2027

Alexander Avenue is identified within the City of Whittlesea draft Walking and Cycling Plan 2022-2027 as a priority project. It is in the feasibility stage to provide improved walking and cycling facilities between Thomastown Station and Dalton Road.

Your Ground Project 2021

Your Ground is a collaboration between Crowd Spot and Monash University’s XYX Lab to crowd-source women and gender-diverse people safety related experiences of public and recreational space. Two pins were recorded by the community indicated low levels of perceived safety around Alexander Avenue, as follows:

- *No lighting at ALL at night. It’s fine during the day but at night its pitch black with trees people can hide in.*
- *Lots of men hanging around the toilet area and cars constantly driving up, approaching the men and then driving off again. Occurs in the car park here also. Most probably drug deals.*



Multiple Sports Strategy 2017-2026

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

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

The high priority sports have been identified as:	Seven sports have been identified as second tier priority:
Athletics	Hockey
Baseball	Badminton
Calisthenics	Bocce
Dance	Croquet
Softball	Kabaddi
Gymnastics	Volleyball
Martial Art	Table Tennis
Touch Football	
Rugby League	
Rugby Union	

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

Nick Asceznzo Reserve currently has bocce court and table tennis from the sports listed in the report.

Playspace Planning Framework and Policy 2013-16

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

As Nick Asceznzo Reserve is identified as a Municipal level open space as part of the Open Space Strategy, the Playspace Planning Framework and Policy defines a Municipal Reserve as a district playspace. A district playspace is a space that provides a broad range of play opportunities and amenities, which allows for a longer stay, and is often co-located with a sports reserve or a passive recreation reserve with a range of parkland features. A district reserve is likely to have more amenities than smaller parks and provide for a range of play and social opportunities for all ages and abilities.

Other characteristics of a district playspace, as described in the Policy, are listed below:

- District playspaces should be located within a 15-minute cycle trip - around two kilometres from residents' homes.
- Catchment populations are estimated to be around 8000 persons.
- Embellishment costs for the playspace (not including amenities that may be provided for if it was located within a reserve with existing amenities) could range from \$300,000 to \$500,000
- District playspaces provide a range of play and social opportunities for all ages and abilities. Taking into account the disability design features of local and neighbourhood playspaces, district playspaces could provide specialised facilities, for example, a playspace designed to cater for children with specific disability such as hearing impairments. It is known that play opportunities and equipment designed for children and young people with a disability provide greater variety, stimulation and play value for all children and young people.

Spaces 8 to 12+: Creating Engaging Places for Young People 2013-2018

The main purpose of the City of Whittlesea's Spaces 8 to 12+: Creating Engaging Places for Young People is to encourage public realm design to consider the needs of young people (ages 12-25) and older children in their middle years (ages 8-12). The report argues that they not only have the right to have access to age appropriate, engaging and challenging places but also to be actively involved and consulted regarding their provision.

Changes in the health of young people such as increasing obesity rates, decreased physical activity and increasing mental health concerns as well as decreased independent mobility owing to parental fears has highlighted the need for a shift in governance and the planning and design process to create more Child Friendly Cities and encourage a move back to safer pedestrianised and connected communities.

Spaces 8 to 12+ outlines five principles for designing places and spaces for young people. The views of young people and related research are detailed under each principle and linked to best practice responses and resources. The five principles identified are as follows:

1. Accessible: Creating the public realm that is accessible to all young people
2. Diverse: Diversity of uses for diverse young people

3. Inclusive: Making the public realm socially inclusive and connected for young people

4. Safe: The public realm must enable young people to feel safe and to be safe

5. Engaged: Young people are experts on things related to young people

Disability Action Plan 2017-2021

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

Plan advocates that Council will commit to:

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

Given the steepness of east side of Boronia street along Nick Ascenzo Reserve, the challenge will be in providing a DDA compliant footpath.

Dog Off-Leash Area Policy and Management Plan 2016–2026

The City of Whittlesea's Dog Off-Leash Area Policy and Management Plan 2016-2026 provides Council with clear direction for the provision, management and operation of Off-Leash Areas within the Municipality. The Plan's mission is to provide residents and their dogs with safe and sustainable off-leash opportunities that can be accessed equitably, while considering the needs of all open space users.

There are three types of Off-Leash Areas considered under the Management Plan: Open Unstructured; Confined Unstructured and Confined Structured. Nick Ascenzo Reserve isn't identified under the plan as a future Off-Leash Area. The plan didn't identify any existing or future dog off-leash area in the Thomastown.

Natural and Built Shade Policy 2016

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

Disability Action Plan 2017-2021

The City of Whittlesea Disability Action Plan (DAP) 2017-2021 details how Council will work with the community to meet the vision of an inclusive municipality where people of all abilities are encouraged and enabled to lead satisfying, fulfilling and contributory lives. The Disability Act Victoria 2006 requires each Local Government to develop a DAP. Section 38 of the Act states that a public sector body must ensure that a DAP is prepared for the purpose of:

- Reducing barriers to persons with a disability accessing goods, services and facilities
- Reducing barriers to obtaining employment
- Promoting inclusion and participation in the community
- Achieving tangible changes in attitudes and practices which discriminate against persons with a disability.

The Disability Action Plan is underpinned by the following principles:

- A. The actions will be shaped and driven by the people for whom it has relevance,
- B. Access to contributory living through the development of inclusive communities is the right of everyone who lives, works, studies, attends events or visits the City of Whittlesea,
- C. Universal access is fundamental to all community facilities and premises,²⁶in The City of Whittlesea,
- D. Access to wellbeing, education and meaningful employment are universal rights,
- E. Council will advocate for and collaborate with all levels of government as well as with community agencies for the best possible outcomes for people with disabilities, their families and friends, and;
- F. Progress on actions and outcomes will be monitored and regularly reported to Council and the community.

Relevant Actions

4.3.2 Investigate the development of Playground communication signage at parks and gardens across the municipality for use by people with autism.

Park Lighting Strategy 2006

The City of Whittlesea Park Lighting Strategy provides a strategic framework for the inclusion of lighting within public open space areas. The Strategy also provides direction for Council in relation to the provision of lighting in existing open space areas, should the need be identified. In this case, the level of implementation will be subject to available Council funding.

According to the Park Lighting Strategy, Nick Asceznzo Reserve is considered as a Local/Neighbourhood park, and the strategy recommends that the provision of lighting within Council's neighbourhood parks should not be considered except in isolated cases, where there is a demonstrated need for after hour recreational pursuits such as walking or exercise trails or where a case may exist for the illumination of a path within a neighbourhood park where that path is utilised as a high traffic thoroughfare connecting an area of high night time pedestrian access.

The strategy provides guiding principles for the provision of lighting in public open spaces:

- Provide a strategic framework for the installation of lighting in Council's open space areas.
- Promote, comfortable and safe use of parks.
- Enhance the perception of Whittlesea's parks and open space as a major asset.
- Make a contribution to the legibility of the Council's major open space areas at night.
- Create memorable and individual images of the parks and open space at night.
- Improve the attractiveness of parks and open space for regular night activities and occasional festive events.
- Consider new lighting technologies, environmental initiatives and sensible efficiencies in the running costs associated with these technologies.

Lighting for Shared User paths (SUPs) Guiding Principles, City of Whittlesea - Arup 2022

Lighting for Shared User paths presents the culmination of a 10 month project to develop a set of high level guiding principles using an evidence based, co-design approach to improve perceptions of community safety after dark through informing and influencing lighting design outcomes in the City of Whittlesea.

The recommendations in this document reflect high level considerations towards providing gender-inclusive night time amenity across Shared User Paths in the City of Whittlesea.

The guideline provides site specific design considerations when implementing the guiding principles for lighting to improve perceptions of community safety.

The following should be considered in relation to parks and passive recreational use such as fog-off leash areas:

- How can lighting work to increase visibility and sense of personal safety?
- Are there areas in which lighting can facilitate a better experience of the space, travelling through or long term enjoyment?
- How active will this park be during the later hours? Will the lighting levels vary as the usage of the space declines?

Lighting for Shared User paths outlines five principles to improve perceptions of community safety with light. These principles reflect in-depth qualitative and quantitative analyses of night time experiences in three representative Shared User Paths in the City of Whittlesea. The five principles identified are as follows:

- Guiding Beacons of Light
 - Marker, or 'glowing' lights to indicate changes and variations in pathways.
 - Highlighted landmarks to help orientate the user in the space and improve wayfinding
 - Warmer colour temperatures more welcoming than cold colour temperatures and multi coloured lights
- Considered Lighting Context
 - High uniformity of lighting across a site is preferred as it is less dramatic and distracting.
 - Implement transitional lighting spaces with a gradual change of brightness.
 - Subtle ambient light is preferred over harsh bright light
- Brightness Journeys
 - Implement lighting during reasonable functional hours outside daytime hours
 - Efficient solar lighting is a desirable design outcome for implementation
 - Lighting of a whole pathway is not required to improve spaces at night
- More Consistent Lighting
 - Highlight amenities and material qualities of a space for visual clarity and safety
 - Light gaps and dark corners to enable awareness of environment.
 - Light up dark spaces to increase feelings of safety
- Layers of Light
 - Implement uplighting and diffused lighting for a more organic glowing quality
 - Light to vertical surfaces as a visual aid for people with vision impairment.
 - Light at varying levels which covers planting, pathways and approaching figures.

Nick Ascenzo Reserve Arborist Report

To be added for the final plan.

AusNet services, A guide to living with transmission line easements

The guideline specifies restrictions on easement use. In general, restrictions limit the use of easements to mainly ground level activities. The guideline refer to prevent hazards from powerlines that may result from reduced clearances, fire, impact or an explosion from any activity on the easement.

The guideline specifies permitted and prohibited uses of transmission line easements. The more relevant uses to Nick Ascenzo are underlines.

Permitted uses of transmission line easements:

- Grazing and agriculture.
- Market gardens, orchards and horticultural nurseries, excluding buildings.
- Water storage dams, subject to sufficient clearances from conductors and towers.
- Trees and shrubs with a mature growth height not exceeding three metres.
- Vegetation density is generally restricted to scattered trees or limited area clumps and shelter belts to control the total quantity of burnable materials on the easement.
- A tree clear area of 20 metres radius is generally required at tower sites for line maintenance purposes. Closer trees may be permitted in some locations where the interference caused to access and essential line maintenance is acceptable. However, a greater clearance area is required at future tower sites to provide for construction of new transmission lines.
- Landscaping and paving, subject to sufficient clearances to the conductors and towers if changes to the natural surface levels are proposed.
- Non-metallic fences up to three metres in height. Metallic fences, or fences incorporating metallic materials, must be suitably earthed and sectionalised and are subject to AusNet Services' approval.
- Sewerage, drainage and water pipes constructed of earthenware or plastic materials, but no closer than 20 metres to towers.
- Parking of sedan and utility types of vehicles. Barriers of an approved design may be required to protect towers from damage by vehicles.
- Tennis courts on 500 kV and 330 kV easements subject to certain specific requirements. Please contact AusNet Services for fencing requirements and further information.
- Tennis courts on 220 kV line easements, provided that earthed metal net posts are used. An elevated earthed umpire's chair is also permitted, provided that it is earthed, of all-metal construction, with a metal screen above the seating position. Perimeter fences should also be earthed. Please contact AusNet Services for earthing requirements and further information.
- Ground level sporting activities, such as football, cricket, golf, basketball and netball, subject to special requirements regarding the design of fences, goals and lights.
- Lighting poles, subject to sufficient clearance to the conductors and towers. The power supply must be underground and the lighting poles must lower to the ground for servicing.
- Playground equipment, subject to a 1 metre maximum height limit.
- For 220 kV line easements only – car, boat and trailer sales yards, excluding buildings.

Prohibited uses of transmission line easements:

- Houses, other buildings and structures, including eaves, awnings, canopies, shelters and the like. For 220 kV line easements only, domestic garages (non-habitable), carports and garden sheds MAY be permitted a limited distance onto the easement subject to a number of requirements being met. These include sufficient safety clearance to towers and overhead conductors; three metre maximum height; construction made largely of non-flammable materials and not attached to a dwelling.
- Erection of scaffolding.
- Swimming pools, both above and below the ground, including filtration equipment.
- Storage of materials in industrial type waste bins and skips.
- Stockpiling of excavated materials.
- Storage or handling of flammable liquids or gases. For 500 kV easements only, the storage or handling of such liquids or gases from bulk delivery vehicles is not permitted within 60 metres of the centreline of the transmission line.
- Fuelling of and repairs to vehicles, plant and equipment.
- Use of vehicles and equipment such as cranes, excavators, elevated working platforms and the like exceeding three metres in operating height.
- Parking of large trucks and caravans (traversing or crossing easements is permitted).
- Loading, unloading and load adjustment of large trucks.
- Operation of large water spray irrigators of the gun type.
- Metal pipes (including reinforced concrete), power cables and other electrically conductive materials within 30 metres of any tower steelwork.
- For 220 kV easements only, this minimum distance reduces to 20 metres.
- Electrical detonation or storage of explosives including fireworks.

AusNet services, Your guide to planting near electricity lines

The guideline specifies several key points regarding planting vegetation on transmission easements, including:

- Choose species that have a maximum maturity height of no more than three metres.
- Trees or shrubs should be scattered or clumped across the easement (an overall vegetative cover for mature trees and shrubs of up to 10 per cent is acceptable).
- Vehicle access along the easement should not be inhibited.
- As maintenance vehicle access is required, only grasses or low growing vegetation should be planted within a distance of 20 metres from each tower centre.
- In special circumstances, such as in gullies or watercourses, these requirements may be varied. Contact AusNet Services for guidance.
- When planting adjacent to, but not on an easement, make sure the vegetation will not impede vehicle access or pose a fire risk if it were to fall onto the easement.
- Low-growing species, with a mature height of no more than three metres, can be planted within seven metres of the line.

- For trees outside the seven metre zone, plant them at such distances so that if they do blow over, they will not fall on the lines. For example, a 10 metre tall tree should be planted at least 13 metre from the lines.
- As you approach mid-span (the mid-point of the line between two poles), gradually increase the distances between the powerline and any tree or shrub by an extra three metres.
- Do not plant vegetation within three metres of powerpoles

Indigenous species have been highlighted in this guideline as appropriate to plant near transmission lines and distribution powerlines. They have been chosen for their low growing height. this guideline provides a table with some suitable indigenous plants indicating the plants' growth habits and botanical zones.

The provided species should be considered in the detailed design of the Nick Ascenzo park.

Electricity Safety (Installations) Regulations, 2009, Authorised Version No. 006

Sporting activities:

A person must not throw, hit, kick, launch, discharge, fire or project, or cause to be thrown, hit, kicked, launched, discharged, fired or projected, any object

(a) with intent to strike; or

(b) if there is significant risk that the object will strike any part of a relevant installation. Penalty: 10 penalty units.

8.0 Appendix 2: Community Engagement

To be added after undertaking the engagement phase 2.

5.5.3 2022-51 Harvest Home Recreation Reserve synthetic soccer pitch replacement- Tender Evaluation

Responsible Officer: Director Infrastructure & Environment

Author: Unit Manager Parks Development

In Attendance: Manager Capital Delivery
Unit Manager Parks Development

Attachments

1. CONFIDENTIAL REDACTED - 2022 51 Contract Tender Evaluation Report Confidential [5.5.3.1 - 8 pages]

This attachment has been designated as confidential in accordance with 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.

In particular the attachment contains information regarding tender amounts submitted by a contractor which give direct insight into the contractor's detailed pricing information that is commercially confidential. 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.

Purpose

It is proposed that contract number 2022-51 for Harvest Home Recreation Reserve Synthetic Soccer Pitch Replacement is awarded to

- Polytan Asia Pacific PTY LTD
- for the lump sum price of \$2,003,437 (excl. GST)

Brief Overview

This report summarises the evaluation of the six tender submissions received for the design and construction of a new synthetic soccer pitch and sportsground lighting at Harvest Home Reserve, Epping.

The tender evaluation panel advises that:

- six tenders were received;
- the recommended tender was the highest ranked and is considered best value;
- Collaborative tendering was not undertaken in relation to this procurement because this contract relates to a unique need for the City of Whittlesea and this contract relates to a Federal or State Government grant funded project.

