



*City of*  
DAREBIN

the place  
to live

# MINUTES OF THE COUNCIL MEETING

Held on Monday 7 July 2014

Released to the public on Thursday 10 July 2014

# Table of Contents

Item Number	Page Number
<b>1. PRESENT.....</b>	<b>1</b>
<b>2. APOLOGIES .....</b>	<b>2</b>
<b>3. DISCLOSURES OF CONFLICTS OF INTEREST .....</b>	<b>2</b>
<b>4. CONFIRMATION OF THE MINUTES OF COUNCIL MEETINGS.....</b>	<b>2</b>
<b>5. REPORTS BY MAYOR AND COUNCILLORS.....</b>	<b>3</b>
5.1 REPORT OF CR. BO LI.....	3
5.2 REPORT OF CR. JULIE WILLIAMS.....	3
5.3 REPORT OF CR. VINCE FONTANA.....	4
5.4 REPORT OF CR. OLIVER WALSH.....	4
5.5 REPORT OF CR. STEVEN TSITAS.....	5
5.6 REPORT OF CR. TIM LAURENCE .....	5
5.7 REPORT OF CR. ANGELA VILLELLA.....	6
5.8 REPORT OF CR. TRENT McCARTHY .....	6
5.9 REPORT OF CR. GAETANO GRECO.....	7
<b>6. PUBLIC QUESTION TIME .....</b>	<b>9</b>
<b>7. REPORTS OF STANDING COMMITTEES .....</b>	<b>10</b>
7.1 AUDIT COMMITTEE.....	10
<b>8. RECORDS OF ASSEMBLIES OF COUNCILLORS.....</b>	<b>11</b>
8.1 ASSEMBLIES OF COUNCILLORS HELD.....	11
<b>9. CONSIDERATION OF REPORTS.....</b>	<b>22</b>
9.1 STATIONS FOR POSSIBLE IMPROVEMENT .....	22
9.2 ELECTRIC AND HYBRID VEHICLES .....	29
9.3 TIMOR LESTE CONFERENCE AND EXPOSITION SPONSORSHIP AGREEMENT .....	39
9.4 PROTECTING DAREBIN'S OPEN SPACE – REVIEW OF PLANNING CONTROLS AND PROTECTIONS .....	44
9.5 DAREBIN JOBS ACTION PLAN.....	55
9.6 STEERING COMMITTEE FOR NORTHLAND URBAN RENEWAL PRECINCT AND THE JOINT COMMUNITY INFRASTRUCTURE PLAN PROJECT.....	63
9.7 STATUTORY PLANNING GOVERNANCE AND PROCEDURES CHARTER.....	73
9.8 DAREBIN TRANSPORT ADVOCACY COMMITTEE ROLE AND TERMS OF REFERENCE UPDATE .....	78
9.9 DECLARATION OF FAIRFIELD VILLAGE BUSINESS DISTRICT SPECIAL RATE LEVY RENEWAL .....	83
9.10 DECLARATION OF PRESTON CENTRAL SPECIAL BUSINESS DISTRICT SPECIAL RATE LEVY RENEWAL .....	92

# Table of Contents

<b>Item Number</b>	<b>Page Number</b>
<b>10. NOTICES OF MOTION .....</b>	<b>101</b>
10.1 PRESTON GIRLS SCHOOL SITE.....	101
<b>11. URGENT BUSINESS .....</b>	<b>102</b>
11.1 PROPOSED SPECIAL CHARGE SCHEME FOR SOLAR \$AVER HOUSEHOLDS.....	102
<b>12. GENERAL BUSINESS .....</b>	<b>109</b>
12.1 BARLING RESERVE – TRAFFIC AND PARKING ISSUES .....	109
12.2 REGIONAL KITCHEN AND COMMUNITY CHEF .....	109
12.3 TREE PLANTING ALONG HIGH STREET.....	110
12.4 SHARED USE OF SCHOOL SPORTS FACILITIES .....	110
12.5 ANIMAL MANAGEMENT .....	111
<b>13. CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL .....</b>	<b>112</b>
13.1 TRAFFIC SIGNAL MAINTENANCE CONTRACT – CT 201309 .....	113
13.2 PERSONNEL MATTER .....	114
<b>14. CLOSE OF MEETING .....</b>	<b>115</b>

---

**MINUTES OF THE ORDINARY MEETING OF THE  
DAREBIN CITY COUNCIL HELD AT DAREBIN CIVIC CENTRE,  
350 HIGH ST, PRESTON ON MONDAY 7 JULY 2014**

---

**THE MEETING OPENED AT 7.02 PM**

**WELCOME**

The Chairperson, Cr. Greco, in opening the meeting acknowledged the Wurundjeri people, the traditional owners of the land.

**1. PRESENT**

***Councillors***

Cr Gaetano Greco (Mayor) (Chairperson)  
Cr Vince Fontana  
Cr Tim Laurence  
Cr Bo Li  
Cr Trent McCarthy  
Cr Steven Tsitas  
Cr Angela Villella  
Cr Oliver Walsh  
Cr Julie Williams (Deputy Mayor)

***Municipal Monitor***

Peter Lewinsky

***Council Officers***

Rasiah Dev – Chief Executive  
Paul Crapper – Director Corporate and Planning Services  
Daniel Freer – Director Culture, Leisure and Works  
Katrina Knox – Director Community Development  
Steve Hamilton – Director Assets and Business Services  
Darren Rudd – Manager City Development  
Jacinta Stevens – Manager Corporate Governance and Performance  
Libby Hynes – Manager Environment and Natural Resources (9.05 pm)  
Jody Brodribb – Acting Coordinator Council Business  
Michelle Martin – Council Business Officer

## 2. APOLOGIES

Nil

## 3. DISCLOSURES OF CONFLICTS OF INTEREST

Cr. Fontana declared an 'interest' in Item 9.10 – Declaration of Preston Central Special Business District Special Rate Levy.

Cr. Williams declared an 'interest' in Item 9.10 – Declaration of Preston Central Special Business District Special Rate Levy.

Cr. Li declared an 'interest' in Item 9.10 – Declaration of Preston Central Special Business District Special Rate Levy.

Cr. McCarthy declared an 'interest' in Item 9.3 – Timor Leste Conference and Exposition Sponsorship Agreement.

Cr. Laurence foreshadowed that he may have to declare an 'interest' in Item 12.4 – General Business Item

## 4. CONFIRMATION OF THE MINUTES OF COUNCIL MEETINGS

<b>COUNCIL RESOLUTION</b>
---------------------------

**MOVED:** Cr. J. Williams

**SECONDED:** Cr. O. Walsh

**THAT** the Minutes of the Ordinary Meeting of Council held on 16 June 2014 and the Special Meetings of Council held on 23 June 2014 and 30 June 2014 be confirmed as a correct record of business transacted.

**CARRIED**

## 5. REPORTS BY MAYOR AND COUNCILLORS

MINUTE NO. 338

### 5.1 REPORT OF CR. BO LI

Cr. Li reported on his attendance at the following functions/activities:

- Darebin Bicycle Advisory Committee meeting
- Darebin Transport Advocacy Committee meeting
- Attendance at Citizens' Jury
- Citizenship ceremony
- Planning Committee meeting
- Special council meeting to transact unfinished business of ordinary council meeting of 16 June 2014
- Councillor Briefing
- Pearl Reserve Community Planting Day
- Special Council Meeting: Adoption of 2014-15 budget
- Metropolitan Transport Forum
- MAV Demystifying Local Government Finance workshop
- Residential matters including:
  - Traffic and parking
  - Animal management
  - Walking school bus
  - Rubbish and local laws

### 5.2 REPORT OF CR. JULIE WILLIAMS

Cr. Williams reported on her attendance at the following functions/activities:

- Council Meeting
- Darebin Women's Advisory Committee
- Hearing of Submissions
- Reminds
- Opening of the Quiet room at Northland S.C. disability services
- Opened event at Intercultural centre for Refugee Week
- Information Session for Service Providers – part of Refugee Week
- Refugee celebrations and Darebin Community Health
- Thank you to Jim operational Manager at Blake Street community centre
- Met Penny who will be taking over Jim position at Blake Street
- Visit Mens Shed

- Citizenship Ceremony
- Meetings on various governance matters
- Darebin Gala Business Lunch
- Adoption of Budget
- Meeting with resident regarding laneway concerns.
- Attended Residents issues regarding dumped Rubbish, Trees uprooting pathway, returned a stray dog in Banyule, Pigeons at Preston Market, planning concerns and Budget.

### **5.3 REPORT OF CR. VINCE FONTANA**

Cr. Fontana reported on his attendance at the following functions/activities:

- Darebin Aboriginal Advisory Committee
- Darebin Gala Business Lunch
- Special Council Meeting to adopt the Budget
- Met with Miller Street / Gilbert Road traders to discuss Tram works improvements
- West Preston vs Northcote Park Football Match
- Planning Committee meeting

### **5.4 REPORT OF CR. OLIVER WALSH**

Cr. Walsh reported on his attendance at the following functions/activities:

- Harry Nash Memorial Service
- Met with Parents to discuss pedestrian safety near Alfred Nuttall Kindergarten and Kinder issues in Darebin
- Planning committee
- Hearing of submissions
- Briefings
- MTF meetings ( 2)
- Met with Northcote traders
- Photo with Northcote traders re cutting differential rate
- Fronditha care event with Minister the Hon. Mitch Fifield and the Hon. David Davis
- ALGA Canberra various events
- Northlink delegation meetings
- Meetings with offices of:
  - Hon. Luke Harkseyker
  - Hon. Jamie Briggs
  - Hon. Bill Shorten

- Hon. Ian Macfarlane
- Hon. Greg Hunt
- Hon. Eric Abetz
- Quick meeting with Deputy PM Warren Truss and Office
- Met with Bruce Bilson
- Met With Senator Nova Perris
- Mehmet Tillham
- And Maria Vamvakanou
- DECAL Board Meeting
- Into Work Board Meeting
- Budget Special council meeting
- Darebin Business Gala Lunch
- Various constituent matters

#### **5.5 REPORT OF CR. STEVEN TSITAS**

Cr. Tsitas reported on his attendance at the following functions/activities:

- Special Council meeting
- Planning Committee meeting
- Councillor Briefing session
- Constituent issues

#### **5.6 REPORT OF CR. TIM LAURENCE**

Cr. Laurence reported on his attendance at the following functions/activities:

- Council meeting
- Planning Committee meeting
- Councillor briefings
- Special Council meeting to adopt budget
- Special Council meeting
- Consultation on planning and VCAT issues in La Trobe ward
- Consultation on budget with residents and traders
- Attended East Reservoir Neighbourhood House re committee meeting



**5.7 REPORT OF CR. ANGELA VILLELLA**

Cr. Villella reported on her attendance at the following functions/activities:

- Special council meeting - adoption of budget
- Bundoora Homestead Board of Management and Collections Meeting
- Pre - planning Committee meeting
- Planning Committee meeting

**5.8 REPORT OF CR. TRENT MCCARTHY**

Cr. McCarthy reported on his attendance at the following functions/activities, and spoke of his attendance at the 25<sup>th</sup> birthday for 3ZZZ in another capacity:

- Meeting with Municipal Monitor
- Meeting with local parents re walk to school initiatives
- Special Council meeting - carry-over items from previous meeting
- Council Briefing
- Trains Not Tolls Rally
- Special Council meeting - Budget
- Cat Management and Welfare Group Meeting with Thornbury Secondary College
- Meeting with new kindergarten representatives
- 25th Birthday for 3ZZZ
- NAIDOC Week
- Flag Raising event at Rydges
- Various issues on behalf of residents and traders

After presenting his Councillor report, Cr. McCarthy tabled the following petition:

*Cr. Laurence disclosed a conflict of interest in the Petition tabled by Cr. McCarthy as he has members of his direct family members who are current or past members of Lakeside Netball Club, Ivanhoe Knights Basketball Club, and Collingwood Basketball Club. Cr. Laurence left the meeting prior to discussion of the item – 7.25 pm.*

**TABLING OF PETITION****MINUTE NO. 339****COUNCIL RESOLUTION****MOVED: Cr. T. McCarthy****SECONDED: Cr. O. Walsh**

**THAT** the petition calling for Outdoor netball facilities and multi-purpose stadium in Darebin be received and forwarded to officers who are preparing a future report to Council.

**CARRIED**

*Cr. Laurence returned to the meeting following the conclusion of the above item – 7.26 pm.*

## **5.9 REPORT OF CR. GAETANO GRECO**

Cr. Greco reported on his attendance at the following functions/activities:

- Pre-Planning Discussion
- Planning Committee
- Council Briefing Sessions
- Council Meetings
- Special Council Meetings
- Hearing of Submissions Meeting
- Catch Ups with CEO
- Press Meetings
- Northern Indigenous Employment Forum – Getting on with Business
- Melbourne’s Northern Metropolitan Mayors and CEOs Forum
- Joint Briefing Northland Urban Renewal Precinct (NURP) – Darebin / Banyule
- Mayor’s Writing Award Event – Part of the Emerging Writers Festival
- Briefing re Interfaith Breakfast
- Junior Council Project with Sally Jones & Clinton Fulgrave
- Funeral – Late Cos Brizzi
- Celebration of Late Harry Nash
- On Site Meeting Mr. Aldo Verga – Edwin Street, Fairfield
- Metro Transport Forum
- Breakfast with Darebin Interfaith Council
- Morning Tea and Tour at Croxton School
- Community HART Awards Presentation
- Darebin Interfaith Council
- Intercultural Conversation Night – Why Interculturalism? Part 2
- Official Opening – Preston Hub
- Italian Intercultural Night
- Official Launch of Phillip George’s “Borderlands” Exhibition
- Launch of “The Quiet Room” Northland Shopping Centre
- Julia Irwin – Leader Newspapers
- Debrief – Darebin Homemade Food & Wine Festival
- Anh re Preston Girls College
- Meeting with Tiffany White & Bronwyn Ryan-Mercer re Art Piece
- Conference – Cultural Diversity in Ageing 2014
- Active and Healthy Ageing Advisory Board

- Sustainable Homes and Communities Program – Community Leaders in Sustainability Course – Graduation
- MAV - Meeting Procedure Workshop
- UNAA World Environment Day Awards 2014
- National General Assembly of Local Government
- Signing of Statement of Commitment to Welcoming Asylum Seekers and Refugees
- Meeting with Wurundjeri
- Meeting with Paul Price, Minister Mulder's Chief of Staff, & Others re Grade Separation
- Documentary Feature "When Mary Meets Mohammad"
- Citizenship Ceremony
- Meeting with Resident re 28 Sparkes Avenue, Fairfield
- Meeting with Nicholas Abbey and Springthorpe Owners Corporation Committee
- Meeting with Rocky Dabscheck & Damian Howard
- CALD Meeting
- Brotherhood of St. Laurence Aged Care Event – Bollywood Concert
- Darebin Aboriginal Advisory Committee
- Darebin Library Strategy Reference Group
- Darebin Local Safety Committee
- Darebin Gala Business Lunch
- Darebin Health Steering Committee
- DECC Meeting
- Meeting with Representatives of the Northcote Stationeers to Discuss Progress
- Jim Dinuccio – WISE Social Enterprises – Lunch Meeting
- Bundoora Homestead Board of Management Meeting
- Meeting with DECC Chairperson & Executive Officer
- Phone Hook-Up with Lisa Higginson – Melbourne Times re Budget
- Keon Park Stars President's Night
- Present Awards at the 25th Anniversary Celebration of Ethnic Communities Radio Station 3ZZZ
- Flag Raising as part of NAIDOC Week – Rydges Hotel
- Flag Raising as part of NAIDOC Week – Advancement League
- Meeting with Peter Muzzolini from Furlan Club

## 6. PUBLIC QUESTION TIME

### MINUTE NO. 340

The Mayor, Cr. Greco, invited questions from members of the public gallery.

The following questions were submitted:

- Keith Coffey of Reservoir asked a question regarding the when access to the Playground in Dole Avenue, Reservoir would be re-opened. The question was responded to by Daniel Freer, Director Culture, Leisure and Works.
- Keith Coffey of Reservoir asked a question regarding what control Council has over builders who leave streets and footpaths covered in mud. The question was responded to by Rasiah Dev, Chief Executive.
- Jeff Richardson of Northcote asked a question regarding overhanging trees making footpaths dangerous around Leinster Grove and Bird Avenue, Northcote. The question was responded to by the Chairperson, Cr. Greco and Rasiah Dev, Chief Executive

After Public Question Time had concluded, no further questions were submitted in writing.

## 7. REPORTS OF STANDING COMMITTEES

MINUTE NO. 341

### 7.1 AUDIT COMMITTEE

The Audit Committee is an Advisory Committee appointed, pursuant to section 139 of the *Local Government Act 1989*, to assist Council in fulfilling its responsibilities relating to internal control mechanisms and external reporting requirements.

A meeting of the Audit Committee was held on 2 June 2014. A summary report of the meeting is attached as **Appendix A** to this report. The minutes of the meeting, incorporating the reports considered by the Committee, have been circulated to Councillors.

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

**MOVED:** Cr. B. Li  
**SECONDED:** Cr. A. Villella

**THAT** the Report of the Audit Committee meeting held on 2 June 2014 be received and the Committee Recommendations be adopted.

**CARRIED UNANIMOUSLY**

## 8. RECORDS OF ASSEMBLIES OF COUNCILLORS

### 8.1 ASSEMBLIES OF COUNCILLORS HELD

#### MINUTE NO. 342

An Assembly of Councillors is defined in section 76AA of the *Local Government Act 1989* to include Advisory Committees of Council if at least one Councillor is present or, a planned or scheduled meeting attended by at least half of the Councillors and one Council Officer that considers matters intended or likely to be the subject of a Council decision.

Written records of Assemblies of Councillors must be kept and include the names of all Councillors and members of Council staff attending, the matters considered, any conflict of interest disclosures made by a Councillor attending, and whether a Councillor who has disclosed a conflict of interest leaves the assembly.

Pursuant to section 80A (2) of the Act, these records must be, as soon as practicable, reported at an ordinary meeting of the Council and incorporated in the minutes of that meeting.