Recommendation

THAT Council:

1. **Accept the tender submitted by Polytan Asia Pacific PTY LTD for the following contract:**

Number: 2022-51

Title: Harvest Home Recreation Reserve Synthetic Soccer Pitch Replacement

Cost: A lump sum of \$2,003,437.00 (excluding GST)

subject to the following conditions:

- a) **Tenderer to provide proof of currency of insurance cover as required in the tender documents.**
- b) **Price variations to be in accordance with the provisions as set out in the tender documents.**
- c) **Tenderer to provide contract security as required in the tender documents.**

2. **Approve the funding arrangements detailed in the confidential attachment.**

Key Information

The purpose of this contract is to facilitate the design and construction of a FIFA accredited synthetic soccer pitch and sportsground lighting at Harvest Home Recreation Reserve in Epping.

Public tenders for the contract closed on 31 January 2023. The tendered prices and a summary of the evaluation are detailed in the confidential attachment.

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

A Tender Probity and Evaluation Plan was designed specifically for this tender process, and it was authorised prior to this tender being advertised. All tenders received were evaluated in accordance with that plan. The evaluation involved scoring of conforming and competitive tenders according to these pre-determined criteria and weightings:

- Price 50%
- Capability 20%
- Capacity 15%
- Sustainability 15%

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) the time, quality, risk and contract management requirements which were likely to have the most impact on the achievement of best value.

All tenders were found to be conforming and competitive and were fully scored.

The evaluation outcome was as follows:

Tenderer	Conforming	Competitive	Score	Rank
Tenderer A Polytan Asia Pacific PTY LTD	Yes	Yes	72.6	1
Tenderer B	Yes	Yes	70.6	2
Tenderer C	Yes	Yes	60.6	3
Tenderer D	Yes	Yes	57.5	4
Tenderer E	Yes	Yes	56.2	5
Tenderer F	Yes	Yes	50.8	6

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

Community Consultation and Engagement

In accordance with the *Local Government Act 2020*, consideration was given as to whether there were any opportunities to collaborate with other councils and public bodies or to use any existing collaborative procurement arrangements. The outcome was as follows:

- Collaborative tendering was not undertaken in relation to this procurement because it is not listed in the Northern Councils Alliance consolidated contract register and this contract relates to a State Government grant funded project.

Community consultation and engagement was not required in relation to the subject matter of this report as it relates to commercial arrangements and contractual obligations that are confidential.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

Connected communities

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

Redevelopment of the existing synthetic soccer pitch and sportsground lighting will enable safe community and competition level soccer within the Epping and Epping North precincts of the municipality.

Considerations

Environmental

Considerations have been made to salvage synthetic surface and extracted sand/rubber crumb to local sporting/community organisations and equestrian centres. Remaining material may be further reused by a wider network of organisations including farmers, golf courses and other recreation facilities requiring synthetic surfacing.

The synthetic turf is made from 100% Australian made yarn manufactured in Victoria and is rigorously tested to withstand the harsh Australian UV index and climatic conditions.

The entire 25mm thick shock pad underlay of the new synthetic surface will be sourced from Australian end-of-life truck tyre rubber granules (SRB) from 100% post-consumer recycled material, saving tyres from entering landfill.

Social, Cultural and Health

The award of this contract will provide a compliant, accessible, and safe synthetic soccer pitch and lighting infrastructure that maximises participation opportunities for tenant soccer club and community groups, thus encouraging and improving community connection. It will reflect Council's commitment to universal access, environmental sustainability, gender equity principles and practices and the provision of facilities that provide inclusive and healthy environments for all users.

Financial Implications

Sufficient funding for this contract is available in the budget for Harvest Home Road Synthetic Soccer Pitch Replacement (CW-10887) along with a \$500,000 State Government Grant from the World Game Facilities Fund 2022.

Link to Strategic Risk

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

The existing synthetic pitch was design to have a performance life of 10 years with the ability to reach 12 years with regular maintenance and repair. The synthetic soccer pitch is now 14 years old and has surpassed its useful asset life and is no longer fit for purpose as a competition sport field for soccer. The performance of the pitch no longer meets the Soccer World Governing Body- the International Federation of Association Football (FIFA) Quality Label, which is the standard for club and community pitches.

The redevelopment of the existing synthetic soccer facility and sportsground lighting at the Harvest Home Recreation Reserve, Epping will not only provide greater usage to the tenant club but will also increase the availability for surrounding residents and broader community to undertake both passive and formalised recreation.

Implementation Strategy

Communication

The decision to award this contract will be communicated via the standard process for Council Meeting outcomes. In addition, given this is a project of high interest among Whittlesea's sporting community, there will be communication prior and during the construction works via Council's communication channels.

Declaration of Conflict of Interest

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

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

Conclusion

The tender from Polytan Asia Pacific PTY LTD was determined to be best value and it is considered that this company can perform the contract to the required standards.

5.5.4 Community Grants Framework

Responsible Officer	Director Customer & Corporate Services
Author	Grants Coordinator
In Attendance	Manager EPMO & Change Grants Coordinator

Attachments

1. CO W 346 Co W Community Grants Guidelines 2023-2024-v 2-singles [5.5.4.1 - 20 pages]

Purpose

It is proposed that the new draft Community Grants Guidelines (attachment A) are released for community consultation. The draft guidelines are prepared in accordance with the requirements of the *Local Government Act 2020*.

Brief Overview

Following a review of Council's Community Grant program, we are proposing new Community Grant Guidelines to make it easier for Council to partner with and support local communities to deliver important programs and events. The new guidelines will ensure grants are distributed in an equitable way across the community and are easier for groups and individuals to access.

The proposed guidelines will open up funding opportunities to a wider range of community groups and localities with funding to be available all year round rather than via programs with specific dates for applications. The key highlights of the new program are:

- the introduction of all year-round grants with approval rounds being conducted on a monthly or quarterly basis;
- the introduction of grant categories that will open up funding opportunities to individuals and unincorporated groups;
- the introduction of emergency grants to support community organisations and businesses requiring immediate assistance;
- a centralised and holistic process for receiving and assessing community grant applications which will ensure we can collect data and can develop outreach/ awareness programs where necessary to ensure funding is shared among a wider range of groups and individuals in the City of Whittlesea;
- to ensure funding is fair and equitable, all applicants will need to meet the following eligibility criteria:
 - are located in the City of Whittlesea;
 - deliver an event or project in the City of Whittlesea;

- have no outstanding debts to Council;
- have acquitted all previous Council grants;
- proposed projects or events align to Council 2040 vision;
- honouring and continuing existing agreements and partnerships with groups who are delivering community services; and
- a proposed increase as per the 2023/24 draft budget from \$2.03m to \$2.69m.

The new guidelines have been informed by feedback we have received in recent years and through examination of best practice across the local government sector and beyond.

We are now proposing to release the draft guidelines for community feedback to ensure they meet community expectations.

Recommendation

THAT Council authorise the Chief Executive Officer to release the new draft Grant guidelines (attachment A) for community consultation.

Key Information

We are proposing a fit-for-purpose Community Grants framework to ensure Council can effectively support community to deliver important programs, activities and events.

The new model for community grants has been designed to broaden the scope of opportunity for community to receive funding, by introducing grants available year-round. The following grant types and sub-types are proposed:

- a) **All Year Grants**
 - i) Individual
 - ii) Small, Medium and Large
 - iii) Emergency Grants

All year grants will include:

- Programs - Council-led initiatives inviting applications from the community for a specific grant;
- Projects – community-led initiatives which are eligible for grants all year round as specified in the guidelines; and
- Events or Festivals.

b) **Annual / Multi-Year Grants**

To honour all existing grants with current multi-year options, this grant category provides the existing and future pathway for annual/ multi-year grants. The current groups supported in this grant type are as follows:

- i) Seniors Groups;
- ii) Community Based Emergency Services; and
- iii) Major Community Events.

c) **Service Agreements**

To ensure the continuing support of essential community services with specific deliverables linked to ongoing funding, the following are funded under this category;

- i) Whittlesea Community Connections;
- ii) Hume Whittlesea Local Learning and Employment Network
- Youth Employment and transition pathways.
- iii) Whittlesea Courthouse;
- iv) Neighbourhood Houses;
- v) Creeds Farm Living and Learning Centre;
- vi) Lalor Living and Learning Neighbourhood House;
- vii) Mernda Community House;
- viii) Mill Park Community House;
- ix) Thomastown Neighbourhood House; and
- x) Whittlesea Community House.

Community Groups

To ensure equitable distribution of grants across our diverse community, we will ask groups to identify if their project or program supports specific cohorts including:

- a) Aboriginal and Torres Strait Islander Peoples;
- b) Culturally and Linguistically Diverse;
- c) LGBTIQ+;
- d) People with disability;
- e) Geographical locations;
- f) Seniors;
- g) Youth; and
- h) Other.

Categorisation by community groups enables the Council to analyse where grant funding has been provided and which groups may need further support to access the grants via outreach services or assistance. Collecting this important data enables us to identify any gaps and run grant awareness programs specific to community needs to provide support where required most; diversifying funding to assist a wider range of community groups.

Themes

Applicant will be required to categorise their event or program with the following themes:

Arts & Culture

- a) Sport & Recreation.
- b) Community Leadership.
- c) Sustainable Environment.

Outcomes aligned to Whittlesea 2040

Applicants will be required to demonstrate how their proposed project or event aligns with the Whittlesea 2040 goals and delivers community benefit.

Community Consultation and Engagement

In order to ensure that the new grant framework aligns with community expectation, we are proposing to release the framework for community consultation from 17 May 2023 to 13 June 2023. Community feedback will inform the final framework, as appropriate, before it is presented to Council for final endorsement at the 28 June 2023 meeting.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

Connected communities

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

Liveable neighbourhoods

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

Strong local economy

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

Sustainable environment

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

Considerations

Environmental

The new community grants program allows individuals and groups to identify key environmental projects or events they would like to receive a grant for.

Social, Cultural and Health

The focussed themes identified in this report will allow Council analysis of the population groups they are supporting.

For the individual grants, the community program guidelines prioritise individuals according to financial hardship.

As noted above, the new framework broadens community participation in line with our diverse population.

Economic

The new community grants program includes options for businesses to apply with the provision that it is mandatory they match funding with a 1:1 ratio.

Financial Implications

The Draft Budget 2023-24 proposes a significant increase in spending in the Community Grant program. These new guidelines will support the delivery of a new more equitable and accessible grants program.

Link to Strategic Risk

Strategic Risk *Emergency Management* - Failure to manage and respond to emergency events which may be detrimental to community health and wellbeing.

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

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

Strategic Risk *Compliance Management* (currently under development).

A risk review has been conducted with the following risk identified:

"Listing community groups may indirectly exclude other community groups not specifically listed. To mitigate this, an "other" category has been created."

Implementation Strategy

Communication

It is proposed that the new guidelines be open for community feedback between 17 May and 13 June. A change plan with community awareness and training workshops will be developed in parallel to the consultation to ensure Council provides adequate assistance to the community as the new model is implemented.

Critical Dates

- 2 May 2023 - Council Briefing.
- 16 May 2023 - Council Meeting.
- 17 May 2023 to 13 June 2023 – Community Consultation.
- 28 June 2023 - Council Meeting adoption.

Declaration of Conflict of Interest

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

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

Conclusion

The new draft Community Grant program and guidelines will make applying for grants simpler and easier for the community to understand while also opening up funding opportunities to a wider range of community groups and localities with funding to be available all year round.

City of Whittlesea Community Grants Guidelines 2023–2024



Acknowledgement of Traditional Owners

The City of Whittlesea recognises the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan and Taungurung People as the Traditional Owners of lands within the City of Whittlesea.

At the City of Whittlesea we are proud of our diversity and the many cultures, faiths and beliefs that make up our community. We strive to be an inclusive welcoming City that fosters active participation, wellbeing and connection to each other and this land. We commit as a Council to making informed decisions to benefit the people of the City of Whittlesea now and into the future, to support our community's vision of A Place For All.



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Community Grants Overview

The City of Whittlesea is offering new grants to support individuals, groups and businesses in line with our community vision of **Whittlesea 2040: A place for all goals**;

- Connected Community,
- Liveable Neighbourhoods,
- Strong Local Economy and
- Sustainable environment
- High Performing Organisation.

The proposed guidelines will open up funding opportunities to a wider range of community groups and localities with funding to be available all year round rather than via programs with specific dates for applications. The key highlights of the new program are:

- the introduction of all year-round grants with approval rounds being conducted on a monthly or quarterly basis;
- the introduction of grant categories that will open up funding opportunities to individuals and unincorporated groups;
- the introduction of emergency grants to support community organisations and businesses requiring immediate assistance;
- a centralised and holistic process for receiving and assessing community grant applications which will ensure we can collect data and can develop outreach/ awareness programs where necessary to ensure funding is shared among a wider range of groups and individuals in the City of Whittlesea;

- to ensure funding is fair and equitable, all applicants will need to meet the following eligibility criteria:
 - are located in the City of Whittlesea;
 - deliver an event or project in the City of Whittlesea;
 - have no outstanding debts to Council;
 - have acquitted all previous Council grants;
 - proposed projects or events align to Council 2040 vision;
 - honouring and continuing existing agreements and partnerships with groups who are delivering community services; and
 - a proposed increase as per the 2023/24 draft budget from \$2.03m to \$2.69m.

The new guidelines have been informed by feedback we have received in recent years and through examination of best practice across the local government sector and beyond.



Who is eligible to apply?

The City of Whittlesea is offering grants to Individuals, Unincorporated groups, Not-for-profit groups, incorporated groups, social enterprise and businesses that all meet the following mandatory eligibility requirements;

- are located in the City of Whittlesea,
- deliver the event or project in the City of Whittlesea
- have no outstanding debts to Council,
- have acquitted all previous Council grants,
- proposed projects or events align to Council 2040 vision.

There are specific requirements per grant type noted further below. The following table provides a summary of the eligible applicants for each grant type.

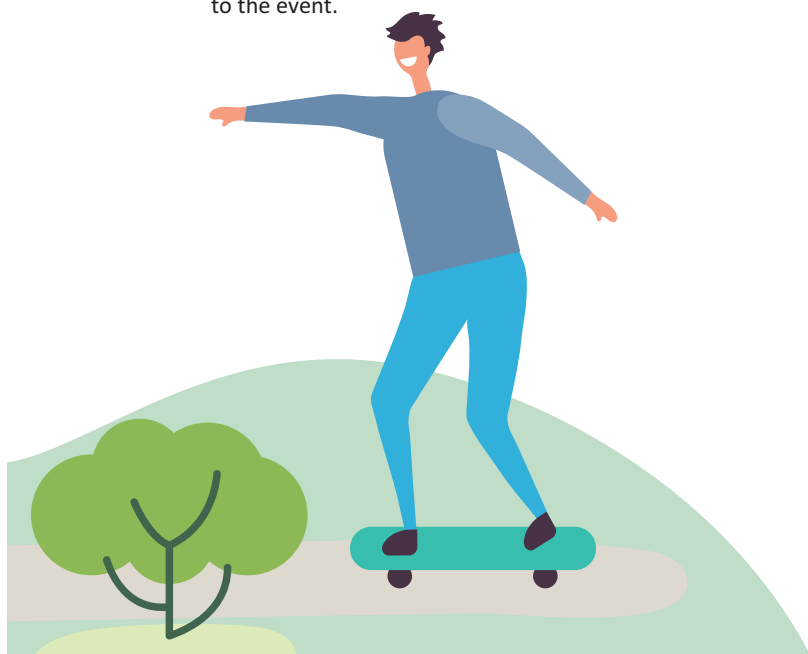
Grant Type	Eligible Applicants					
	Individuals	Unincorporated Groups	Not-for-Profits	Incorporated Groups	Social Enterprise	Business
Individual	✓	✓	✗	✗	✗	✗
Small	✗	✗	✓	✓	✓	✓
Medium	✗	✗	✓	✓	✓	✓
Large	✗	✗	✓	✓	✓	✓
Unincorporated Groups	✗	✓	✗	✗	✗	✗
Emergency Grant	✗	✗	✓	✓	✓	✓



What won't be funded

Council encourages applications from all individuals, groups, organisations and businesses who meet the eligibility requirements of the grant they are applying for. The following are activities, projects or events Council will not fund across all grants;

- 1. Day to Day operational expenses**
Applicant's day to day operational expense or core business that are part of the applicant's every day expense (for example, salaries, electricity, lease or rent payments etc)
- 2. Regular Activities**
Projects or events that are part of the applicant's regular activity (for example, if an individual applies to support a morning tea for their existing group who meet would also meet for morning tea, this is not a new project or event),
- 3. Outstanding Debts to Council**
Individuals, groups or businesses with existing debts owing to Council will be ineligible.
- 4. Building Projects, Capital Works or Facility Maintenance**
- 5. Seek support or assistance from Councillors**
Seeking or lobbying for Councillor input or support will automatically exclude your application.
- 6. Profit and Advertise Gambling**
Organisations or Businesses that undertake or promote gambling unless a significant benefit to the community is demonstrated. For example, RSLs can be funded for ANZAC Day Dawn Service, however, the RSL will not be funded for a new tv in the members lounge to benefit members.
- 7. More than two applications per applicant per grant type per year**
To ensure a fair and equitable distribution of grants, organisations are limited to two applications per year.
- 8. Aupsice organisations supporting more than four other applications**
- 9. Political Activities**
- 10. Projects or Activities that are the responsibility of the State or Federal Government**
Applicants can include State or Federal government funding as co-contribution in their application.
- 11. Catering not integral to the project or event**
Applicants applying for catering not linked to the purpose of the event can not be funded. For example, catering for a group who meet regularly to cover morning tea is not integral, however, community groups meeting to share a meal due to Ramadan or other significant cultural event would be considered integral to the event.