An Assembly of Councillors record was kept for:

- Planning Committee Briefing – 10 June 2014
- Darebin Bicycle Advisory Committee – 17 June 2014
- Darebin Transport Advocacy Committee – 18 June 2014
- Councillor Briefing Session – 24 June 2014
- Darebin Libraries Strategy Reference Group – 25 June 2014
- Darebin Local Safety Committee – 26 June 2014
- Darebin Aboriginal Advisory Committee – 26 June 2014
- Darebin Health Steering Committee – 26 June 2014

#### RECOMMENDATION

**THAT** the record of the Assembly of Councillors held on 10, 17, 18, 24, 25 and 26 June 2014 be noted and incorporated in the minutes of this meeting.

*Cr. Li proposed to the mover (Cr. McCarthy) that the Assembly of Councillors for 10 June 2014 be amended to reflect that Cr. Li was in attendance and that Cr. Laurence should not have been listed as an apology. Cr. Walsh also requested that he be listed as attending the Assembly on 10 June.*

#### COUNCIL RESOLUTION

**MOVED:** Cr. T. McCarthy

**SECONDED:** Cr. B. Li

**THAT** the record of the Assembly of Councillors held on 10, 17, 18, 24, 25 and 26 June 2014 be noted and incorporated in the minutes of this meeting.

**CARRIED**

*Cr. Li suspended standing orders prior to Item 9.4 to further correct the Assembly of Councillors held on 10 June 2014 for the Planning Committee Briefing session. (Page 43)*



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Planning Committee Briefing
	<b>Date:</b>	10 June 2014
	<b>Location:</b>	Councillors Room
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Gaetano Greco (5.27 pm), Cr. Julie Williams (5.24 pm), Cr. Vince Fontana (5.24 pm), Cr. Tim Laurence (5.24 pm) and Cr. Angela Villella (5.24 pm)
	<b>Council Staff:</b>	Julie Smout, Darren Rudd and Paul Crapper
	<b>Other:</b>	
<b>APOLOGIES:</b>		Cr. Tsitas, Cr. Walsh, Cr. Li and Cr. McCarthy

The Assembly commenced at 5.24 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1.	Planning Permit Application D/841/2013 35 Beaconsfield Parade, Northcote	No issues were raised, however Cr. Greco advised he had a direct interest in the application as he lives nearby.
2.	Planning Permit Application D/546/2013 14 Maclagan Crescent Road, Reservoir	No issues were raised or disclosures made.
3.	Planning Permit Application D/64/2014 44 -46 Newton Street, Preston	No issues were raised or disclosures made

The Assembly concluded at 5.28 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Darren Rudd
	<b>Officer Title:</b>	Manager City Development



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Darebin Bicycle Advisory Committee
	<b>Date:</b>	Tuesday 17 June 2014
	<b>Location:</b>	Conference Room, Preston
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Bo Li
	<b>Council Staff:</b>	Che Sutherland, Anna Haygreen.
	<b>Other:</b>	Representatives of the Darebin Bicycle User Group, and members of the public
<b>APOLOGIES:</b>		Cr Trent McCarthy, Cr Angela Villella.

The Assembly commenced at 6:30 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1.	Review of minutes of previous meeting	No disclosures were made
2.	Action planning workshop on how to raise the profile of cycling in Darebin	No disclosures were made
3.	Overview of cycling projects in the draft 2014/2015 budget	No disclosures were made
4.	La Trobe Shimmy Working Group	No disclosures were made
5.	Cycling Project updates	No disclosures were made
6.	Councillor bike ride	No disclosures were made
7.	Dropbox use	No disclosures were made
8.	Speaker from neighbouring Council	No disclosures were made
9.	Preston Tram Depot upgrade	No disclosures were made
10.	Review of Advisory Committees	No disclosures were made
11.	MTF Public Transport Forum	No disclosures were made



The Assembly concluded at 8.40 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Anna Haygreen
	<b>Officer Title:</b>	Sustainable Transport Officer



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Darebin Transport Advocacy Committee
	<b>Date:</b>	Wednesday 18 June 2014
	<b>Location:</b>	Function Room, Preston Offices
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Bo Li, Cr Angela Villella
	<b>Council Staff:</b>	Nathan Moresi, Che Sutherland
	<b>Other:</b>	Representative of the Darebin Progress Association, and members of the public
<b>APOLOGIES:</b>		

The Assembly commenced at 6:30 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1.	Update on Council process and changes to how the committee operates	No disclosures were made
2.	Discussion on campaign approach with mind to changes	No disclosures were made
3.	Feedback from working groups as to their progress and activities	No disclosures were made
4.	Agreeing next steps	No disclosures were made

The Assembly concluded at 8.45 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Che Sutherland
	<b>Officer Title:</b>	Team Leader Transport Strategy



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Councillor Briefing Session
	<b>Date:</b>	Tuesday 24 June 2014
	<b>Location:</b>	Function Room
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Gaetano Greco (Mayor), Cr Bo Li, Cr Vince Fontana, Cr Oliver Walsh, Cr Tim Laurence (7.41 pm), Cr Trent McCarthy (6.45 pm)
	<b>Council Staff:</b>	Rasiah Dev, Daniel Freer, Paul Crapper, Katrina Knox, Steve Hamilton, Jacinta Stevens
	<b>Other:</b>	Phil Tulk – 6.41 pm to 7.02 pm David Shepard – 6.41 pm to 7.29 pm
<b>APOLOGIES:</b>		Peter Lewinsky (Municipal Monitor), Cr Julie Williams, Cr Angela Villella, Cr Steven Tsitas,

The Assembly commenced at 6.41 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
PRESENTATIONS		
1.	Significant Tree Register	No disclosures were made Cr Walsh (6.44 pm - 6.46 pm)
2.	Darebin International Sports Centre (Verbal Only)	No disclosures were made Cr Walsh (7.08 pm – 7.11 pm)
3.	2014/2015 Budget	No disclosures were made Cr Walsh (8.02 pm – 8.03 pm)
CLARIFICATION REPORTS		
4.	NURP Integrated Water Cycle Management Study Findings	No disclosures were made
5.	Multicultural Community Infrastructure Fund 2014 Application	No disclosures were made
INFORMATION ONLY		
6.	Declaration of Fairfield Special Rate Levy	No disclosures were made
7.	Declaration of Preston Special Rate Levy	No disclosures were made
8.	Innovative Finance Mechanisms to Fast	No disclosures were made

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
	Track the Junction Urban Master Plan Over the Next 5 Years	
9.	Darebin Jobs Action Plan	No disclosures were made Cr Laurence (8.34 pm – 8.40 pm)
10.	Arthurton ROW Development timeframe – impact on works for roads, trees, drainage and graffiti	No disclosures were made

The Assembly concluded at 8.41 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Daniel Freer
	<b>Officer Title:</b>	Director, Culture Leisure and Works



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Darebin Libraries Strategy Reference Group
	<b>Date:</b>	Wednesday 25 June 2014
	<b>Location:</b>	Preston Library Meeting Room
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Gaetano Greco (Mayor)
	<b>Council Staff:</b>	Melanie McCarten, Sally Jones
	<b>Other:</b>	Community members of Strategy Reference Group, consultant from I & J Management Services
<b>APOLOGIES:</b>		Cr Julie Williams (Deputy Mayor), representatives of Strategy Reference Group

The Assembly commenced at 6.12 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1.	Welcome and introductions	No disclosures were made
2.	Update on actions from previous meeting	No disclosures were made
3.	Acceptance of minutes from previous meeting	No disclosures were made
4.	Darebin Libraries Strategy – research activities findings and Identified themes	No disclosures were made
5.	Workshop: Strategic actions	No disclosures were made
6.	Any other business	No disclosures were made
7.	Next meeting date	No disclosures were made

The Assembly concluded at 8.45 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Melanie McCarten
	<b>Officer Title:</b>	Strategy and Business Advisor, Libraries and Learning



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Darebin Local Safety Committee
	<b>Date:</b>	26 June 2014
	<b>Location:</b>	Darebin council Chambers
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Gaetano Greco (Mayor)
	<b>Council Staff:</b>	Jess Fraser, Community Wellbeing Team Leader, Patrick Buchanan, Community safety, Stephanie Preston.
	<b>Other:</b>	Representatives from Darebin Community health, Victoria Police, VLGA, Department of Justice
<b>APOLOGIES:</b>		

The Assembly commenced at 9.30 am

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1.	40km zones / poor driver behaviour towards cyclists	No disclosures were made
2.	Community safety concerns – Fyffe street	No disclosures were made
3.	Northland Precinct Action group	No disclosures were made
4.	Darebin PSA issues of concern	No disclosures were made
5.	Project updates and info sharing	No disclosures were made

The Assembly concluded at 11.00 am

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Jess Fraser
	<b>Officer Title:</b>	Community Wellbeing Team Leader



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Darebin Health Steering Committee
	<b>Date:</b>	26 June 2014
	<b>Location:</b>	City of Darebin Council Chambers
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Gaetano Greco (Mayor)
	<b>Council Staff:</b>	Jess Fraser, Community Wellbeing Team Leader, Jackie Mansourian, Lee Tozzi
	<b>Other:</b>	Representatives from Darebin Community health, North east PCP
<b>APOLOGIES:</b>		

The Assembly commenced at 3.30 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1.	Draft Urban Food Production Strategy 2014 - 2018	No disclosures were made
2.	Neighbourhood community wellbeing indicators project	No disclosures were made
3.	Information sharing	No disclosures were made

The Assembly concluded at 5.00 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Jess Fraser
	<b>Officer Title:</b>	Community Wellbeing Team Leader



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Darebin Aboriginal Advisory Committee
	<b>Date:</b>	Wednesday 25 June 2014
	<b>Location:</b>	Conference Room, Darebin Civic Centre
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Gaetano Greco (Mayor), Cr. Vince Fontana.
	<b>Council Staff:</b>	Dalal Smiley, Sarah Poole, Amelia Basset, Stuart McFarlane, Brodie Butler-Robie
	<b>Other:</b>	Members of DAAC
<b>APOLOGIES:</b>		Cr. Trent McCarthy

The Assembly commenced at 4 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1.	Draft New DAAC Terms of Reference	No disclosures were made
2.	NAIDOC Week – Council events	No disclosures were made
3.	Wurundjeri Week – Council events	No disclosures were made
4.	Stolen Generations Marker Project Update	No disclosures were made
5.	Proposal to change the name of the Federal Seat of Batman and other locations in Darebin including Batman Park – Council resolution	No disclosures were made

The Assembly concluded at 5.50 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Stuart McFarlane
	<b>Officer Title:</b>	Aboriginal Affairs Officer



## 9. CONSIDERATION OF REPORTS

### 9.1 STATIONS FOR POSSIBLE IMPROVEMENT

MINUTE NO. 343

**AUTHOR:** Manager Parks and Vegetation

**REVIEWED BY:** Director Culture Leisure and Works

#### SUMMARY

With the increasing community interest in the land abutting railway stations and along railway corridors Council should take a proactive role in facilitating contact between individuals and community groups with the relevant utilities. Council can also consider offering assistance in the setup of Stationeers groups and where appropriate provide some material assistance for their ongoing works.

This report proposes the establishment of a reference group made up of Council, community groups and public utilities to assess the community proposals and provide guidance on the set up of Stationeers groups.

This is an action item in the Open Space Strategy 2007-2017. The Strategy commits Council to seek partnership opportunities with VicTrack where rail corridor land is identified as valuable open space and mutual benefits can be identified. It also states Council will support community based partnerships, friends groups and committees where volunteers are engaged in the enhancement and preservation of open space throughout Darebin. This position is also aligned with Council's recently adopted Urban Forest Strategy.

The report also considers the potential for a joint lobbying position for both Whittlesea and Darebin Councils to improve the appearance of Keon Park Station on our shared border.

#### CONSULTATION

- Council Briefing Date – 10 June 2014
- Manager Environment and Natural Resources
- Coordinator Public Realm
- Coordinator Horticulture and Open Space
- Acting Manager Parks and Open Space City of Whittlesea

#### RECOMMENDATION

**THAT** Council:

- (1) Establish a reference group to provide a focus for public interest in the Stationeer program and other groups wishing to undertake works along railway land.
- (2) Send a joint letter signed by the Mayors of Darebin and Whittlesea by August 30 2014 to VicTrack/Metro to lobby for landscape improvements to Keon Park Station.

**MOTION**

**MOVED:** Cr. T. McCarthy  
**SECONDED:** Cr. A. Villella

**THAT** Council:

- (1) Establish a reference group to provide a focus for public interest in the Stationeer program and other groups wishing to undertake works along railway land.
- (2) Send a joint letter signed by the Mayors of Darebin and Whittlesea by August 30 2014 to VicTrack/Metro to lobby for landscape improvements to Keon Park Station.
- (3) Write to the local groups and individuals Council is already in contact with regarding possible station improvements informing them of Councils new reference group and related actions.

*Cr. Li proposed to the mover (Cr. McCarthy) and seconder (Cr. Villella) that point 3 above become point 4 and a new point 3 be added as follows. This was accepted by Cr. McCarthy and Cr. Villella.*

- (3) Amend the draft terms of reference of the stationeers reference group to allow up to 3 representatives of the existing stationeer or community garden group(s).

THE AMENDED MOTION THEN READ AS FOLLOWS:

**AMENDED MOTION**

**MOVED:** Cr. T. McCarthy  
**SECONDED:** Cr. A. Villella

**THAT** Council:

- (1) Establish a reference group to provide a focus for public interest in the Stationeer program and other groups wishing to undertake works along railway land.
- (2) Send a joint letter signed by the Mayors of Darebin and Whittlesea by August 30 2014 to VicTrack/Metro to lobby for landscape improvements to Keon Park Station.
- (3) Amend the draft terms of reference of the stationeers reference group to allow up to 3 representatives of the existing stationeer or community garden group(s).
- (4) Write to the local groups and individuals Council is already in contact with regarding possible station improvements informing them of Councils new reference group and related actions.

THE AMENDED MOTION WAS PUT AND CARRIED AND BECAME THE COUNCIL RESOLUTION AS FOLLOWS:

### COUNCIL RESOLUTION

**MOVED:** Cr. T. McCarthy

**SECONDED:** Cr. A. Villella

**THAT** Council:

- (1) Establish a reference group to provide a focus for public interest in the Stationeer program and other groups wishing to undertake works along railway land.
- (2) Send a joint letter signed by the Mayors of Darebin and Whittlesea by August 30 2014 to VicTrack/Metro to lobby for landscape improvements to Keon Park Station.
- (3) Amend the draft terms of reference of the stationeers reference group to allow up to 3 representatives of the existing stationeer or community garden group(s).
- (4) Write to the local groups and individuals Council is already in contact with regarding possible station improvements informing them of Councils new reference group and related actions.

**CARRIED UNANIMOUSLY**

### REPORT

#### INTRODUCTION AND BACKGROUND

There has been increasing interest in the land surrounding railway stations across Darebin being put to a community use or to improve the overall appearance of the area. In July 2013 Council officers met with local residents concerned with the future of the land around Northcote Station. Subsequent meetings were held to facilitate contact between various groups interested in the Northcote and Thornbury stations and the successful Merri Stationeers group. This led to the formation of the Northcote Stationeers.

In November 2013 a meeting was held with groups interested in the planting of VicTrack land. Those attending the meeting outlined their plans and desires for various sites around Darebin. The meeting noted that it is most effective for community groups to negotiate lease agreements with VicTrack Land directly and Council could play a strategic role in supporting/facilitating lease agreements between community groups and VicTrack. There was also support at the meeting for existing stationeers groups to share their successes with new and potential groups.

At its meeting on 17 March 2014, Council resolved:

*That Council:*

- (1) *Continues to work with VicTrack and Metro trains to improve railway station land in Darebin.*
- (2) *Continues to advocate on behalf of existing and future Stationeers groups.*

- (3) *Refer consideration of additional funding for station improvement projects and support for Stationeers groups to the 2014/2015 budget process.*
- (4) *Be presented with a report outlining the feasibility of a Stationeers Reference Group including budgetary considerations for 2014/2015.*
- (5) *Consult with Whittlesea Council in relation to any joint lobbying the two Councils can undertake to improve conditions for communities at Keon Park station.'*

Council continues to advocate on behalf of the Northcote Stationeers and other groups regarding the use of railway land. At a meeting on 17 June 2014 facilitated by Council, VicTrack and Telstra have agreed to allow the Northcote Community Garden increase their area of operation. This has the dual benefit of assisting the Community garden with their long held desire to expand and solves a rubbish dumping issue for Council.

This report deals with items 3 - 5 of the resolution.

In Section 5.1.3 of the Urban Forest Strategy there is recognition of the opportunities to plant trees on public utility land. The strategy calls for Council to actively engage with statutory authorities to encourage planting on utility corridors.

Council has had a history in providing support to the Merri Stationeers, Northcote Stationeers and Northcote Community Garden. In 2013/2014 \$800 worth of mulch and \$600 in plants was provided to the groups.

## **ISSUES AND DISCUSSION**

### **Feasibility of a Stationeers Reference Group**

There have been several meetings held by various areas of Council to assist or facilitate the formation of groups. These have included the Merri Stationeers, Northcote Stationeers, the Northcote Community Garden and more recently the meeting held in November 2013 to gauge community interest in the use of railway land. The issues encountered by the various groups are often consistent and are focused on relationships with public utility authorities and a lack of practical horticultural knowledge/landscape design skills.

The community often find dealing with public utility authorities difficult and look to Council to facilitate contact and assist with achieving the outcomes sought. In the case of land adjacent to railway lines and train stations there have been a number of individuals and groups expressing interest in the use of these areas. This could be for food production or general amenity improvements for the areas given their often basic level of maintenance.

The issue of horticultural knowledge and design skills is important for the sustainability and longevity of the landscapes. Groups need to take into account plant selection and good horticultural practice such as mulching and weed control. Several recent plantings by a group on railway land have been inappropriate due to the weediness and the high water requirements of the species chosen.

The establishment of a reference group is proposed to assess potential projects and assist the community to implement their ideas. The reference group on assessment of the proposals would facilitate meetings with utilities, provide landscape design and plant selection advice in the initial establishment phase.

## **Stationeers Reference Group**

### **Function**

The reference group, on expressions of interest from the public would review the proposals and provide advice on the project. The draft terms of reference for the group are attached as **Appendix A** to this report.