When is funding available?

To ensure community are supported all year round, the timing for each of the grant types below will allow time to deliver these grants and ensure community have the opportunity to apply for grants specific to their needs.

The following table provides a summary of the grant type, maximum amount per grant available, timing of when these grants are offered and the opening and closing dates.

Grant Type	Maximum Amount	Timing	Open Date	Close Dates
Individual	\$1,000	Monthly	14th each month	14th each Month
Small	\$3,000	Monthly	14th each month	14th each Month
Medium	\$20,000	Quarterly	Q1 – 1st February	Q1 – 30th April
Large	\$40,000	Quarterly	Q2 – 1st May Q3 – 1st August	Q2 – 31st July Q3 – 31st Oct
Unincorporated Groups	\$1,000	Quarterly	Q4 – 1st Nov	Q4 – 31st Jan
Emergency Grant		On needs basis		

Auspices

Unincorporated groups or organisations ineligible to apply may seek support from an eligible not-for-profit community group or organisation to auspice their application for a grant. The applicant must include a letter of support from the auspice organisation identifying the following details;

- 1) Auspice organisation name and ABN
- 2) Applicant Name
- 3) Grant type
- 4) Project or Event Name
- 5) Grant amount applied for and
- 6) Signed by the correct delegate in the auspice organisation.

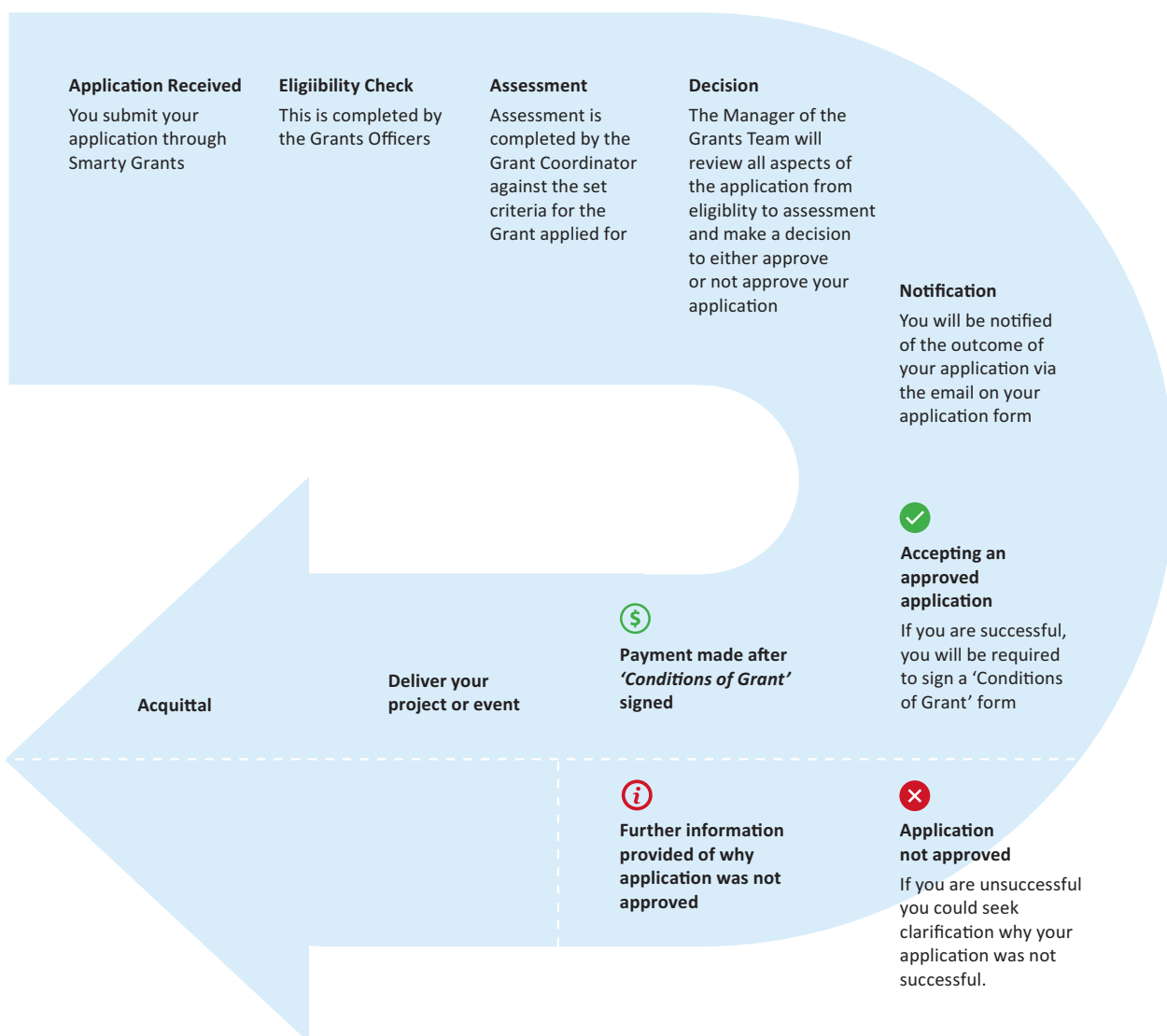
The auspice group or organisation will be required to meet all eligibility requirements for the grant and co-contribution requirements explained further in the small, medium and large grants. If the application is approved for funding, the auspice will be required to sign the Conditions of Grant to agree to manage the grant funds and accept legal accountability for the funds ensuring the funds are spent for the purpose of the grant. The auspice will also be required to meet all reporting requirements.

An auspice organisation is limited to auspice a maximum of four other applicants throughout the year.

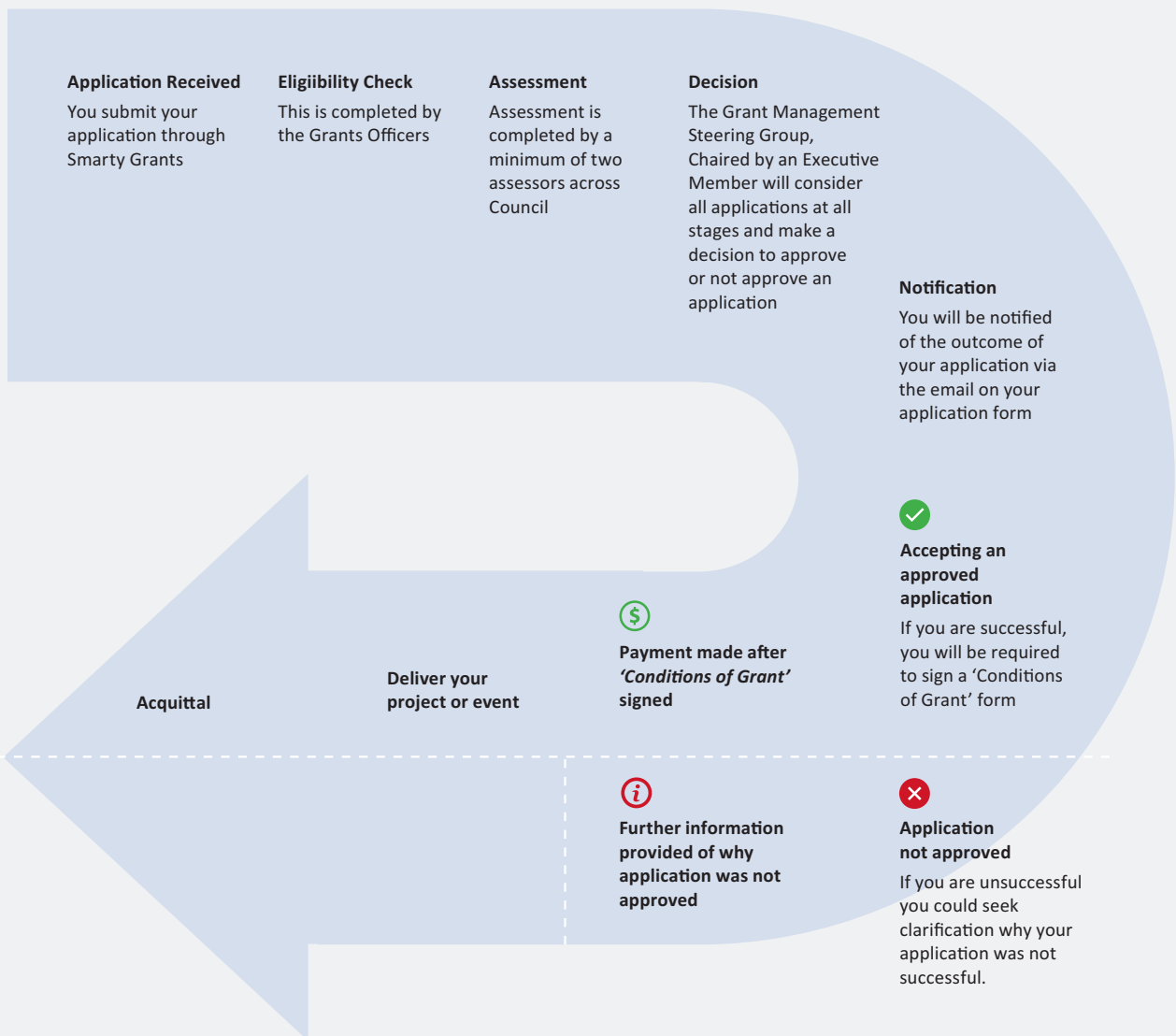
Grants Application Process Summary

To ensure there is fair consideration for all applications, the following process shows what happens after you submit your application for the grant.

Individual, Unincorporated Groups, Emergency Grants and Small Grants Application Process



Medium and Large Grants



How do I apply

All applications for our grants will be on-line through SmartyGrants. You will require an email address to apply for the grants. This email address will be the main form of communication for any details regarding your application, conditions of grant, grant variations and acquittal.

Navigating (moving through) the application form

On every screen (page of the form) you will find a Form Navigation contents box, this links directly to every page of the application. Click the link to jump directly to the page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

Saving your draft application

If you wish to leave a partially completed application, press 'save and close' and log out. When you log back in and click on the 'My Submissions' link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off.

You can also download any application, whether draft or completed, as a PDF. Click on the 'Download PDF' button located at the bottom of the last page of the application form.

“We see a lot of great applications come through and unfortunately are made ineligible due to not attaching the required or supporting documents with their applications”.

Submitting your application

You will find a **Review and Submit** button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top or bottom of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed and there are no validation errors.

Once you have submitted your application, no further editing or uploading of support materials is possible.

When you submit your application, you will receive a confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email then you should presume that your submission has NOT been submitted.

Hint: also check the email hasn't landed in your spam or junk email folder.

Attachments and support documents

You may need to upload/submit attachments to support your application. This is very simple, but requires you to have the documents saved on your computer, or on a storage device.

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB – the larger the file, the longer the upload time.

Completing an application in a group/team

A number of people can work on an application using the same log in details as long as only one person is working at a time. Ensure you save as you go.

Individual Grants	
Eligibility	<ul style="list-style-type: none"> All applicants must apply two months prior to enable a solid month to process. For example, if you require the grant for attendance to a leadership workshop in October, you must apply by August. No grant will be funded retrospectively. One application per individual <p>Arts and Culture</p> <ul style="list-style-type: none"> Creative performers, artists <p>Community Leadership</p> <ul style="list-style-type: none"> Attending leadership development opportunities to support their community <p>Sports & Recreation Competitions</p> <ul style="list-style-type: none"> Individuals 25yo or younger (Parents/Guardians apply for those under 18 years old) <p>Sustainable Environment Initiatives</p> <ul style="list-style-type: none"> All individuals. Under 18 years old must have a Parent/Guardian apply on their behalf.
Grant Amount	\$1,000
Timing Frequency	Monthly
Eligible Items	<ul style="list-style-type: none"> Registration fees Course fees delivered by a Registered Training Organisation Travel and accommodation – up to \$500 per application Clothing or uniforms Materials and equipment
What won't be funded	<ul style="list-style-type: none"> Computer equipment
Supporting Documents	<p>It is essential for your application to have supporting documents as priority will be given to applicants with all supporting documentation. In addition, Council staff will contact third parties to verify details of your application where required.</p> <p>Arts and Culture</p> <ul style="list-style-type: none"> Artist's CV and/ or Evidence of the opportunity relevant to their art or cultural practice <p>Community Leadership</p> <ul style="list-style-type: none"> A demonstrated history of volunteering, participation and taking leadership in the community/ community group, Evidence of the leadership development opportunities to support their community Courses that are delivered by a Registered Training Organisation <p>Sports & Recreation Competitions</p> <ul style="list-style-type: none"> Evidence of financial need (e.g. Health care card holder) Evidence of selection in the event/ competition The list of costs to participate <p>Sustainable Environment Initiatives</p> <p>In line with the Sustainable Environment Vision, the applicant must complete;</p> <ul style="list-style-type: none"> A Project plan of the initiative they want to achieve, Clear objectives of the plan Impact of the initiative List of costs

Unincorporated Group Grants	
Eligibility	<ul style="list-style-type: none"> • The group has been meeting on a regular basis for at least six months at the time of application • The group has a minimum of six members • A minimum of 50% of members reside in the City of Whittlesea • The group is established in the City of Whittlesea • The group has Rules of Association of a Statement of Purpose or a Mission Statement • Unincorporated groups can only apply once for this grant
Grant Amount	\$1,000
Timing Frequency	Quarterly
Eligible Items	<ul style="list-style-type: none"> • Public Liability Insurance to cover organisation/group. • Incorporation costs. • Materials and equipment to support organisation set-up. • Group promotion and member recruitment. • Costs for regular meeting venues. • Costs to set up a webpage. • Facilitators to support development of strategic plans, governance systems. • Costs for activities associated with starting up a social/ business enterprise.
What won't be funded	<ul style="list-style-type: none"> • Groups of a political nature • Groups already incorporated • Incomplete applications
Supporting Documents	<ul style="list-style-type: none"> • Quotes for costs associated with setting up your group • A business plan showing the proposed start up social/ business enterprise • Evidence supporting your proposed business plan or project could including (but not limited to) minutes of a meeting confirming proposed move to start up social/ business enterprise.

Emergency Grants	
Eligibility	<ul style="list-style-type: none"> Not-for-profit community groups, incorporated organisations, social enterprises and businesses
Grant Amount	\$1,000
Timing Frequency	As received
Eligible Items	<ul style="list-style-type: none"> Reduce financial impact of emergency and unforeseen events Enable eligible applicants to continue to operate or quickly return to normal operations
What won't be funded	<ul style="list-style-type: none"> Emergency initiatives already delivered in community by other key community organisations or the State.
Supporting Documents	<ul style="list-style-type: none"> Quotes Evidence of current financial status Other documents relevant to the proposed emergency project or activity
Assessment	<ul style="list-style-type: none"> Impact on the normal operations of the applicant. Applicants need to show evidence of how the event occurred and its detrimental effect on normal operations. Financial hardship or risk the fee will create for the applicant. Applicants need to describe how the fee will create financial hardship or risk. Applicants will need to provide evidence of their financial status by means of bank statements, proof of loss, recent copy of financial accounts or letter of current standing from a financial accounts. How the community will be impacted if normal operations are interrupted. Applicants need to describe how their normal services/activities help their local community



Small, Medium & Large Grants

The small, medium and large grants offer supports to social enterprises, not-for-profit community groups, organisations and businesses to undertake activities that have a broad community benefit.