The reference group will facilitate meetings or provide avenues of contact with state utilities and the Stationeers program (currently run through Sustainability Victoria Keep Australia Beautiful Victoria program). The Stationeers program provides safety equipment (such as high visibility vests, signs and first aid kits), safety training, public liability and personal injury insurance and permission from the appropriate railway authority to carry out volunteer work.

### **Membership**

Membership of the reference group would consist of Councillors, Council officers relevant departments, VicTrack/Metro Trains, a representative of an established Stationeers group and/or a representative from an existing community garden.

### **Process**

An advertising campaign to inform the public of the establishment of the reference group is to be developed using the usual Council media outlets and the Darebin webpage.

Once the reference group is established the following procedure will be followed:

- A Council Officer will be designated the contact person for all inquiries and requests regarding the establishment of stationeers and other community groups
- The request will be referred to the reference group
- Meetings would be on an as needed basis

### **Funding**

As the planting of trees on public utility land is an action item in the Urban Forest Strategy and there is the potential for 13 Stationeer groups to take part in the program it is estimated it would cost \$40,000 to provide a high level of support and service to the groups including plant material, works and mulch.

Council currently provides support to the existing Stationeers groups it is proposed this is limited to 150 tubestock size planting material and 10m<sup>3</sup> of mulch per group per year. The cost to Council for this limited assistance would be approximately \$500 per group. The planting material must also be part of an established design theme or selected in discussion with Council officers.

## **Keon Park Station**

Keon park railway station is in the City of Whittlesea with the grassed areas and plantings on the High St side maintained by Whittlesea Council. The car park area is large and devoid of vegetation particularly trees. Additional tree plantings along the northern boundary and up to 10 large trees through the centre of the carpark would provide shade for rail travellers using the parking facilities. On a 50/50 cost arrangement with Whittlesea this would cost Darebin approximately \$2,000.

Council officers have been in contact with Officers from the City of Whittlesea to discuss the potential for joint lobbying of VicTrack/Metro trains regarding the improvement of the Keon Park station. Whittlesea agrees with the proposal and further meetings will be held to finalise the approach to the rail operators.

The initial approach will be to draft a joint letter to VicTrack from both Councils signed by the two Mayors outlining the proposal and requesting a commitment from the rail operator to undertake landscape improvement works at the station.

## **POLICY IMPLICATIONS**

### **Environmental Sustainability**

The land bordering the railway lines around Darebin has for a long period of time been maintained at a basic level. This has led to many residents identifying an opportunity to improve the amenity of these very public areas. The current interest by individuals and community groups and the potential for joint projects between Council and the railway operators will lead to a substantial improvement in the environment of these corridors improving the general amenity of the area and adding to the urban forest.

### **Human Rights, Equity and Inclusion**

The formation of the groups to undertake programs such as this strengthens the community, helps create stronger social relationships and through the volunteering process encourages a sense of community participation and belonging.

### **Economic Development**

Nil

### **Other**

Nil

## **FINANCIAL AND RESOURCE IMPLICATIONS**

An estimate of the costs for the 2014/15 financial year is in the order of \$3,500. These costs can be funded from existing program budgets.

## **CONCLUSION**

The establishment of a reference group to guide and facilitate the establishment of the Stationeers groups would aid in the success of such groups. Council has through the 2007-17 Open Space Strategy and Urban Forest Strategy a commitment to facilitate and encourage the development of groups such as the stationeers.

## **FUTURE ACTIONS**

- Council to establish a reference group to provide a focus for public interest in the Stationeer program and other groups wishing to undertake works along railway land.
- Council with Whittlesea Council send a joint letter to VicTrack/Metro to lobby for landscape improvements to Keon Park Station by August 30 2014.

**DISCLOSURE OF INTERESTS**

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The 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.

**RELATED DOCUMENTS**

- Stationeers Reference Group Draft Terms of Reference (**Appendix A**)
- 2007-2017 Open Space Strategy
- Council Report 17 march 2014- Stations for Possible Improvement Works
- Urban Forest Strategy 2013-2028

**9.2 ELECTRIC AND HYBRID VEHICLES****MINUTE NO. 344****AUTHOR: Coordinator Transport Management****REVIEWED BY: Director Assets and Business Services****SUMMARY**

At its meeting on 21 October 2013, Council resolved that:

*'Council receive a report on any provisions that should be considered for the Darebin Planning Scheme, Council by-laws and other documents to accommodate an expected increase in electric and hybrid vehicles over the next decade. The report should also recommend any advocacy issues that Council should raise with other levels of government, utility companies and the private sector regarding this trend and its impact at the local level.'*

This report evaluates the place of Electric Vehicles (EVs) in Victoria at present and in the future along with international trends. It also identifies the potential issues that should be considered by both the planning and transport teams within council and possible implementation measures in the short to medium term. The report then provides a final recommendation to Council.

**CONSULTATION**

- Team Leader Transport Strategy
- Manager City Development
- General Manager Environment and Amenity

**RECOMMENDATION**

**THAT** Council:

- (1) Encourage Electronic Vehicle charging stations (both public and private) in new developments through the existing Statutory Planning process.
- (2) Continue to monitor the actions of other councils such as the Cities of Port Phillip, Melbourne, Moreland and Yarra to remain aware of their decisions around Electronic Vehicles.
- (3) Monitor activities being undertaken by other national and international councils to ensure that we are aware of best practises.
- (4) At the conclusion of the Victorian Electric Vehicle Trial, develop an Electric Vehicle Policy to guide how Council implement Electric Vehicle infrastructure in the future.



**COUNCIL RESOLUTION**

**MOVED:** Cr. T. McCarthy  
**SECONDED:** Cr. B. Li

**THAT** Council:

- (1) Encourage Electric Vehicle charging stations (both public and private) in new developments through the existing Statutory Planning process.
- (2) Continue to monitor the actions of other councils such as the Cities of Port Phillip, Melbourne, Moreland and Yarra to remain aware of their decisions around Electric Vehicles.
- (3) Monitor activities being undertaken by other national and international councils to ensure that we are aware of best practises.
- (4) At the conclusion of the Victorian Electric Vehicle Trial, develop an Electric Vehicle Policy to guide how Council implement Electric Vehicle infrastructure in the future.

**CARRIED UNANIMOUSLY**

**REPORT**

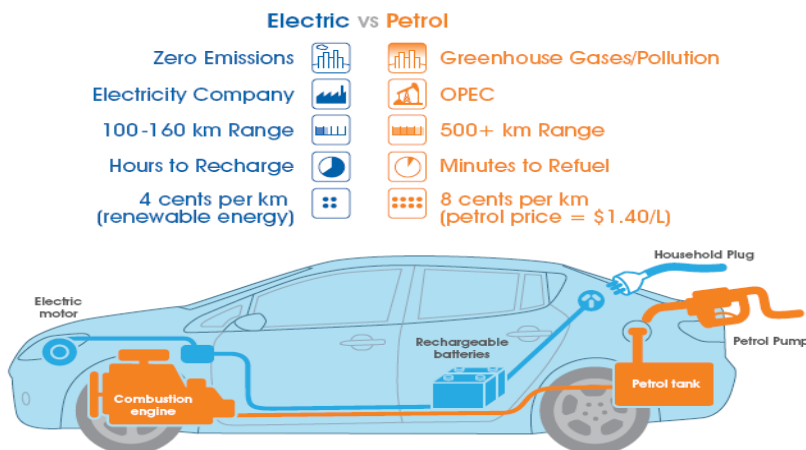
**INTRODUCTION AND BACKGROUND**

An Electric Vehicle (EV) is any vehicle that uses electricity as energy for propulsion. When compared to a conventional Internal Combustion Engine (ICE) vehicle, the main differences are:

- EVs have an electric motor instead of an ICE
- EVs store energy in a battery rather than a fuel tank
- EVs source energy via a plug and cable rather than a petrol bowser.

Refer to **Figure 1** below for a diagram that illustrates the functional and operational differences between vehicle types.

**Figure 1** - The functional and operational differences between electric and petrol vehicles



Source: Guidance on Land Use Planning for Electric Vehicle Parking and Charging, September 2012, The Victorian Electric Vehicle Trial

Electric vehicles have started to arrive on Victoria’s roads. Most major vehicle manufacturers are delivering electric vehicles into the market. In 2012, Mitsubishi, Nissan, Holden and Renault had all delivered electric vehicles into Victoria, with BMW releasing an electric vehicle in 2013 and Ford and Toyota to have theirs delivered in 2014.