Eligible applicants are encouraged to apply for grants to deliver projects and events that have a broad community benefit in line with Whittlesea 2040 vision:

- Connected Community through;
 - a. Social cohesion
 - b. Physical activity
 - c. Safety in public areas and
 - d. Civic participation
- Liveable Neighbourhoods
 - a. Use of town centres
 - b. Access to services and facilities
- Strong Local Economy
 - a. Increased local employment
 - b. Education opportunities for all
 - c. Successful and innovative local businesses
- Sustainable Environment
 - a. Valued natural landscapes and biodiversity
 - b. Climate ready
 - c. Leaders in Clean, Sustainable living

All Small, Medium and Large Grants have three sub-categories;

- **Council Programs**

Council will offer programs as a result of identified need in community through community planning and feedback. Programs will be added upon identified need. The Council programs on offer at this stage will include;

 - a. Female Participation in Sports
- **Projects**

Community groups, social enterprises and businesses have the opportunity to apply for grants to deliver projects that meet any of the Whittlesea 2040 vision noted above.
- **Events and or Festivals**

To celebrate our diverse community eligible applicants are encouraged to apply to run events or festivals that celebrate who you represent in the City of Whittlesea. Applications for events must ensure it meets all the Festival and Events Framework including;

 - a. Traffic management strategy
 - b. Health and safety considerations and permits where applicable
 - c. Risk management strategy
 - d. Communications and/ or media plan



Eligibility

Across all small, medium and large grants, the following are eligible;

- Be a registered Not-for-profit classified by the Australian Tax Office
- Incorporated Groups
- Social Enterprise and
- Businesses
- Have an Australian Business Number (ABN) or qualify to submit a Statement by Supplier
- Hold current public liability insurances appropriate to the proposed project or event
- Provide all supporting documentation to support your application
- Provide legitimate quotes showing ABN from potential supplier for items costing over \$500
- Applicants must apply three months in advance for their proposed event to ensure it meets all requirements for the Festival and Events Framework. Events applied for must be delivered in the following quarter. For example, an applicant has an event in August. The application must be submitted by end of April quarter.

Co-contributions

To enable equitable distribution and consideration for all groups who are applying for these grants the following requirements for co-contribution is mandatory for all applicants as follows;

1. Not-for-profits

Any not-for-profit groups or not-for-profit organisations agreeing to auspice an application, with an annual turnover or gross income of \$300,000 or more per year, must match the grant amount applied for dollar for dollar. This can be in the form of;

- a. Cash contributions,
- b. Grants from other funding bodies,
- c. In-kind support (venue, donated goods, services),
- d. Volunteer hours.

2. Businesses

Businesses that apply or auspice other applicants for grants must invest and match the same amount of funding they are applying for dollar for dollar.

For example, if an event company agrees to auspice a not-for-profit group, then the auspice agency or business with a commercial gain must agree to match the funding amount requested by the not-for-profit group dollar for dollar.

3. Auspice organisations

Any organisations that agree to auspice an organisation will be required to meet the eligibility and co-contribution requirements for each of the grants in this category.

What won't be funded

- Individuals
- Projects, activities or events that are political in nature
- Anything towards the applicant's day to day operational expenses or core business (for example, lease or rent, salaries for permanent staff, lease or rent payments, existing activities, equipment for regular activities)
- Gifts vouchers, gifts, prizes, trophies, scholarships, donations, other grant programs
- Promote gambling, drugs and/ or alcohol and tobacco
- Projects already completed or committed to prior to submitting an application
- Projects already underway
- New building projects, capital works, maintenance or renovations projects,
- Activities or Events that do not comply with relevant government orders of the day,
- Air travel or accommodation
- Catering costs where provision of food is not considered essential to the project.
- Not open to the public or where access is restricted.

Mandatory Conditions

To ensure fair and equitable consideration towards all applications submitted, **all grant types will have the following mandatory Conditions included;**

1. Declaration of Conflict of Interest

All Grants are open to all residents within the City of Whittlesea including staff. To ensure fairness and transparency a Declaration of a Conflict of Interest must be completed all applicants who are affiliated with Council with any of the following roles;

- a. Council Officer
- b. Volunteer
- c. Appointed to Committee or working group
- d. Contractor or Consultant

Failure to disclose your affiliations and subsequent completion of the Conflict of Interest section in your application, will result in your individual or group, organisation or business application being deemed '**Unsuccessful**' due to not disclosing your Conflict of Interest'.

2. Acknowledge Council Support

All grant recipients are required to acknowledge Council for their support as follows in website, social media post, speeches or radio advertisements;

- a. **Individual Grants and Unincorporated Group Grants and Small Grants** (up to \$3,000)
Acceptable acknowledgement for recipients of these grants may include any of the following;
 - (i) Verbal
"Thank you to the City of Whittlesea for their support through the **Individual Grants/ Unincorporated Group** Program"
 - (ii) Events and Festivals will be required to include the City of Whittlesea logo in accordance with Council's brand guidelines on any promotional material. Council's Public Affairs Department will provide the logo and guidance on co-branding.
- b. **Medium and Large Grants**
Use of Council logo and a more formal acknowledgement is required for any Programs/ Projects or Events supported through these Grants.

If your application for a grant is successful, you will be expected to sign a Funding Agreement that will include a Schedule of Requirements including acknowledge Council's contribution. You will be connected to Council's Public Affairs Department for logo and branding requirements and advice.

3. Co-contribution

Co-contribution will be required for **Small, Medium and Large Grant categories only** with the following requirements per entity type;

a. Not-for-profits

Any not-for-profit groups or not-for-profit organisations agreeing to auspice an application, with an annual turnover or gross income of \$300,000 or more per year, must match the grant amount applied for dollar for dollar. This can be in the form of;

- i. Cash contributions,
- ii. Grants from other funding bodies,
- iii. In-kind support (venue, donated goods, services),
- iv. Volunteer hours.

b. Businesses

Businesses that apply or auspice other applicants for grants must invest and match the same amount of funding they are applying for dollar for dollar. For example, if an event company agrees to auspice a not-for-profit group, then the auspice agency or business with a commercial gain must agree to match the funding amount requested by the not-for-profit group dollar for dollar.

4. Acquittals Summary

Council values the impact grants can have on an individual, community group, organisation or business and has an acquittal approach that reflects grants issued. Acquittals must be completed to;

- Capture the great initiatives delivered across City of Whittlesea through Grants,
- Be sure successful grant recipients use the grants for the intended purpose they applied for,
- Benefits realisation on the impact of the project or event,
- To recover any unspent funds

5. Consent

Through the application process, Council will seek consent to contact third parties noted in your application in order to verify details of your application where required.

To facilitate delivering all year grants that are open and competitive, if consent is not provided at the application stage and we can-not verify information on your application, therefore causing a delay in processing your application, priority will be given to applicants who have provided all information and consent to liaise with third parties.

Contact with third parties noted in your application will be to verify only details specific to your application for the grant, where applicable.



Supporting documents minimum requirements

It is essential for your application to have supporting documents as priority will be given to applicants with all supporting documentation.

Letters of Support

Any letter of support you provide must have the following details;

- Provided on letterhead or email from supporting group,
- Acknowledgement of the support for your;
 - Group Name
 - Grant Type you are applying for
- The reason they support your grant
- Signed off by the Authorised contact of the support group or organisation

Quotes

Any quotes submitted with the application form must include at a minimum;

- ABN details of the organisation or company providing the quote and
- An itemised break-down of what is included and costs.







Council Offices

25 Ferres Boulevard
South Morang VIC 3752

Email: info@whittlesea.vic.gov.au

Website whittlesea.vic.gov.au

Postal address

City of Whittlesea
Locked Bag 1
Bundoora MDC VIC 3083

Phone: 9217 2170

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

Connect with us in your
preferred language:

Free telephone interpreter service
 **131 450**

5.5.5 Quarterly Corporate Performance Report - Q3 ended 31 March 2023

Responsible Officer	Director Customer & Corporate Services
Author	Acting Unit Manager Financial Development
In Attendance	Acting Chief Financial Officer Coordinator Capital Programming and Reporting

Attachments

1. Corporate Performance Report [5.5.5.1 - 23 pages]
2. 2021-2025 Performance Snapshot Q 3 2022-2023 (FINAL) [5.5.5.2 - 1 page]
3. Capital Grant Status Update Report - March 2023 [5.5.5.3 - 2 pages]
4. Reserves March 2023 [5.5.5.4 - 2 pages]

Report Status

- This report is being presented to a Council Meeting on 16 May 2023.
- This report is intended to go to an Audit & Risk Committee Meeting on 25 May 2023.

Purpose

To inform Council of the Quarterly Corporate Performance Report for the period ended 31 March 2023 (Attachment 1) including financial, capital work, good governance and Community Plan Action Plan action status.

Recommendation

THAT Council:

1. notes the Quarterly Corporate Performance Report for March 2023 (Attachments 1 - 3);
2. notes the financial performance for the period ended 31 March 2023; and
3. approves the establishment of a new reserve 'Resilience and Emergency Management' to ensure Council has funds to rapidly respond to incidents and emergency situations that may arise in our community.

Brief Overview

Community Plan Action Plan

107 of the 125 key actions included in the Community Plan Action Plan for delivery in the 2022-2023 financial year are reported on track. It is proposed to defer the key action to "Make it easier for our community to apply for local law permits online such as roadside and footpath trading" for this year, to reflect the reassessed priority level of this action following further investigation.

Good Governance

To support good governance in addition to conducting regular Council Meetings, Council welcomed Christian Zahra AM as Council's third Administrator at the beginning of March and also appointed an Independent Chair of the CEO Employment Matters Advisory Committee for a tenure of four years.

The Audit and Risk Committee considered a number of matters including Council's financial, capital works and Community Plan Action Plan performance, risk management, fraud prevention systems and controls, and compliance with the overarching governance principles. Council endorsed the updated Audit and Risk Committee Charter, and the Committee's Independent Chair provided Council with the six-monthly report from the Committee.

All Administrators, Audit and Risk Committee members and senior staff completed Personal Interest Returns.

Capital Works

- Council adopted the 2022-2023 Capital Works Program on 27 June 2022 with a budget of \$51.67 million. Capital Works Annual Budget also includes 2021-2022 carry forwards of \$23.87 million providing total budget amount of \$75.54 million.
- Year to date Capital Works actual expenditure is \$36.34 million against year to date Annual Budget of \$36.77 million, which is \$0.43 million behind budget.

The table below includes a summary of the Capital Works program.

	Capital Works Budget \$'000
Adopted Budget 2022-23	51,670
Additional Carry forwards from 2021-22	23,865
Annual Budget	75,535
Anticipated Carry Forwards 2022-23	16,625
Approved Budget Adjustments Q1	1,808
Approved Budget Adjustments Q2	-
Proposed Budget Adjustments Q3	2,828
End of year forecast at Quarter 3	63,546

Financial Performance

For the nine months ended 31 March 2023, Council recorded an operating surplus of \$103.13 million, which is (\$33.18 million) unfavourable to the year to date budget.

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Quarter 3 Forecast \$'000
Operating					
Income	284,088	315,512	(31,424)	386,698	371,949
Expenditure	180,957	179,204	(1,753)	245,390	253,033
Surplus (deficit)	103,131	136,307	(33,177)	141,308	118,916
Capital and other revenue					
Share of other comprehensive income of associate accounted for using the equity method	-	-	-	-	-
Capital non-recurrent grants	(1,298)	(2,637)	1,340	(6,926)	(12,236)
Developer contributions	(49,219)	(70,884)	21,665	(122,789)	(101,235)
Adjusted underlying surplus	52,614	62,786	(10,172)	11,593	5,446

This surplus as reported includes all revenue recognised in the financial period, including gifted 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.

Key Information

Introduction

The Quarterly Performance Report for the period 31 March 2023 has been prepared in accordance with the regulation of the *Local Government Act 2020*. This report is designed to identify major variances against the March year to date budget. The year to date and Annual Budget referred to in this report reflects the budget approved by Council on 27 June 2022.

The attached report (Attachment 1) includes a comprehensive summary of:

- Community Plan Action Plan 2022-2023 to 31 March 2023;
- Good Governance actions to 31 March 2023;
- 2022-2023 Capital Works Program to 31 March 2023; and
- Council's financial performance to 31 March 2023.

To comply with the Act, the report includes the following comparisons for the nine months ended 31 March 2023:

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

Community Plan Performance

The Community Plan 2021-2025 includes 61 key initiatives. 125 related key actions are included in the Community Plan Action Plan for delivery in the 2022-2023 financial year.

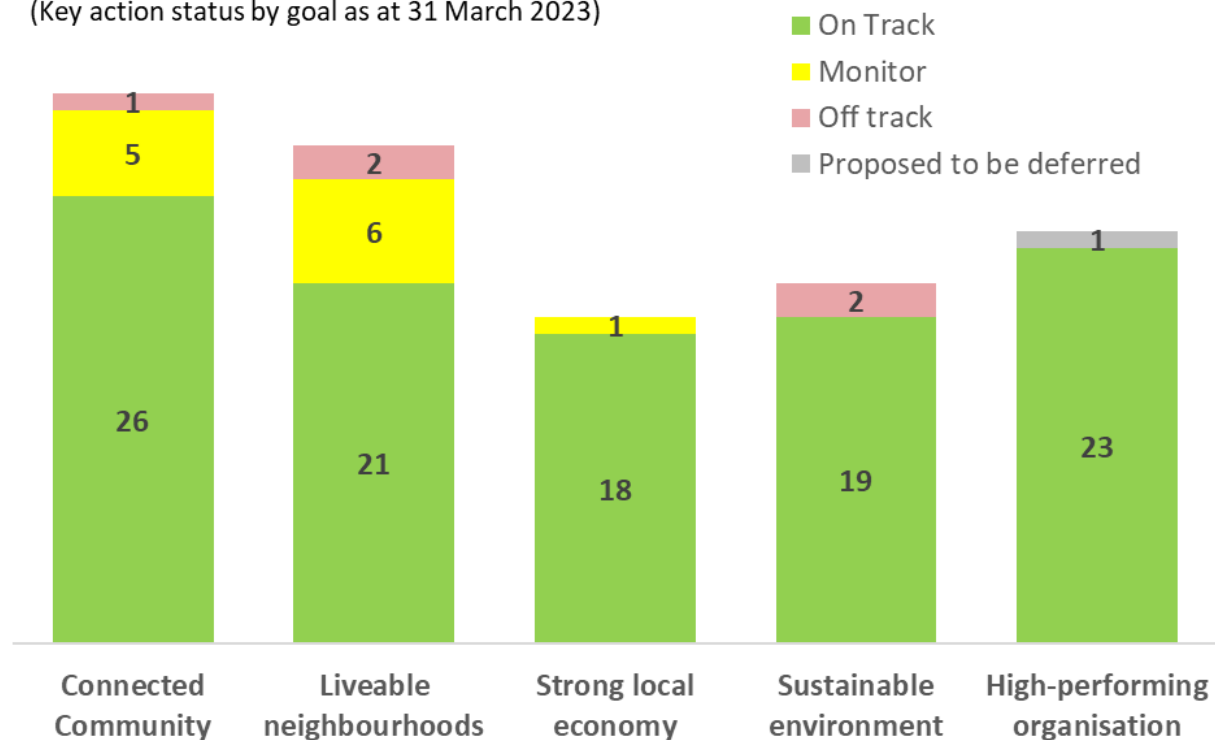
Of the 125 key actions included in the Community Plan Action Plan 2022-2023:

- 107 actions are reported “On Track”;
- Twelve actions are reported “Monitor”;
- Five actions are reported “Off Track” (delayed); and
- One action is proposed to be deferred for this year.

Items reported as “off track” are expected to be completed, however likely to be after 30 June 2023 due to delays encountered in the projects. This is consistent with previous years as at the same time last year there were four Community Plan Action Plan actions off track and one on hold.

The key actions currently reported “Off Track”, “Monitor” or “Proposed to be deferred” are listed below:

Community Plan Action Plan 2022-2023
(Key action status by goal as at 31 March 2023)



Key actions	Status Q3 2022-2023
Goal 1: Connected community	
Complete the upgrade of the pavilion at HR Uren Reserve in Thomastown	Off Track
<u>Comment:</u> We have encountered very poor soil conditions impacting the in-ground works, which require the building slab to be redesigned. On site works are expected to recommence shortly with completion anticipated towards the end of 2023.	
Construct a basketball court, shelter and social gathering spaces and upgrade paths at the western end of Norris Bank Reserve	Monitor
<u>Comment:</u> Construction of the landscape improvements is scheduled to commence in April 2023 and be completed in late 2023.	
Pilot Community Programs to inform the Aboriginal Gathering Place	Monitor
<u>Comment:</u> To inform the future programming of the Aboriginal Gathering Place, Council is developing a number of activities such as social groups, cultural connection, men's, women's and youth groups.	
Commence developing the new Whittlesea Reconciliation Action Plan	Monitor
<u>Comment:</u> We have evaluated the 2017-2020 Reconciliation Action Plan (RAP) and are consulting with internal stakeholders. There has been one round of targeted external stakeholder community engagement. Based on internal and external stakeholder feedback, we are continuing the RAP development and will conduct a further round of external consultation with a broader engagement lens on the draft RAP.	
Review the Maternal Child Health service to improve cultural safety for our Aboriginal community	Monitor
<u>Comment:</u> We have appointed a consultant and will complete a draft report by 30 June 2023.	
Deliver the Youth Mental Health and Wellbeing - Mental Health First Aid for Teens and Safe Minds jointly with the Department of Education	Monitor
<u>Comment:</u> The Youth Development Team have provided information material to all secondary schools and continue to work with local secondary schools to implement the program. Mill Park Secondary School has confirmed to deliver the program. Schools consider the program very valuable but are experiencing capacity issues with staffing and curriculum scheduling.	
Goal 2: Liveable neighbourhoods	
Renew playgrounds and general landscape improvements	Monitor
<u>Comment:</u> Playground renewals and landscape improvements are progressing to schedule at Tasman Park, Holroyd Park, Porsche Park, Allan Avenue, Holt Park, Hurlstone Park, Healey Park and Laurimar Drainage Reserve. Due to the higher than expected cost the renewal of three playgrounds (Freeman Crescent Park Mill Park, Centenary Park Mill Park & Ashbrook Park Bundoora) will be delivered as part of the 2023-2024 program.	
Upgrade the dog off leash park at Delacombe Park in South Morang	Monitor
<u>Comment:</u> Design plan of dog park is approved and issued for a public tender. A contractor will be appointed in April, and construction works will start shortly after.	

Construct the pedestrian bridge at Huskisson Reserve in Lalor	Monitor
<u>Comment:</u> We have submitted a concept design to Melbourne Water to seek approval of the bridge over the Merri Creek.	
Start construction of Granite Hills Major Community Park	Monitor
<u>Comment:</u> We have awarded a contract for the bulk earthworks and preliminary works for the proposed new park and playground. Works are scheduled to commence following the cultural heritage site induction.	
Commence Quarry Hills Regional Park trail network construction	Off Track
<u>Comment:</u> We completed the design of the trails and rest stops. We have reviewed the project scoping due to increased cost estimates and will call for tenders shortly.	
Commence upgrading the intersection at Findon Road and Williamsons Road	Off Track
<u>Comment:</u> We are finalising the detailed design for the upgraded intersection. The plans are subject to approval by the Department of Transport. We expect to call for tenders in May 2023, subject to approval to proceed to construction.	
Upgrade school crossings, speed zones and paths as part of the Safe Routes to Schools program	Monitor
<u>Comment:</u> Construction of a permanent school crossing near St Clare's Primary School at Harbard Street will commence in June 2023 during school holidays.	
Improve disability access to public transport including providing appropriate shelter and seating	Monitor
We have awarded the contracts for the bus stop hard stand construction on Dalton Road, Lalor and Plenty Road, Whittlesea. The construction works will start in late April 2023, depending on Department of Transport traffic management approval.	
Goal 3: Strong local economy	
Plan for increased kindergarten demand to support our growing population	Monitor
<u>Comment:</u> We have completed the first tranche (Infrastructure projects) of the building blocks schedule to secure funding for two Kindergartens. Tranche two is currently in negotiations for a further six projects.	
Goal 4: Sustainable environment	
Work with Traditional Owners to obtain Aboriginal cultural heritage permits for land management works in conservation reserves	Off Track
<u>Comment:</u> The initial trial to obtain a single works permit has taken longer than anticipated and the project is now unlikely to be fully delivered as anticipated within the 2022-2023 financial year. Council continues to work proactively and constructively with Wurundjeri to improve the process of obtaining cultural heritage permits in a way that acknowledges the needs of all parties.	
Refurbish Janefield Wetlands Boardwalk in Bundoora	Off Track
<u>Comment:</u> We are progressing the site investigations for the boardwalk will prepare a design for the upgrade works. Construction works are now expected for the 2023-2024 financial year.	

Goal 5: High-performing organisation	
Make it easier for our community to apply for local law permits online such as roadside and footpath trading	Proposed to be deferred
<u>Comment:</u> After further investigation, Council found the implementation options less favourable from a customer experience and cost/benefit perspective and has therefore reassessed this action's priority.	

Good Governance

Council is committed to good governance and undertakes actions for continuous improvement throughout the year. Governance processes are designed to ensure accountability, transparency, responsiveness, lawfulness, equality and inclusiveness. Key achievements this quarter to improving our governance included:

- Administrator Christian Zahra AM was appointed as Council’s third Administrator effective 2 March 2023.
- Council Meetings were undertaken monthly (excluding January) to facilitate Council decision-making, with the February meeting conducted at the Whittlesea Community Centre.
- The Audit and Risk Committee, which consists of two Administrators and four independent members met on 16 February 2023 and considered a number of matters including Council’s financial, capital works and Community Plan Action Plan performance, risk management, fraud prevention systems and controls, and compliance with the overarching governance principles.
- Council endorsed the updated Audit and Risk Committee Charter to further embed good governance and align to the *Local Government Act 2020*.
- The Audit and Risk Committee Independent Chair provided Council with the six-monthly report from the Committee.
- Council appointed Christine Mileham as the Independent Chair of the CEO Employment Matters Advisory Committee for a tenure of four years.
- Personal Interest Returns were completed by all Administrators, Audit and Risk Committee members and senior staff.
- Council endorsed a number of motions to be submitted to the Municipal Association of Victoria and National Assembly to support advocacy for key community issues.

Capital Program

Council adopted the 2022-2023 Capital Works Program on 27 June 2022 with a budget of \$51.67 million. Capital Works Annual Budget also includes 2021-22 carry forwards of \$23.87 million providing total budget amount of \$75.54 million.

The financial expenditure performance of the Capital Works Program to 31 March 2023 is detailed below:

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Annual Budget \$'000	Quarter 3 Forecast \$'000
Property	7,373	5,150	(2,223)	3,965	10,027	15,179
Plant and equipment	3,736	3,367	(368)	5,609	6,383	5,993
Infrastructure	25,231	28,255	3,024	42,096	59,125	42,374
	36,340	36,772	432	51,670	75,535	63,546
Represented by:						
New assets	16,374	16,551	177	21,258	32,374	29,658
Asset renewal	11,836	11,455	(380)	19,823	25,087	21,736
Asset expansion	281	256	(25)	250	443	387
Asset upgrade	7,850	8,510	660	10,338	17,631	11,765
Total Capital works	36,340	36,772	432	51,670	75,535	63,546

As at 31 March 2023, capital expenditure of \$36.34 million was \$0.43 million behind budget. Further detail on the progress of individual projects is reported in the Project Progress Report (Attachment 2).

The forecast estimates an expenditure of \$63.55 million against the Annual Budget of \$75.54 million, which is \$11.99 million less than the Annual Budget with anticipated projects to be carried forward to 2023-24 of \$16.63 million.

Infrastructure Grants

A summary of recent infrastructure grants outcomes is included in the Grants Status Report (Attachment 3). A total of \$9.45 million in applications have been successful to date this financial year. Applications to the value of \$9.7 million are awaiting outcomes/announcements.

COVID-19 Impact and Carry forwards

The COVID-19 pandemic impacted the delivery of many projects within the 2021-2022 capital works program. Due to disruptions to planning, tendering and construction activities throughout the year \$23.87 million has been carried forward to the 2022-2023 financial year to enable completion of these works.

An assessment has been undertaken on the 2022-2023 project progress which identified a likely end of year carry forward of \$16.63 million. This will continue to be monitored in the lead up to the end of financial end.

Financial Performance

The Financial Performance Report for the period ended 31 March 2023 includes the following financial statements included in the Corporate Performance Report (Attachment 1):

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

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Quarter 3 Forecast \$'000
Operating					
Income	284,088	315,512	(31,424)	386,698	371,949
Expenditure	180,957	179,204	(1,753)	245,390	253,033
Surplus (deficit)	103,131	136,307	(33,177)	141,308	118,916
Capital and other revenue					
Share of other comprehensive income of associate accounted for using the equity method	-	-	-	-	-
Capital non-recurrent grants	(1,298)	(2,637)	1,340	(6,926)	(12,236)
Developer contributions	(49,219)	(70,884)	21,665	(122,789)	(101,235)
Adjusted underlying surplus	52,614	62,786	(10,172)	11,593	5,446

For the nine months ended 31 March 2023, Council recorded an operating surplus of \$103.13 million, which is (\$33.18 million) unfavourable to the year to date budget.

This surplus as reported 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.

Reserves

Council recommends establishing a new reserve 'Resilience and Emergency Management' to assist with funding any future Emergency Management related activities. This reserve would be financed by the excess funding or grants that are received through emergency activations and associated activities such as Council Rapid Antigen Test Program, COVID-19 Relief and Flood relief Murrindindi Shire Council disaster relief payment.

Community Consultation and Engagement

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.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

High performing organisation

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

Considerations**Environmental**

No implications.

Social, Cultural and Health

No implications.

Economic

No implications.

Financial Implications

All matters raised in this report, which have a financial implication, have been reflected in the Corporate Performance Report for the nine months ended 31 March 2023 (Attachment 1).

Link to Strategic Risk

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.

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

This report provides ELT with oversight of Council's key corporate and financial information to enable regular monitoring and to ensure that Council's financial position remains sustainable.

Declaration of Conflict of Interest

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

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

Conclusion

For the nine months ended 31 March 2023, Council's operating surplus showed an unfavourable year to date variance of (\$33.18 million) against the Adopted Budget. Council's Capital Works program was \$0.43 million behind budget. Of the 125 key actions in the Community Plan Action Plan 2022-2023, 107 actions are reported "On Track".



Quarterly Corporate Performance Report

for the period ended 31 March 2023

A place for all



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Introduction and Key Highlights

Community Plan Action Plan

Of the 125 key actions included in the Community Plan Action Plan 2022-2023:

- 107 are reported as “On Track”
- Twelve are reported as “Monitor”
- Five are reported as “Off Track”
- One action is proposed to be deferred for this year

Good Governance

To support good governance besides conducting regular Council Meetings, Council welcomed Christian Zahra AM as Council’s third Administrator at the beginning of March and also appointed an Independent Chair of the CEO Employment Matters Advisory Committee for a tenure of four years.

The Audit and Risk Committee considered a number of matters including Council’s financial, capital works and Community Plan Action Plan performance, risk management, fraud prevention systems and controls, and compliance with the overarching governance principles. Council endorsed the updated Audit and Risk Committee Charter, and the Committee’s Independent Chair provided Council with the six-monthly report from the Committee.

All Administrators, Audit and Risk Committee members and senior staff completed Personal Interest Returns.

Capital Performance

- Council adopted the 2022-23 Capital Works Program on 27 June 2022 with a budget of \$51.67 million. The Capital Works Annual Budget also includes 2021-22 carry forwards of \$23.87 million, providing a total budget amount of \$75.54 million.
- Year to date Capital Works actual expenditure is \$36.34 million against year to date Annual Budget of \$36.77 million, which is \$0.43 million behind budget.
- Forecast estimates expenditure of \$63.55 million against the Annual Budget of \$75.54 million, which is \$11.99 million less than the Annual Budget with anticipated projects to be carried forward to 2023-24 of \$16.63 million.

The below table includes a summary of the Capital Works program.



	Capital Works Budget \$'000
Adopted Budget 2022-23	51,670
Additional Carry forwards from 2021-22	23,865
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Developer contributions	(49,219)	(70,884)	21,665	(122,789)	(101,235)
Adjusted underlying surplus	52,614	62,786	(10,172)	11,593	5,446



- The forecast for the year ending 30 June 2023 is expected to have an operating surplus of \$118.92 million, which is (\$22.39 million) unfavourable to the Adopted Budget.
- This surplus as reported includes all revenue recognised in the financial period, including gifted 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.

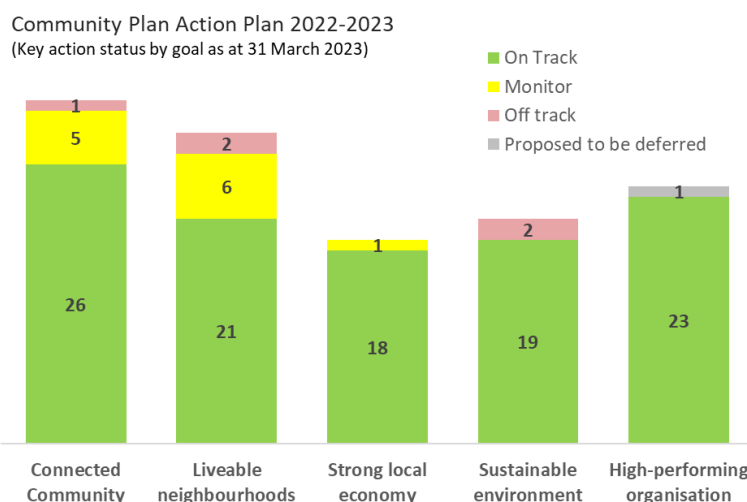
Community Plan Action Plan

The Community Plan 2021-2025 includes 61 key initiatives. 125 related key actions are included in the Community Plan Action Plan for delivery in the 2022-2023 financial year. This iteration of quarterly reporting is presented by exception only.