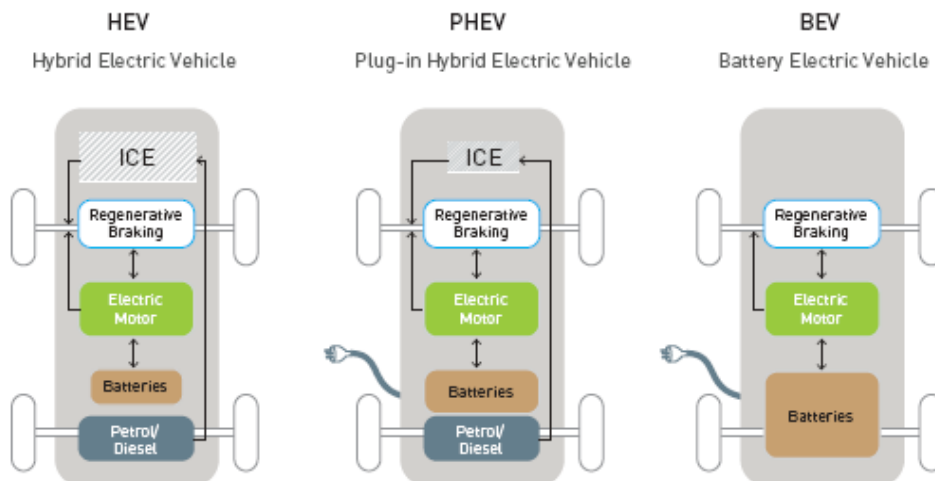
**Different Types of EV**

Different types of electric vehicles vary according to the extent to which they rely upon electricity as their energy source. Hybrid-Electric Vehicles (HEVs) have been on Victorian roads for over 10 years through cars such as the Toyota Prius and Honda Civic Hybrid. They use liquid fuel (petrol) as their sole external energy source, but supplement this with electrical energy captured from the braking system and stored in batteries.

Plug-in Hybrid-Electric Vehicles (PHEVs) source both electrical energy and liquid fuel from external sources. They vary in their choice of primary energy source, with the Toyota Prius PHEV biased towards petrol and the Holden Volt favouring electricity. They are easily differentiated from HEVs as they have a plug.

Electric vehicles which rely solely on electricity (typically known as BEVs) have an electric motor instead of an ICE, store energy in a battery rather than a fuel tank and source energy via a plug and cable rather than a petrol browser.

The most common 100% electric vehicles in Victoria are; Nissan LEAF, Mitsubishi (i-MiEV), The Blade Electron and EDay Life.



The transition to ultra-low emission vehicles will not take place overnight. In the short-term emission reductions from road transport will be driven largely by improvements in conventional technology, but in the longer term an increased penetration of ultra-low emission vehicles will be vital to meet our environmental goals.

Plug-in vehicles are a viable technology now, but, for this market to grow, consumers need to be reassured that they are affordable and meet their needs. An effective recharging infrastructure, alongside improvements in vehicle range, is a fundamental part of this.

The key driver for adoption of electric vehicles is the forecast increase in oil prices occurring in parallel with expected reductions in the price of battery technology. This will see the electric vehicle operating cost advantage increase at the same time as the purchase price disadvantage relative to conventional ICE vehicles decreases – that is, over time; electric vehicles will become more and more the vehicle of choice.

Accordingly, governments around the world are promoting a shift towards vehicle electrification for the economic, environmental and social benefits. Low and ultra-low emission technologies, such as plug-in vehicles, offer the potential to reduce emissions but still allow people the mobility that they want and need - assisting in the battle against carbon.

The UK and China for example are subsidising the purchase of electric vehicles in a bid to clean up the country's air and protect the environment. The UK Government is offering a £5,000 grant for a car or £8,000 for a van in order to increase sales.

The Chinese government provides a rebate of as much as 60,000 Yuan, or US\$9,800 for an all-electric passenger car and \$81,700 for an electric bus in an attempt to persuade public transport operators to go green.

Both these countries are committed to growing the market in plug-in vehicles because of the contribution that they, and other low and ultra-low emission technologies, can make across the economic and environmental priorities:

- Climate change;
- Green growth;
- Energy security;
- Decarbonising the electricity system; and
- Air quality.



Images: Two Electric Cars Charging in London

## **EV Charging**

All electric vehicles that are delivered into the Australian market can, and will be able to, charge from conventional power outlets. This means that an electrical outlet needs to be located close enough to allow for an EV charging cable to be easily and safely connected to the vehicle.

Some electric vehicles require a 15 Amp supply, such as that used by caravans, air-conditioners and other large appliances; however others will accept 10 Amp as is delivered from any wall outlet. The next generation of EVs are expected to be able to draw 32 Amp for faster charging times. For this reason most charging circuits that are being installed for electric vehicles are specified for this future-case scenario. And for fleet and public charging locations it is preferable that sites be provisioned to use three-phase supply if available (this is separate to 'quick-charging' or 'fast track', which is explained further below).

Most electric vehicles also contain the ability to charge significantly more rapidly using high-current, three-phase power delivered through quick-chargers. This quick-charging (more commonly known in Victoria as 'Fast Track' charging) capability exists alongside the standard charging described above, and uses dedicated equipment. Although standard charging at up to 32 Amp should be sufficient for homes, corporate fleet and public parking locations, quick-chargers should be considered for locations along travel corridors as would be supported by retail fuel outlets for conventional vehicles.

### **Where do EVs typically charge?**

Charging takes place where electric vehicles park; the home, workplace, shopping centre car-parks etc. As charging occurs unattended, EV drivers can simply arrive at their destination, plug in, and walk away. The key however is the presence of and access to charging outlets at the parking location.

The majority of recharging is likely to take place at home and at work, so an extensive public recharging infrastructure would be underutilised and uneconomic. Public infrastructure should be targeted at key destinations, where consumers need it, such as supermarkets, retail centres and car parks, with a focused amount of on-street infrastructure, particularly for residents without off-street parking.

Quick-charging locations differ from the standard charging locations described above in being located on travel thoroughfares, similar to service stations. Quick charging is something that most EV drivers will use only occasionally to supplement their standard charging.

Recharging at home, at night, off-peak, is not only most convenient for drivers, but also maximises the environmental and economic benefits of plug-in vehicles by using cheaper, lower carbon night-time electricity generation. It also makes the best use of available electricity network capacity.

In Melbourne, it is noted by the Department of Transport, Planning Local Infrastructure (DTPLI) that the majority of charging is done at home. However, there are a number of public charging points installed around Melbourne. These are currently located in car parks and parking bays hosted by private business such as shop front parking.

A full list of the charge points available in Melbourne can be found on DTPLI website: <http://www.transport.vic.gov.au/projects/ev-trial/where-do-i-charge-my-car>

There are currently two fast track charging points in Melbourne which are located in Coburg and Hawthorn.

The predominant charge station operator within Melbourne is ChargePoint, however other operators include GE, Blink and Better Place.

### **The Victorian Electric Vehicle Trial (VEVT)**

The VEVT is a \$5 million initiative of the Victorian Government that seeks to understand the process, timelines and barriers for transitioning to EV technologies. The trial was launched in October 2010 and will run until mid/late-2014. Some key points to note from the half-way point evaluation include:

- The average cost for a trial household participant to run their electric vehicle on renewable energy was between \$7 and \$10 per week. This is about half of what it would cost to run an equivalent petrol vehicle, with none of the emissions.

- EVs are suitable for drivers averaging up to around 50 kilometres per day. For average daily driving distances of 50-80 kilometres, alternate solutions would include workplace charging and/or PHEVs. Beyond this, HEVs and ICEVs would likely be the best choice.
- Government fleets, particularly local government, are a key market for EVs. Motivations relate primarily to environmental objectives for their fleet operations, or for their organisation more generally.
- Standardisation of signage for EV parking and charging has been progressed by the Victorian road regulator through the national signage standards working group. Signage is a prime example of the challenges and opportunities in this space. The visible presence of EV charging stations has a recognised impact upon electric vehicle take-up and ultimately the economic benefits to the state.
- Costs for installing standard off-street public charging points are approximately \$5,000. On-street public charging points (on-street) cost \$15,000 - \$20,000 with costs increasing to \$40,000 for high voltage 'quick charger' points.

A full evaluation of the trial will be available mid/late 2014.

## **POTENTIAL ISSUES FOR CONSIDERATION GOING FORWARD**

### **Current Darebin EV Activity**

The current level of ownership of EVs in Melbourne is unknown, or more specifically in Darebin, however from Council's knowledge take up levels so far in the municipality are low.

Council officers to date have had minimal enquiries associated with EV infrastructure and haven't seen the inclusion of infrastructure in new developments; however officers believe the need may rise in the future and that this should be managed now, as follows:

- Encourage new developments to incorporate EV infrastructure.
- Consider appropriate locations for public charging points.
- Encourage future owners to consider charging point locations.

It should be noted that Council should not support the provision of individual charge points within an on-street / residential environment as this effectively leads to reserved parking for private use and removes this facility from the public domain and allocates it for private use.

### **EV Activity in Other Councils**

The City of Melbourne has been very supportive to the State Government in encouraging the use of electric cars within their municipality. This has included:

1. The purchase of several EV for use in their fleet and provision of electric charge points in their underground car park.
2. A formal agreement with State Government for the placement of 12 electric car parking spaces (and charge points) in the Central City.
3. Officer attendance at regular State Government EV Meetings.

Unfortunately, the provision of the 12 spaces was conditional on the provision of a Risk and Hazard Assessment that would cover issues such as electrocution and tripping hazards. This has not been provided to Council at this time and therefore none of the 12 spaces have been installed.

Moreland City Council has a total of 4 charge stations (2 of which are fast track charging). Moreland has also prepared an electric vehicle factsheet which explains what an EV charging station is, the technical specification, any things to be aware of, the benefits of electric cars and initiatives in 'action' at Moreland City Council.

Neither Council currently has an EV Policy.

### **Outlook for EV Take-Up in Victoria**

Modelling commissioned by the Department of Transport ("Forecast uptake and economic evaluation of Electric Vehicles in Victoria", AECOM on behalf of Department of Transport, 6 May 2011) suggests that EVs will be a mainstream market choice by 2020 making up around a quarter of new vehicle sales.