Of the 125 key actions included in the Community Plan Action Plan 2022-2023:

- 107 are reported as “On Track”
- Twelve are reported as “Monitor”
- Five are reported as “Off Track”
- One action is proposed to be deferred for this year

These are the key actions currently reported “Off Track”, “Monitor” or “Proposed to be deferred”:





Key actions	Status Q3 22/23
Goal 1: Connected community	
Complete the upgrade of the pavilion at HR Uren Reserve in Thomastown	Off Track
<u>Comment:</u> We have encountered very poor soil conditions impacting the in-ground works, which require the building slab to be redesigned. On site works are expected to recommence shortly with completion anticipated towards the end of 2023.	
Construct a basketball court, shelter and social gathering spaces and upgrade paths at the western end of Norris Bank Reserve	Monitor
<u>Comment:</u> Construction of the landscape improvements is scheduled to commence in April 2023 and be completed in late 2023.	
Pilot Community Programs to inform the Aboriginal Gathering Place	Monitor
<u>Comment:</u> To inform the future programming of the Aboriginal Gathering Place, Council is developing a number of activities such as social groups, cultural connection, men's, women's and youth groups.	
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<u>Comment:</u> We have evaluated the 2017-2020 Reconciliation Action Plan (RAP) and are consulting with internal stakeholders. There has been one round of targeted external stakeholder community engagement. Based on internal and external stakeholder feedback, we are continuing the RAP development and will conduct a further round of external consultation with a broader engagement lens on the draft RAP.	
Review the Maternal Child Health service to improve cultural safety for our Aboriginal community	Monitor
<u>Comment:</u> We have appointed a consultant and will complete a draft report by 30 June 2023.	
Deliver the Youth Mental Health and Wellbeing - Mental Health First Aid for Teens and Safe Minds jointly with the Department of Education	Monitor
<u>Comment:</u> The Youth Development Team have provided information material to all secondary schools and continue to work with local secondary schools to implement the program. Mill Park Secondary School has confirmed to deliver the program. Schools consider the program very valuable but are experiencing capacity issues with staffing and curriculum scheduling.	
Goal 2: Liveable neighbourhoods	
Renew playgrounds and general landscape improvements	Monitor



<u>Comment:</u> Playground renewals and landscape improvements are progressing to schedule at Tasman Park, Holroyd Park, Porsche Park, Allan Avenue, Holt Park, Hurlstone Park, Healey Park and Laurimar Drainage Reserve. Due to the higher than expected cost the renewal of three playgrounds (Freeman Crescent Park Mill Park, Centenary Park Mill Park & Ashbrook Park Bundoora) will be delivered as part of the 2023/24 program.	
Upgrade the dog off leash park at Delacombe Park in South Morang	Monitor
<u>Comment:</u> Design plan of dog park is approved and issued for a public tender. A contractor will be appointed in April, and construction works will start shortly after.	
Construct the pedestrian bridge at Huskisson Reserve in Lalor	Monitor
<u>Comment:</u> We have submitted a concept design to Melbourne Water to seek approval of the bridge over the Merri Creek.	
Start construction of Granite Hills Major Community Park	Monitor
<u>Comment:</u> We have awarded a contract for the bulk earthworks and preliminary works for the proposed new park and playground. Works are scheduled to commence following the cultural heritage site induction.	
Commence Quarry Hills Regional Park trail network construction	Off Track
<u>Comment:</u> We completed the design of the trails and rest stops. We have reviewed the project scoping due to increased cost estimates and will call for tenders shortly. Off track due to behind schedule.	
Commence upgrading the intersection at Findon Road and Williamsons Road	Off Track
<u>Comment:</u> We are finalising the detailed design for the upgraded intersection. The plans are subject to approval by the Department of Transport. We expect to call for tenders in May 2023, subject to approval to proceed to construction. Off track due to behind schedule.	
Upgrade school crossings, speed zones and paths as part of the Safe Routes to Schools program	Monitor
<u>Comment:</u> Construction of a permanent school crossing near St Clare's Primary School at Harbard Street will commence in June 2023 during school holidays.	
Improve disability access to public transport including providing appropriate shelter and seating	Monitor
We have awarded the contracts for the bus stop hard stand construction on Dalton Road, Lalor and Plenty Road, Whittlesea. The construction works will start in late April 2023, depending on Department of Transport traffic management approval.	
Goal 3: Strong local economy	
Plan for increased kindergarten demand to support our growing population	Monitor



<u>Comment:</u> We have completed the first tranche (Infrastructure projects) of the building blocks schedule to secure funding for two Kindergartens. Tranche two is currently in negotiations for a further six projects.	
Goal 4: Sustainable environment	
Work with Traditional Owners to obtain Aboriginal cultural heritage permits for land management works in conservation reserves	Off Track
<u>Comment:</u> The initial trial to obtain a single works permit has taken longer than anticipated and the project is now unlikely to be fully delivered as anticipated within the 2022/23 financial year. Council continues to work proactively and constructively with Wurundjeri to improve the process of obtaining cultural heritage permits in a way that acknowledges the needs of all parties.	
Refurbish Janefield Wetlands Boardwalk in Bundoora	Off Track
<u>Comment:</u> We are progressing the site investigations for the boardwalk will prepare a design for the upgrade works. Construction works are now expected for the 2023-2024 financial year.	
Goal 5: High-performing organisation	
Make it easier for our community to apply for local law permits online such as roadside and footpath trading	Proposed to be deferred
<u>Comment:</u> After further investigation, Council found the implementation options less favourable from a customer experience and cost/benefit perspective and has therefore reassessed this action's priority.	

Good Governance

Council is committed to good governance and undertakes actions for continuous improvement throughout the year. Governance processes are designed to ensure accountability, transparency, responsiveness, lawfulness, equality and inclusiveness. Key achievements this quarter to improving our governance included:

- Council Meetings were undertaken monthly (excluding January) to facilitate Council decision-making, with the February meeting conducted at the Whittlesea Community Centre;
- Administrator Christian Zahra AM was appointed as Council's third Administrator at the beginning of March;
- The Audit and Risk Committee, which consists of two Administrators and four independent members met on 16 February 2023 and considered a number of matters including Council's financial, capital works and Community Plan Action Plan performance, risk management, fraud prevention systems and controls, and compliance with the overarching governance principles;
- Council endorsed the updated Audit and Risk Committee Charter to further embed good governance and align to the Local Government Act 2020



- The Audit and Risk Committee Independent Chair provided Council with the six-monthly report from the Committee
- Council appointed Christine Mileham as the Independent Chair of the CEO Employment Matters Advisory Committee for a tenure of four years
- Personal Interest Returns were completed by all Administrators, Audit and Risk Committee members and senior staff
- Council endorsed a number of motions to be submitted to the Municipal Association of Victoria and National Assembly to support advocacy for key community issues

Capital Performance

Financial Update

Council adopted the 2022-23 Capital Works Program on 27 June 2022 with a budget of \$51.67 million. Capital Works Annual Budget also includes 2021-22 carry forwards of \$23.87 million providing a total budget amount of \$75.54 million.

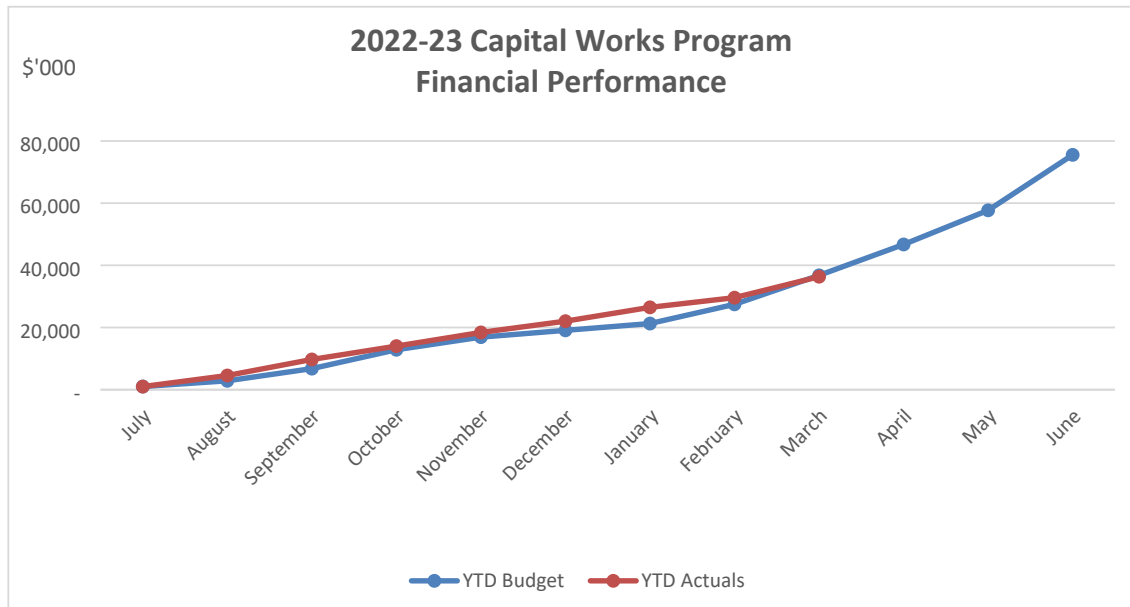
The financial expenditure performance of the Capital Works Program to 31 March 2023 is detailed below:

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Annual Budget \$'000	Quarter 3 Forecast \$'000
Property	7,373	5,150	(2,223)	3,965	10,027	15,179
Plant and equipment	3,736	3,367	(368)	5,609	6,383	5,993
Infrastructure	25,231	28,255	3,024	42,096	59,125	42,374
	36,340	36,772	432	51,670	75,535	63,546
Represented by:						
New assets	16,374	16,551	177	21,258	32,374	29,658
Asset renewal	11,836	11,455	(380)	19,823	25,087	21,736
Asset expansion	281	256	(25)	250	443	387
Asset upgrade	7,850	8,510	660	10,338	17,631	11,765
Total Capital works	36,340	36,772	432	51,670	75,535	63,546

As at 31 March 2023, capital expenditure of \$36.34 million was \$0.43 million behind budget. The variance is primarily due to delays in the pavilion upgrade at HR Uren Reserve which has encountered poor ground conditions and required a redesign of the building slab.

Further detail on the progress of individual projects is reported in the Project Progress Report (Attachment 2).

The forecast estimates an expenditure of \$63.55 million against the Annual Budget of \$75.54 million, which is \$11.99 million less than the Annual Budget with anticipated projects to be carried forward to 2023-24 of \$16.63 million.



COVID-19 Impact and Carry Forwards

The COVID-19 pandemic impacted the delivery of many projects within the 2021-22 capital works program. Due to disruptions to planning, tendering and construction activities throughout the year \$23.87 million has been carried forward to the 2022-23 financial year to enable completion of these works.

An assessment has been undertaken on the 2022-23 project progress which identified a likely end of year carry forward of \$16.63 million. This will continue to be monitored in the lead up to the end of financial end.

Infrastructure Grants Update

A summary of recent infrastructure grants outcomes is included in the Grants Status Report (Attachment 3). A total of \$9.45 million in applications have been successful to date this financial year. Applications to the value of \$9.7 million are awaiting outcomes/announcements.

Financial Performance

Operating Performance

The Financial Performance Report for the period ended 31 March 2023 includes the following financial statements included in the Corporate Performance Report (Attachment 1):



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

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Quarter 3 Forecast \$'000
Operating					
Income	284,088	315,512	(31,424)	386,698	371,949
Expenditure	180,957	179,204	(1,753)	245,390	253,033
Surplus (deficit)	103,131	136,307	(33,177)	141,308	118,916
Capital and other revenue					
Share of other comprehensive income of associate accounted for using the equity method	-	-	-	-	-
Capital non-recurrent grants	(1,298)	(2,637)	1,340	(6,926)	(12,236)
Developer contributions	(49,219)	(70,884)	21,665	(122,789)	(101,235)
Adjusted underlying surplus	52,614	62,786	(10,172)	11,593	5,446

For the nine months ended 31 March 2023, Council recorded an operating surplus of \$103.13 million, which is (\$33.18 million) unfavourable to the year to date budget.

This surplus as reported 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.

After eliminating non-recurrent capital grants and other items, the adjusted underlying surplus is \$52.61 million, which is (\$10.17 million) unfavourable to budget. An adjusted 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

The financial position as at 31 March 2023 shows a cash and investment balance of \$298.47 million compared with \$276.56 million as at 30 June 2022.



The cash and investment balance was sufficient to meet restricted cash of \$161.74 million at the end of March.

	YTD Actual \$'000	Annual Budget \$'000	Audited 2022 \$'000
Financial assets	298,474	247,104	276,562
Restricted funds	161,744	-	168,936
Unrestricted cash and cash equivalents	136,730	247,104	107,626
Intended allocations	123,044	-	104,889
Net Available cash	13,686	247,104	2,737

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 31 March 2023

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Quarter 3 Forecast \$'000
Income					
Rates and charges	189,433	186,405	3,028	187,616	190,870
Statutory fees and fines	12,716	11,301	1,415	15,785	15,785
User fees	6,068	13,401	(7,333)	15,944	8,631
Grants - operating	13,259	21,840	(8,581)	30,028	25,692
Grants - capital	2,804	6,584	(3,780)	8,126	13,436
Contributions - monetary	15,382	12,495	2,887	16,627	18,235
Contributions - non-monetary assets	33,837	58,389	(24,552)	106,162	83,000
Net gain on disposal of property, infrastructure, plant and equipment	195	255	(60)	226	389
Other income	10,393	4,842	5,552	6,184	15,913
Total income	284,088	315,512	(31,424)	386,698	371,949
Expenditure					
Employee benefits	74,130	74,938	808	104,905	104,593
Materials and services	60,488	59,983	(505)	80,949	82,064
Depreciation	35,382	31,866	(3,515)	42,490	47,356
Amortisation - intangible assets	-	-	-	130	130
Amortisation - right of use assets	-	-	-	691	691
Bad and doubtful debts	1,020	338	(682)	450	2,500
Borrowing costs	151	150	(1)	200	200
Finance costs - leases	-	-	-	34	34
Other expenses	9,786	11,929	2,143	15,541	15,463
Total expenditure	180,957	179,204	(1,753)	245,390	253,033
Total comprehensive result	103,131	136,307	(33,177)	141,308	118,916
Less					
Capital grants - non recurrent	(1,298)	(2,637)	1,340	(6,926)	(12,236)
Capital contributions	(49,219)	(70,884)	21,665	(122,789)	(101,235)
Underlying surplus/(deficit)	52,614	62,786	(10,172)	11,593	5,446

Total year to date income is (\$31.42 million) unfavourable to budget, which is primarily due to unfavourable variances in the following:

- (\$24.55 million) unfavourable to budget in non-monetary contributions due to non-cash assets transferred to Council from developers not being as high as anticipated as a result of



delays in reaching practical completion in new subdivisions throughout the municipality and delay in the delivery of works in kind projects due to flooding event occurred in October and November 2022

- (\$8.58 million) unfavourable to budget in operating grants mainly due to 75% of the Victorian Grant Commission (VGC) grants for 2022-23 were received in 2021-22 and recognised in line with revenue recognition criteria. In addition to this, HACC and CHSP grants are unfavourable to budget and are in line with service delivery relating to home support programs
- (\$7.33 million) unfavourable to budget in user fees primarily due to the reclassification of waste service fees from user fees into rates and charges. Additionally, Animal Registration fees will be received later than anticipated and home support services fees for aged care being reduced to be in line with service delivery relating to home support programs. This is partially offset by unbudgeted rental income received from the Epping Cooper Street Tip.
- (\$3.78 million) unfavourable to budget in capital grants mainly due to delay in receiving the grants for the Local Road Rehabilitation program and Henderson's Road shared Path. These grants are expected to be received within this financial year.

These variances are offset by the following favourable variances:

- \$1.42 million favourable to budget in statutory fees and fines predominantly due to increase in plan checking and supervision fees resulting from significant growth in construction activities relating to subdivision projects
- \$2.89 million favourable to budget in monetary contributions as a result of greater than anticipated contributions received from developers
- \$3.03 million favourable to budget in rates and charges primarily due to the reclassification of waste service fees from user fees into rates and charges. This is partially offset by Supplementary rates processed as at March 2023 being lower than anticipated and the reduction in income received for glass kerbside collection as a result of this financial year being the first year in which a new glass bin was introduced
- \$5.55 million favourable to budget in other income due to higher interest rates received on investments following interest rate increases and higher than anticipated Workcover reimbursements.

Total year to date expenditure is (\$1.75 million) unfavourable to budget, which is primarily due to unfavourable variances in the following:

- (\$3.52 million) unfavourable to budget in depreciation as a result of revaluation and significant gifted assets being recognised after the budget was adopted, therefore not factored into the budget for depreciation
- (\$0.68 million) unfavourable to budget in bad and doubtful debts due to provisions raised against a number of infringement debtors during the year where it has been assessed that there is doubt that payment will be received
- (\$0.51 million) unfavourable to budget in materials and services due to facilities management expenses in relation to reactive and unplanned works being higher than anticipated. Tighter internal controls have been introduced to help reduce the impact in future months.

These variances are offset by the following favourable variances:



- \$0.81 million favourable to budget in employee costs due to vacant positions across the organisation not yet filled
- \$2.14 million favourable to budget in other expenses due to payments of community grants being lower than anticipated as a result of the transformation period and establishment of the new community grant process.

The forecast for the year ending 30 June 2023 is expected to have an operating surplus of \$118.92 million, which is (\$22.39 million) unfavourable to the Adopted Budget. Key variances contributing to this unfavourable variance to the budget include:

- (\$23.16 million) unfavourable to budget in non-monetary contributions due to delays in reaching practical completion in new subdivisions throughout the municipality and delay in the delivery of works in kind projects due to flooding that occurred in October and November 2022
- (\$7.31 million) unfavourable to budget in user fees primarily due to the reclassification of waste service fees into rates and charges. In addition to this, home and support service fees for aged care are reduced in line with service delivery relating to home support programs
- (\$4.87 million) unfavourable to budget in depreciation as a result of revaluations and significant gifted assets being recognised after the budget was adopted, therefore not factored into the depreciation budget
- (\$4.34 million) unfavourable to budget in operating grants mainly due to Victorian Grant Commission (VGC) grant is expected to be less than anticipated as a result of 75% of the VGC grant for 2022-23 being received in 2021-22 and recognised in line with revenue recognition criteria. In addition to this, HACC and CHSP grants have been reduced in line with service delivery relating to home support programs
- (\$2.05 million) unfavourable to budget in bad and doubtful debt due to a higher doubtful debt applied after a review of outstanding debt and an assessment of the probability of collection in line with the accounting standards
- (\$1.12 million) unfavourable to budget in materials and services primarily due to Community Plan Action Plan, Pandemic Recovery Fund items from the 2021-22 financial year being carried over into the current financial year and unbudgeted wat djerring Animal Welfare facility costs.

These unfavourable variances are partially offset by the following favourable variances:

- \$1.61 million favourable to budget in monetary contributions as a result of higher than anticipated contributions received from developers
- \$3.25 million favourable to budget in rates income mainly due to the reclassification of waste service fees from users fees to rates and charges category
- \$5.31 million favourable in capital grant due to carryover of grants from 2021-22 financial year and additional unbudgeted grants expected to be received for the Whittlesea public gardens master plan, local road resurfacing and footpath reconstruction programs
- \$9.73 million favourable to budget in other income primarily due to the higher interest rate on investments is expected to be received due to the recent rise in interest rates. This is partially offset by a reduction in income revenue, including food and beverages sales for PRACC resulting from lower than anticipated ticket and function events.



Financial Position

Financial Position for the period ended 31 March 2023

	YTD Actual \$'000	2021-22 Actual \$'000
Financial assets		
Cash and cash equivalents		
Cash on hand	4	5
Cash at bank	1,157	1,363
Term deposit	42,313	55,194
Total cash and cash equivalents	43,474	56,562
Other financial assets		
Term deposits	255,000	220,000
Total other financial assets	255,000	220,000
Total financial assets	298,474	276,562
Restricted cash and investments		
Trust funds and deposits	15,982	34,320
Asset development reserves	145,762	134,616
Total restricted cash and investments	161,744	168,936
Total unrestricted cash and cash equivalents	136,730	107,626
Intended allocations		
Cash held to fund Carried forward capital works	16,625	23,804
Unexpended grants and subsidies	35,398	21,624
Asset replacement reserves	71,021	59,461
Total unrestricted cash and cash equivalents	123,044	104,889



Balance Sheet

Balance Sheet			
as at 31 March 2023			
	YTD	2021-22	Net
	Actual	Actual	Movement
	\$'000	\$'000	\$'000
Current assets			
Cash and cash equivalents	43,474	56,562	(13,088)
Trade and other receivables	80,911	31,763	49,148
Other financial assets	255,000	220,000	35,000
Inventories	139	126	13
Other assets	13,649	3,645	10,004
Total current assets	393,173	312,096	81,077
Non-current assets			
Investment in associate	3,096	3,096	(0)
Other financial assets	22	22	0
Property, infrastructure, plant and equipment	4,297,360	4,308,219	(10,859)
Intangible assets	650	650	0
Right of use assets	1,308	1,308	(0)
Total non-current assets	4,302,437	4,313,295	(10,859)
Total assets	4,695,610	4,625,391	70,218
Current liabilities			
Trade and other payables	41,692	20,641	21,051
Trust funds and deposits	15,991	34,320	(18,329)
Provisions	19,403	20,722	(1,319)
Lease liabilities	599	599	(0)
Interest-bearing liabilities	599	2,364	(1,765)
Unearned Income	29,161	24,895	4,266
Total current liabilities	107,445	103,541	3,903
Non-current liabilities			
Provisions	1,486	1,486	0
Lease liabilities	737	737	(0)
Interest-bearing liabilities	11,640	11,640	0
Total non-current liabilities	13,863	13,863	0
Total liabilities	121,308	117,404	3,904
Net assets	4,574,302	4,507,987	66,315
Equity			
Accumulated surplus	2,861,714	2,818,040	43,674
Reserves	1,712,588	1,689,947	22,641
Total equity	4,574,302	4,507,987	66,315



Cash balance

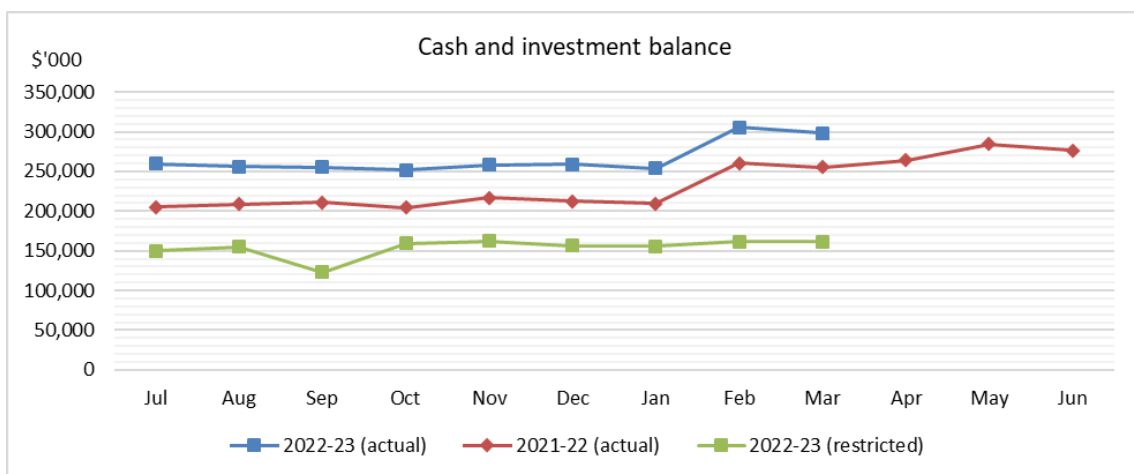
The chart below shows Council’s cash balance year to date for 2022-23 against the cash balance from the 2021-22 and restricted cash. The chart portrays:

- Actual 2022-23 cash balance
- Actual 2021-22 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 \$51.37 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.

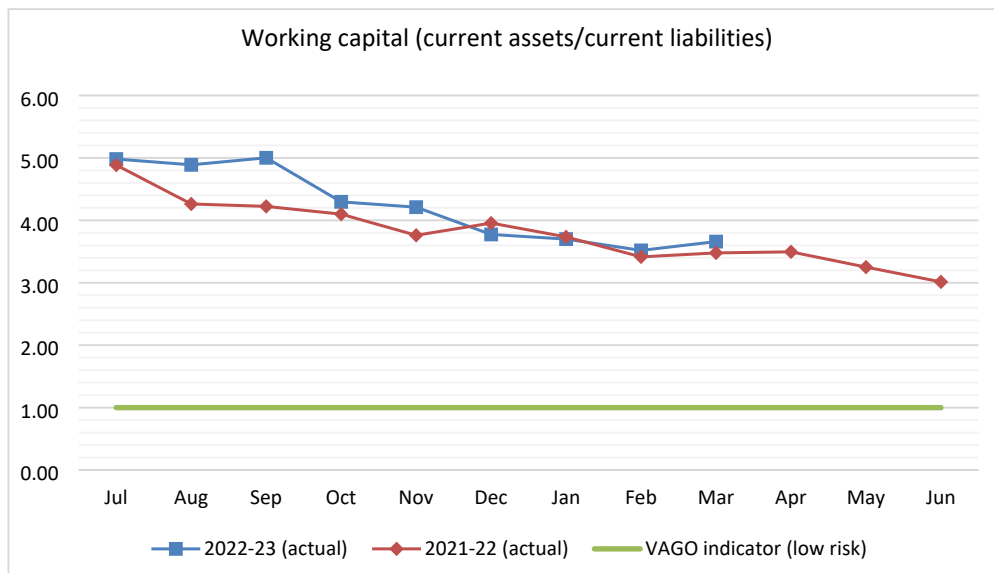


Working capital

The chart portrays:

- Actual 2022-23 working capital
- Actual 2021-22 working capital

Council’s working capital is forecast to remain well above the Victorian Auditor-General’s Office (VAGO) liquidity indicator as shown below.

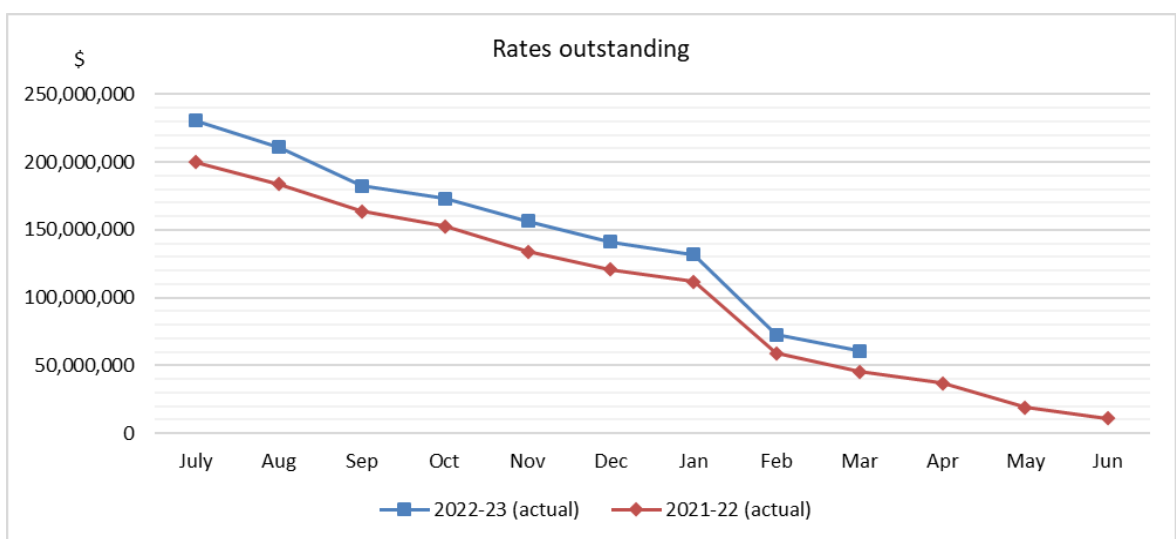
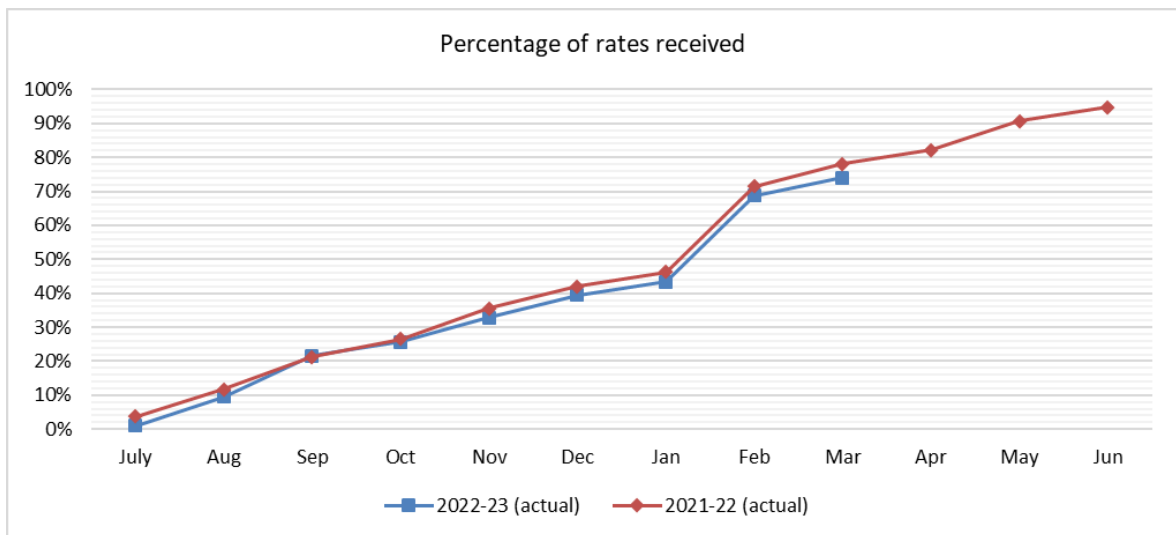




Rates debtors

As at 1 July 2022, \$210.71 million was raised in rates and charges to Council’s property base. At 31 March 2023, 74% of the rates raised have been collected compared to the same period of the 2021–22 financial year of 78%.

The following graphs show that current collection trends are slightly behind the 2021–22 collection trend.





Cash Flows

Statement of Cash Flows for the period ended 31 March 2023		
	2022-23 Inflows / (Outflows) YTD Actual \$'000	2021-22 Inflows / (Outflows) Actual \$'000
Cash flows from operating activities		
Rates	146,298	176,342
Statutory fees and fines	11,461	12,689
User fees	(998)	11,286
Grants - operating	13,259	34,295
Grants - capital	2,804	16,595
Contributions - Monetary	15,382	13,625
Trust funds and deposits taken	(12,545)	1,489
Other receipts	(6,237)	23,545
Interest received	6,626	4,288
Net GST refund	1,289	(249)
Payments to employees	(75,449)	(95,016)
Payments to suppliers	(39,058)	(75,626)
Short-term, low value and variable lease payments	(393)	(521)
Trust funds and deposits repaid	(5,784)	(5,230)
Other payments	(5,520)	(14,276)
Net cash provided by (used in) operating activities	51,134	103,236
Cash flows from investing activities		
Payments for infrastructure, property, plant and equipment	(27,501)	(54,659)
Proceeds from sale of property, infrastructure, plant and equipment	195	523
Payments for investments	(35,000)	(140,000)
Loans and advances made	-	-
Redemption of deposits	-	-
Net cash provided by (used in) investing activities	(62,306)	(194,136)
Cash flows from financing activities		
Finance costs	(151)	(206)
Proceeds from borrowings	-	13,000
Repayment of borrowings	(1,765)	(1,537)
Interest paid - lease liability	-	(30)
Repayment of lease liabilities	(0)	(583)
Net cash provided by (used in) financing activities	(1,916)	10,644
Net increase (decrease) in cash and cash equivalents	(13,088)	(80,256)
Cash and cash equivalents at the beginning of the year	56,562	136,818
Cash and cash equivalents at the end of the period	43,474	56,562



Capital Works

Statement of Capital Works for the period ended 31 March 2023

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Annual Budget \$'000	Quarter 3 Forecast \$'000
Property					
Land	3,167	150	(3,017)	200	6,787
Building	2,700	3,835	1,135	7,333	3,579
Building improvements	1,506	1,165	(341)	2,493	4,813
Total Property	7,373	5,150	(2,223)	10,027	15,179
Plant and equipment					
Plant, machinery & equipment	2,003	2,215	213	4,400	3,350
Fixtures, fittings & furniture	372	299	(74)	480	960
Computers & telecommunications	1,361	854	(507)	1,504	1,684
Total plant and equipment	3,736	3,367	(368)	6,383	5,993
Infrastructure					
Roads	9,305	7,829	(1,476)	17,519	14,376
Bridges	7	220	213	1,250	300
Footpaths & cycleways	3,235	3,234	(0)	6,070	4,333
Drainage	508	420	(89)	761	640
Recreation, leisure & community facilities	806	1,213	407	3,859	1,825
Parks, open space & streetscapes	7,385	9,137	1,752	19,863	13,501
Carparks	8	15	7	165	275
Waste management	2,686	3,578	891	3,900	2,963
Other infrastructure	1,291	2,609	1,318	5,739	4,161
Total infrastructure	25,231	28,255	3,024	59,125	42,374
Total capital works	36,340	36,772	432	75,535	63,546
Represented by:					
New assets	16,374	16,551	177	32,374	29,658
Asset renewal	11,836	11,455	(380)	25,087	21,736
Asset expansion	281	256	(25)	443	387
Asset upgrade	7,850	8,510	660	17,631	11,765
Total capital works	36,340	36,772	432	75,535	63,546



Reserves

Summary of Reserves as at 31 March 2023

	2021-22 Actual \$'000	Net transfers \$'000	2022-23 YTD Actual \$'000
Discretionary reserves			
LASF defined benefit plan liability	3,739	-	3,739
Native vegetation offset site maintenance (<i>App. 5</i>)	1,348	160	1,508
Strategic investment reserve (<i>App. 1</i>)	32,414	(6,000)	26,414
Strategic properties reserve (<i>App. 6</i>)	4,819	-	4,819
Synthetic turf replacement reserve	1,880	-	1,880
Technology improvement fund reserve (<i>App. 3</i>)	5,678	-	5,678
Transport Infrastructure reserve	28	-	28
Waste reserve (<i>App. 2</i>)	4,864	-	4,864
Aboriginal Gathering Place	-	6,000	6,000
Strategic Operational Projects	-	2,373	2,373
Regional Aquatic and Sports Reserve	-	10,000	10,000
	54,772	12,533	67,305
Non-discretionary reserves			
Community Infrastructure Levy	9,620	880	10,500
Developers contributions	93,804	5,820	99,625
Donnybrook Woodstock ICP	7,777	(76)	7,701
Epping Plaza DC	989	25	1,014
Net gain compensation	3,254	(1,450)	1,804
Non standard street lighting contribution	3,528	373	3,901
Parklands contributions (open space)	7,942	2,043	9,985
Planning permits drainage (<i>App. 4</i>)	10,477	2,383	12,860
Plenty Road duplication	67	11	79
Purchase of Lutheran Church and Cemetery	380	-	380
Street tree contributions reserve	686	-	686
Traffic lights construction	783	160	943
	139,309	10,170	149,478
Total Reserves	194,081	22,703	216,784
Reconciliation to balance sheet			
Asset revaluation reserve	1,495,866	(62)	1,495,804
	1,495,866	(62)	1,495,804
	1,689,947	22,641	1,712,588