Key factors that influence this outcome are oil prices relative to electricity, EV prices relative to ICE vehicles, and the availability of public charging infrastructure. Notably with regards the last item, the overall economic benefit to the state from EV take-up is directly proportional to the availability of public charging infrastructure. Put simply – if we build it, they will come.

Planners, our traffic department and developers should all be aware of the EV, its take-up and the opportunities it presents in the future. Preparing for this will facilitate Victoria (and Darebin) in protecting and enhancing future property values, helping make Victoria/Darebin EV-ready, and advancing the financial, environmental and social performance of the state.

### **Future Site Selection for EV Charging**

In the future, site selection for EV charging sites will become crucial to minimise costs and maximise the benefits. Sites for EV spaces must be selected carefully so that the EV is utilised sufficiently. To assist with the site selection process, EV site selection criteria are set out in *Table 4 of Guidance on Land Use Planning for Electric Vehicle Parking and Charging, September 2012, The Victorian Electric Vehicle Trial*.

A Site Selection for EV Parking and Charging Checklist is also included in *Appendix 4* of that document. Application of this framework should enable traffic managers and developers to efficiently shortlist potential sites for EV charge points.

Consideration must be given to the design of EV spaces in order to minimise costs, smooth the installation of the EV, and maximise the benefit to EV drivers and the general public. A good and well thought out design will ultimately benefit current users and potentially encourage new users. A bad design with little consideration may discourage people from utilising or considering EVs. Council should therefore refer to design guidelines as and when they design and implement charging locations, or for the approval of charging locations by developers.

Charging vehicles within public land (i.e. on-street) from a private charge point will not be supported for the following reasons:

- An extension cord from within the property to the vehicle across the footpath / verge is likely to result in a trip hazard
- Installing an individual charge point within the nature strip essentially requires the adjacent car park to be reserved for that vehicle.

Prior to purchasing an electric vehicle, the purchaser should have investigated the existing charge points within the area and the ability to charge the vehicle within the confines of their property.

### **Importance of Including EV Charge Points in New Developments**

Benchmarking of costs associated with the basic provisioning for EV charging indicates that there is a clear net present value argument in favour of including it during initial construction. For a new residential property, parts and labour have been costed at \$200 – 300 versus an average of \$2,000 for a building retrofit, and as much as \$10,000 for a retrofit where digging is required.

Given the inevitability of EV take-up, EV readiness and charging capability will become a must-have for parking locations. By overlooking this simple addition to a new development, future property values will be reduced relative to EV-ready locations, as will tenancy attraction and retention.

By making Darebin EV-ready, rapid adoption of EVs can occur at the economically optimal time. Conversely, failure to make these provisions will reduce our economic competitiveness relative to EV-ready locations. This will impact upon the financial, environmental and social performance of the state.

### **Can Council use its Planning Scheme to mandate EV Charging Sites within Developments?**

Despite the benefits in making Darebin EV-ready together with the cost advantages in providing a charging site up front versus retro-fitting within a development, the Council is unable to use the planning scheme in this manner. To use the planning scheme in this way is seeking to intervene in what is currently considered a market choice. In a legal sense this would equate to an extension beyond Council's reasonable powers as a planning authority. This advice has also been confirmed by Council's Solicitors.

## **POLICY IMPLICATIONS**

### **Environmental Sustainability**

EVs are a more sustainable travel option than petrol cars when powered by renewable energy (directly or through GreenPower) and are in line with Darebin Community Climate Change Action Plan 2009– 2015 aiming to reduce carbon within Darebin. Awareness of EVs and provision for the mode will undoubtedly assist. Based on evidence and research EVs have the potential to reduce Greenhouse Gas Emissions and pollution. Considering EVs now and catering for them in the future will encourage environmental sustainability through new developments and in communities.

Additionally Darebin's Climate Change and Peak Oil Adaptation Plan – recognises the need to choose and develop transport options that are less reliant on fossil fuels.

### **Social Inclusion and Diversity**

Improving and widening transport options for the community advances the equity of our transport network. As petrol prices increase, cheaper, less environmentally damaging fuel sources will provide lower cost transport options for our community in the future.

**Other**

Nil

**FINANCIAL AND RESOURCE IMPLICATIONS**

As it is anticipated no actual infrastructure be implemented by Council at present, there should be no financial and resource implications in the foreseeable future. Officers as part of their daily roles should continue to have an awareness of EVs, encourage their implementation as part of new developments, continue liaisons with other councils to ensure knowledge sharing occurs and maintain up to date records of resident enquiries, specifically regarding EVs. It is therefore considered at this stage that no additional resources are required to maintain Council's current position on EVs.

It is however noted that should Council decide to install public charging points, these typically cost \$15,000 - \$20,000 to install and there is presently no budget allocation for this to occur.

**CONCLUSION**

To conclude, EVs are anticipated to become more common over the next five years and Council should support their use and continued take up. However, it is not considered necessary to implement significant public infrastructure at this point given that EVs are still very new in Victoria and only a small number of Darebin residents have purchased an EV. Council should however start to encourage EV charging stations (both public and private) within new developments through advocacy during the Statutory Planning process.

In addition, Council should continue to monitor and learn from the delivery of EV charging stations by other Municipalities. Moreland and City of Melbourne are at the forefront of EV facilitation in Victoria at present with both councils having numerous EV charging stations in their municipalities. It is recommended that Council officers continue discussions with staff from these organisations in the future to understand the associated planning and transport issues, the usage of their current stations and anything Darebin should be considering now, or in the future.

**FUTURE ACTIONS**

Council should:

- Encourage EV charging stations (both public and private) in new developments through the existing Statutory Planning process.
- Continue to monitor the actions of other councils such as City of Port Phillip, City of Melbourne, Moreland and Yarra to remain aware of their decisions around EV. Council should also monitor activities being undertaken by other national and international councils to ensure that we are aware of best practises.
- At the conclusion of the Victorian Electric Vehicle Trial develop an Electric Vehicle Policy to guide how Council implement Electric Vehicle infrastructure in the future.



**DISCLOSURE OF INTERESTS**

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The 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.

**RELATED DOCUMENTS**

- Council Minutes – 21 October 2013
- Guidance on Land Use Planning for Electric Vehicle Parking and Charging, September 2012, the Victorian Electric Vehicle Trial.
- Moreland Leading the Way in Energy Efficiency – Electric Vehicle Factsheet.
- Creating a Market, Victorian Electric Vehicle Trial, Mid Term Report
- <http://www.telegraph.co.uk/motoring/green-motoring/10607357/Government-commits-to-electric-cars.html>
- <http://www.transport.vic.gov.au/projects/ev-trial/whats-happening-on-the-electric-vehicle-trial>
- <http://www.transport.vic.gov.au/projects/ev-trial/publications>
- <http://theconversation.com/dont-wait-for-electric-vehicle-infrastructure-you-probably-dont-need-it-9958>

*Darren Rudd, Manager City Development left the meeting during discussion of the above item – 8.11 pm*

*Cr. McCarthy declared an 'interest' in the following item as he is a board member of the Victorian Local Government Association.*

**9.3 TIMOR LESTE CONFERENCE AND EXPOSITION SPONSORSHIP AGREEMENT**

**MINUTE NO. 345**

**AUTHOR: Director Community Development**

**REVIEWED BY: Chief Executive Officer**

**SUMMARY**

Darebin City Council has a long history of support for Timor-Leste, most particularly through the joint Darebin/Yarra relationship with the District of Baucau and support for the 'Friends of Baucau'.

The Victorian Local Government Association (VLGA) approached Council to consider becoming a sponsor for the '*Working Together with Timor-Leste: The Next 10 Years*' conference and exposition to be held 24-26 July 2014.

The sponsorship arrangement attached as **Appendix A** has a total value of \$6,500 comprised of \$5,000 for the provision of conference space at DAEC and \$1,500 for provision of food and drink at the cocktail event to be held on 24 July 2014.

Sponsorship of the conference and exposition provides an opportunity for Council to demonstrate support for Timor-Leste. In return the sponsorship will raise Council's profile and benefits received through four free registrations, free advertising in the conference program and recognition of Darebin as a major sponsor in various the promotional and marketing materials generated by the event. Economic activity generated by visiting delegates will also be of benefit to the city.

**CONSULTATION**

- Manager Community Planning and Customer Service

**COUNCIL RESOLUTION**

**MOVED: Cr. T. Laurence**

**SECONDED: Cr. V. Fontana**

**THAT Council:**

- (1) Endorse the Sponsorship Agreement between Darebin City Council and the Victorian Local Government Association attached as **Appendix A** to this report.
- (2) Authorise the Chief Executive Officer to sign the Sponsorship Agreement on behalf of Council.

**CARRIED UNANIMOUSLY**

**REPORT****INTRODUCTION AND BACKGROUND**

Darebin City Council has a long history of support for Timor-Leste, most particularly through the joint Darebin/Yarra relationship with the District of Baucau and support for the Friends of Baucau.

In the early years this support provided a dedicated worker (shared across Darebin and Yarra) and direct assistance to the Friends of Baucau. In 2010 with the Friends of Baucau able to operate independently, support was provided in an indirect form through financial assistance, access to office space, sales of East Timor coffee and engaging Friends of Baucau to provide tea and coffee at various council events.