Community Plan 2021–2025



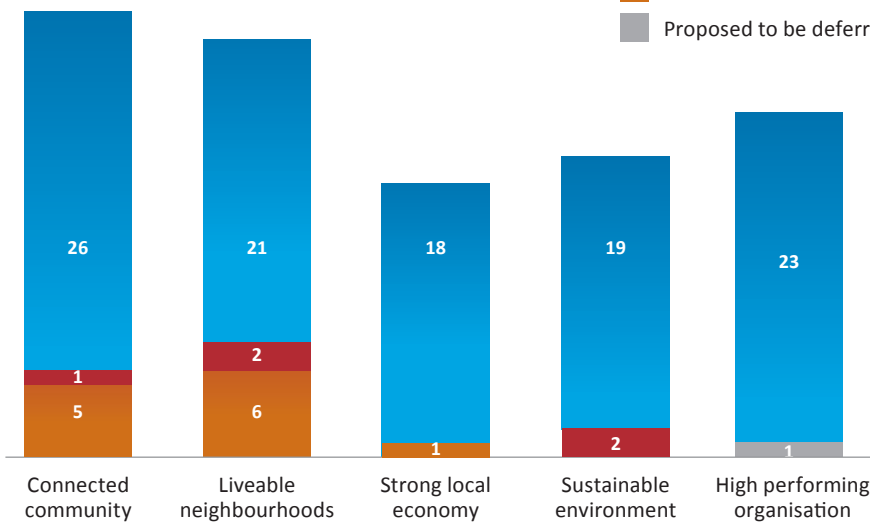
Quarter 3 Performance Snapshot January to March 2023

Key Actions status (as at 31 March 2023)

Key Actions Legend

Community Plan Action Plan 2022–2023 Key Actions by Goal

- On track
- Off track
- Monitored
- Proposed to be deferred



Highlights

Note: The key actions that are off track are behind schedule.

- We are continuing to support the business community through the promotion of co-working spaces such as the locations at Uni Hill in Bundoora or at Thomastown Library.
- We continue to support our older community including by upskilling our employees to identify and prevent elder abuse as part of the Northern Metro Elder Abuse Prevention Network.
- Upgrades of local sporting facilities continue with the BMX track at Sycamore Recreation reserve now available for state and national competitions.
- We continue to offer regular opportunities for the community to connect with Council via the monthly Coffee with Council and to have their say on local projects with a regular program of community drop-ins.
- Our energy reduction efforts continue with Council reducing our greenhouse gas emissions by 13,944 tonnes, saving an estimated \$216,726 on power bills in the first year since signing up to the Victorian Energy Collaboration.
- Our nature steward program has continued to be successful, educating participants about protecting and enhancing their local environment through learning about local flora and fauna, fire management and land use.
- We continue to roll out our information program to help cat owners transition to the new cat confinement laws coming into effect from August 2023.
- As part of our ongoing road upgrade program, we have renewed 8km of kerb and 29,500sqm of road surfaces during the quarter.
- More than 300 rebates have been issued to support community choosing renewable options including sanitary products.
- Our missing links footpath program continued with footpaths constructed at Ridge Road Whittlesea, Cerridwen Street Epping, Loughton Avenue Epping, Crabapple Road South Morang, Wedge Street Epping, Brookwood Avenue Doreen and Collingrove Crescent Doreen. We also completed a shared path at Cooper Street, Epping.

**Capital Grant Status Update
March 2023**

Submitted Applications

Financial Year	Grant ID	Title	Funding Organisation	Project ID	Project Name	Funding Type	Grant Funding Request \$	Council Contribution \$	Other Contribution \$	Total Project Cost \$
22/23	GCW-10234	2022 Building Blocks Partnership Grant - Patterson Drive Community Centre	Department of Education and Training	CW-10343	Construct Community Activity Centre - Patterson Drive, Donnybrook	State	3,700,000	4,990,500	2,709,500	11,400,000
22/23	GCW-10235	2022 Building Blocks Partnership Grant - West Wollert Community Centre	Department of Education and Training	CW-10648	Construct community centre - West Wollert	State	5,500,000	0	8,935,178	14,435,178
22/23	GCW-10236	2022-23 Local Community Sport and Recreation Election Commitment, Laurimar Recreation Reserve Cricket Nets Improvement	Department of Jobs, Precincts and Regions			State	100,000	100,000	0	200,000
22/23	GCW-10237	2022-23 Local Community Sport and Recreation Election Commitment, Scoreboards at Epping Cricket Club and Whittlesea United Football Club	Department of Jobs, Precincts and Regions			State	100,000	22,704	17,000	139,704
22/23	GCW-10238	2022-23 Local Community Sport and Recreation Election Commitment, HR Uren Recreation Reserve Lighting Upgrade	Department of Jobs, Precincts and Regions			State	300,000	0	0	300,000
							9,700,000			

Successful Applications

Financial Year	Grant ID	Title	Funding Organisation	Project ID	Project Name	Funding Type	Grant Funding Request \$	Council Contribution \$	Other Contribution \$	Total Project Cost \$
22/23	GCW-10137	Roads to Recovery, 2019-2024	Department of Infrastructure and Regional Development	CW-10788	22-23 Local Road Reconstruction / Rehabilitation	Federal	1,417,408	0	0	1,417,408
22/23	GCW-10203	Local Roads & Community Infrastructure, Phase 3, Implementation of Signage Management Plan	Department of Infrastructure and Regional Development	CW-10143	Implementation of Signage Management Plan - Various	Federal	2,845	0	0	2,845
22/23	GCW-10204	Local Roads & Community Infrastructure, Phase 3, Footpath Reconstruction/Renewal (includes Plenty Rd & Mosaic)	Department of Infrastructure and Regional Development	CW-10771	Footpath Reconstruction / Renewal	Federal	500,000	0	0	500,000
22/23	GCW-10205	Local Roads & Community Infrastructure, Phase 3, Local Road Resurfacing Works	Department of Infrastructure and Regional Development	CW-10783	22-23 Local Road Resurfacing works	Federal	1,372,155	0	0	1,372,155
22/23	GCW-10206	Local Roads & Community Infrastructure, Phase 3, Delacombe Park, South Morang - Dog Off Leash Park Upgrade	Department of Infrastructure and Regional Development	CW-10857	Delacombe Park, South Morang - Dog Off Leash Park Upgrade	Federal	300,000	0	0	300,000
22/23	GCW-10207	Local Roads & Community Infrastructure, Phase 3, Car Park Rehabilitation (includes Wollert Hall)	Department of Infrastructure and Regional Development	CW-10930	22-23 Car Park rehabilitation	Federal	150,000	75,000	0	225,000
22/23	GCW-10209	Local Roads & Community Infrastructure, Phase 3, PRACC & PRACC North Services Upgrades	Department of Infrastructure and Regional Development	CW-10775	PRACC and PRACC North Building Services Upgrades	Federal	300,000	0	0	300,000
22/23	GCW-10210	Local Roads & Community Infrastructure, Phase 3, 2022-23 Public Toilet Amenity Plan Implementation	Department of Infrastructure and Regional Development	CW-10903	22-23 Public Toilet Amenity Plan Implementation	Federal	209,816	300,000	0	509,816
22/23	GCW-10212	2022 World Game Facilities Fund, Harvest Home Recreation Reserve Synthetic Pitch and Lighting Redevelopment	Sport and Recreation Victoria	CW-10887	Harvest Home Road Synthetic Soccer Pitch Replacement	State	500,000	1,700,000	0	2,200,000
22/23	GCW-10214	Growing Suburbs Fund 2022-23, Community Energy Transition Program	Department of Jobs, Precincts and Regions	CW-10137	Energy Efficiency Program - Various	State	250,000	250,000	0	500,000
22/23	GCW-10215	Growing Suburbs Fund 2022-23, Epping Community Services Hub Refurbishment	Department of Jobs, Precincts and Regions	CW-10965	Epping Community Services Hub (ECSH) redevelopment	State	375,000	375,000	0	750,000
22/23	GCW-10216	Growing Suburbs Fund 2022-23, Mill Park Reserve Connecting Shared Trail	Department of Jobs, Precincts and Regions	CW-10698	Streets for people - Study and Implementation of LATM areas 26 and 32 in Mill Park	State	475,000	475,000	0	950,000

**Capital Grant Status Update
March 2023**

Financial Year	Grant ID	Title	Funding Organisation	Project ID	Project Name	Funding Type	Grant Funding Request \$	Council Contribution \$	Other Contribution \$	Total Project Cost \$
22/23	GCW-10217	Growing Suburbs Fund 2022-23, Riverside CAC and Reserve Upgrade	Department of Jobs, Precincts and Regions	CW-10968	Riverside Reserve Upgrade - Stage 2	State	500,000	500,000	0	1,000,000
22/23	GCW-10218	Growing Suburbs Fund 2022-23, Whittlesea Township Park	Department of Jobs, Precincts and Regions	CW-11055	Whittlesea Township Park - connecting community through improved access	State	500,000	500,000	0	1,000,000
22/23	GCW-10220	SRV, 2022 Local Sports Infrastructure Fund, Mill Park Reserve Softball and Baseball Practice nets	Sport and Recreation Victoria	CW-10851	22-23 Sporting Nets (various locations)	State	180,000	120,000	0	300,000
22/23	GCW-10221	SRV, 2022 Local Sports Infrastructure Fund, Master-planning 3 Sites	Sport and Recreation Victoria	CW-10868	22-23 Infrastructure Planning and Feasibility Studies for Future Projects	State	40,000	80,000	0	120,000
22/23	GCW-10224	2022 TAC LG Grant Program, Edgars Creek Trail Upgrade - Main St & Kingsway Drive	Transport Accident Commission	CW-10429	Construct shared path - Edgars Creek Trail - Main Street to Kingsway Drive	State	81,469	162,938	0	244,407
22/23	GCW-10225	2022 Living Local Suburban Grant Program, Alexander Avenue Shops Precinct Upgrade	Department of Jobs, Precincts and Regions	CW-10975	Alexander Avenue Shops and Nick Ascenzo Reserve Precinct Masterplan, Thomastown	State	200,000	870,000	0	1,070,000
22/23	GCW-10226	2022 Living Local Suburban Grant Program, Laurimar CAC Public Amenity Installation	Department of Jobs, Precincts and Regions	CW-10903	22-23 Public Toilet Amenity Plan Implementation	State	200,000	200,000	0	400,000
22/23	GCW-10227	2022 Living Local Suburban Grant Program, Reid Street Park Upgrade	Department of Jobs, Precincts and Regions	CW-11032	Reid Street Park Upgrade, South Morang	State	200,000	200,000	0	400,000
22/23	GCW-10228	2022 Living Local Suburban Grant Program, Tramoo and High Street Shops Revitalisation	Department of Jobs, Precincts and Regions	CW-10976	Tramoo Street x High Street Shops, Lalor	State	200,000	700,000	0	900,000
22/23	GCW-10231	Transfer Station Upgrade Fund, Support for Early Glass Transition	Department of Environment, Land, Water and Planning	CW-11005	Implementation of Glass Bin Service	State	1,410,780	0	0	1,410,780
22/23	GCW-10232	2022 Liveable Communities Liveable Waterways - WSUD Asset Condition Audit	Melbourne Water	CW-10683	WSUD (Water Sensitive Urban Design) Asset Renewal	State	61,900	56,574	0	118,474
22/23	GCW-10233	2022 Liveable Communities Liveable Waterways - Stormwater Harvesting Condition and Performance Audit	Melbourne Water	CW-10706	Asset Expansion - Laurimar Recreation Reserve	State	23,640	30,000	0	53,640
							9,450,013			

Unsuccessful Applications

Financial Year	Grant ID	Title	Funding Organisation	Project ID	Project Name	Funding Type	Grant Funding Request \$	Council Contribution \$	Other Contribution \$	Total Project Cost \$
22/23	GCW-10211	Aboriginal Community Infrastructure Program 2022-23 Bubup Wilam Early Learning Centre Minor Works	Department of Jobs, Precincts and Regions			State	300,000	0	0	300,000
22/23	GCW-10213	Growing Suburbs Fund 2022-23, Atrium Reserve at Quarry Hills	Department of Jobs, Precincts and Regions	CW-10832	Quarry Hills - Atrium Reserve Entrance Node	State	500,000	500,000	0	1,000,000
22/23	GCW-10219	SRV, 2022 Local Sports Infrastructure Fund, Doreen Dirt Jumps	Sport and Recreation Victoria	CW-10700	BMX Dirt Jumps (Doreen)	State	300,000	200,000	0	500,000
22/23	GCW-10222	Growing Suburbs Fund 2022-23, Aboriginal Gathering Place	Department of Jobs, Precincts and Regions	CW-10471	Aboriginal Gathering Place	State	5,000,000	5,000,000	0	10,000,000
22/23	GCW-10229	Universal Design Grant, Epping Memorial Hall Accessibility Upgrades	Department of Families, Fairness and Housing			State	498,000	0	0	498,000
22/23	GCW-10230	Universal Design Grant, Meadowglen International Athletics Stadium Accessibility Upgrades	Department of Families, Fairness and Housing	CW-10921	22-23 Disability Action Plan - Ongoing Program	State	298,000	0	0	298,000
							6,896,000			

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
2022-23	32,414,326	-	6,000,000	26,414,326	Transfer to establish Aboriginal Gathering Place Reserve

* 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
2022-23	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
2022-23	5,677,669	-	-	5,677,669	Nil movement

City of Whittlesea Financial Performance Report

* Transfers from accumulated surplus (2016-17) \$1,500,000 and consolidation of Telemetry Conduit Reserve \$5,540 and Computer Equipment Reserve \$40,586.14.

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) \$60,000
2019-20	1,588,454	202,222	60,000	1,730,676	Funding for Drainage Improvement works (PID 1064) \$60,000
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	580,658	-	10,604,796	Planning Permit Levy contributions \$286,052
2022-23	10,604,796	2,255,665	-	12,860,461	Funding for Drainage Improvement works \$1,832,165

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	315,655	207,941	1,348,276	Funding for Various Native Vegetations \$107,714
2022-23	1,348,276	160,116	-	1,508,392	Funding for Various Native Vegetations \$160,116

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	-	58,964	4,819,494	Purchase of 135 Williamson Road and 30 Danaher
2022-23	4,819,494	-	-	4,819,494	

6 Notices of Motion

Nil Notices of Motion

7 Urgent Business

Nil Urgent Business

8 Reports from Council Representatives and CEO Update

9 Confidential Business

9.0.0 Close Meeting to the Public

Under section 66(2) of the *Local Government Act 2020* a meeting considering confidential information may be closed to the public. Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020*.

Recommendation

THAT the Chair of Council recommends that the meeting be closed to the public for the purpose of considering details relating to the following confidential matters in accordance with Section 66(2)(a) of the *Local Government Act 2020* as detailed.

9.1 Confidential Connected Communities

Nil Reports

9.2 Confidential Liveable Neighbourhoods

Nil Reports

9.3 Confidential Strong Local Economy

Nil Reports

9.4 Confidential Sustainable Environment

Nil Reports

9.5 Confidential High Performing Organisation

9.5.1 Findon Road Extension

Responsible Officer	Director Customer & Corporate Services
Author	Unit Manager Strategic Property
In Attendance	Unit Manager Strategic Property

This report has been designated as confidential in accordance with sections 66(5) and 3(1) of the *Local Government Act 2020* on the grounds that it contains security information, being information that if released is likely to endanger the security of Council property or the safety of any person. In particular the report contains information regarding legal advice and commercial offers to be considered for negotiation purposes.

10 Closure