As of 2014 the Office of Local Government Victoria is now working with the government of Timor-Leste to reshape the relationships with districts and towns in the country and although the relationship with Baucau will remain (as will the joint relationship arrangement with Yarra) the structure through which the relationship will be managed will be directed through the central government.

Within this context the July 2014 conference and exposition aptly titled 'Working Together with Timor-Leste: The Next 10 Years' will be an important step in defining and establishing these new relationship arrangements.

Within the context of the ongoing relationship and support of Timor-Leste through the Friends of Baucau, the VLGA approached Mayor Cr. Laurence in 2013 and Mayor Cr. Greco in 2014 to seek Darebin's support for the conference and exposition through a sponsorship arrangement.

**ISSUES AND DISCUSSION****Sponsorship Contribution**

Key elements of Darebin City Council's contribution under the agreement are:

- Venue provision at no cost - Darebin Arts and Entertainment Centre (DAEC) for the 24, 25 and 26 July 2014 (estimated value \$5,000)
- Hosting the City of Darebin Cocktail Function on 24 July 2014
- Pay the full cost of food and drinks at the City of Darebin Cocktail Function up to the value of \$1,500
- Use of the sponsor's logo in promotional program or other material
- Promotion of the conference via the sponsor's website, newsletters and other media
- Supply of half-page (A5) ad for inclusion in the program
- Supply staff to host the expo space, if expo space is accepted

**Sponsorship Benefits**

Key elements of Darebin City Council's benefits under the agreement are:

- Four free registrations for the conference
- Personalised invitations to the City of Darebin Cocktail Function to City of Darebin Councillors, Chief Executive Officer and Executive Team.
- Opportunity to nominate notable others from the community and or staff to the City of Darebin Cocktail Function
- A half-page ad inserted in the conference program
- Prominent logo placement and recognition as a Major Sponsor in all marketing and promotional material
- Major Sponsor recognition in all website promotion of the conference and Expo by the principal organisers
- Insertion of sponsor's promotional material in conference showbags

**POLICY IMPLICATIONS****Environmental Sustainability**

Nil

**Human Rights, Equity and Inclusion**

The relationship with Timor-Leste particularly through the arrangement with the Friends of Baucau is of long standing and has been a tangible way for Council to demonstrate its support for a new nation as it seeks to develop and enhance opportunities for its citizens. Sponsorship of the conference and exposition is a further demonstration of this support.

**Economic Development**

The hosting of the conference and exposition will bring a significant number of delegates to Darebin, leading to both expenditure by delegates within the city and exposure for and recognition of the city by delegates from Timor-Leste, other Australian states and Victoria.

**Other**

Nil

**FINANCIAL AND RESOURCE IMPLICATIONS**

The cost under the sponsorship agreement for the conference and exposition is:

Provision of venue 24-26 July 2014 inclusive:	\$5,000.00
Catering for the City of Darebin Cocktail Party:	<u>\$1,500.00</u>
Total:	\$6,500.00

This sponsorship will be funded from existing budgets.

## CONCLUSION

Darebin City Council has a long history of support for Timor-Leste, most particularly through the joint Darebin/Yarra relationship with the District of Baucau and support for the Friends of Baucau. It is intended that this support and relationship will remain, although the nature of the structures surrounding it will change through arrangements currently being established by Local Government Victoria and the government of Timor-Leste.

Sponsorship of the conference and exposition provides an opportunity for Council to demonstrate support for Timor-Leste but also to raise Council's profile and receive benefits through four free registrations, free advertising in the conference program and recognition of Darebin as a major sponsor in various the promotional and marketing materials generated by the event.

Economic activity generated by visiting delegates will also be of benefit to the city.

## FUTURE ACTIONS

- Sign sponsorship agreement
- Participate in the 'Working Together with Timor-Leste: The Next 10 Years' conference and exposition

## DISCLOSURE OF INTERESTS

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The 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.

## RELATED DOCUMENTS

- Proposed Sponsorship Agreement between Darebin City Council and the VLGA (**Appendix A**)

**SUSPENSION OF STANDING ORDERS – 8.16 PM****MINUTE NO. 346****COUNCIL RESOLUTION**

**MOVED:** Cr. B. Li  
**SECONDED:** Cr. J. Williams

**THAT** Standing Orders be suspended to correct an error reported under Item 8.1 – Assemblies of Councillors.

**CARRIED**

*Cr. Li reported that a further amendment was required to be made to the Assembly of Councillors for 10 June 2014, as he had incorrectly stated he had attended the Planning Committee Briefing session held on 10 June 2014. Cr. Walsh also advised that he had incorrectly stated he attended that meeting.*

*Cr. Tsitas and Cr. McCarthy advised that it should be noted that they were an apology for the Planning Committee Briefing on 10 June 2014.*

**COUNCIL RESOLUTION**

**MOVED:** Cr. B. Li  
**SECONDED:** Cr. V. Fontana

**THAT** the record of the Assembly of Councillors held on 10, 17, 18, 24, 25 and 26 June 2014 be noted and incorporated in the minutes of this meeting.

**CARRIED****RESUMPTION OF STANDING ORDERS – 8.19 PM****COUNCIL RESOLUTION**

**MOVED:** Cr. B. Li  
**SECONDED:** Cr. J. Williams

**THAT** Standing Orders be resumed.

**CARRIED**

**9.4 PROTECTING DAREBIN'S OPEN SPACE – REVIEW OF PLANNING CONTROLS AND PROTECTIONS****MINUTE NO. 347****AUTHOR: Manager Leisure and Public Realm****REVIEWED BY: Director of Culture, Leisure and Works****SUMMARY:**

At its meeting on 7 October 2013, Council resolved:

*That a further report be brought to a future meeting of the Council:*

- 1. Listing all open spaces and their current protections; and*
- 2. Identifying priority locations for land rezoning to protect existing open space.*

This report responds to that request by reviewing all public open spaces owned by the Darebin City Council and identifying locations where inappropriate planning controls are in place under the Darebin Planning Scheme.

This report recommends that Council identify priority locations for protection under the Darebin Planning Scheme and undertakes a planning scheme amendment to rezone key open spaces that are not currently protected under the zoning Public Park and Recreation Zone (PPRZ) which offers the greatest level of protection for public land.

A further review should also be undertaken of the open space parcels in government and/or private ownership, ensuring their appropriate protection.

**CONSULTATION:**

- Manager Assets and Properties
- Manager City Development
- Coordinator Public Realm
- Principal Strategic Planner
- Strategic Planner

**RECOMMENDATION**

**THAT** Council:

- (1) Prepare the documentation and mapping to support a Planning Scheme Amendment to the Darebin Planning Scheme to appropriately rezone and protect Council owned public open spaces, as identified in **Appendix B**.
- (2) Request a further report on the parcels of public open space land not under Council ownership to ensure these are adequately protected in October 2014.

- (3) Undertake further investigation of the three properties currently subject to the Industrial 3 Zone, to understand the previous land uses and satisfy the requirements of Ministerial Direction 1 (Potentially Contaminated Land).

### COUNCIL RESOLUTION

**MOVED:** Cr. T. Laurence

**SECONDED:** Cr. T. McCarthy

**THAT** Council:

- (1) Prepare the documentation and mapping to support a Planning Scheme Amendment to the Darebin Planning Scheme to appropriately rezone and protect Council owned public open spaces, as identified in **Appendix B**.
- (2) Request a further report on the parcels of public open space land not under Council ownership to ensure these are adequately protected in October 2014.
- (3) Undertake further investigation of the three properties currently subject to the Industrial 3 Zone, to understand the previous land uses and satisfy the requirements of Ministerial Direction 1 (Potentially Contaminated Land).
- (4) That officers also report back on any opportunities to create better pedestrian and cycle links to Darebin Creek Park lands in Reservoir by using sales proceeds from non-essential residential land in Reservoir to fund land acquisitions near Darebin Creek Parklands.

**CARRIED UNANIMOUSLY**

### REPORT

#### INTRODUCTION AND BACKGROUND

At its Ordinary meeting on 7 October 2013, Council considered a report outlining the mechanisms and tools for protecting Darebin's open spaces. An analysis of the main mechanisms was provided in this report, including:

1. *Subdivision Act* 1988
2. Darebin Planning Scheme – State and Local Planning Policy
3. *Crown Land (Reserves) Act* 1978
4. Trust for Nature Covenant
5. Darebin Open Space Strategy 2007
6. Covenant on Title
7. Agreement under section 173 of the *Planning and Environment Act* 1987
8. Property Asset Management Strategy.

A sample table of outlining key open spaces in Darebin and their related protections formed part of this report. From this small sample, it was recognised many open space parcels are inappropriately zoned for their present use. The Planning Zone is one of the most significant protections a land parcel can hold.



This report identifies all public open spaces owned by the City of Darebin and reviews the relevant planning controls in place under the Darebin Planning Scheme.

## ISSUES AND DISCUSSION

### Inventory of Darebin's Open Space and their controls

A comprehensive inventory of open spaces within the municipality and their planning controls was undertaken, using Council's geographic information system. Of the 817 properties reviewed, the City of Darebin is the landowner of 489 properties – this list can be found in **Appendix A** attached to this report.

The other main landowners included:

- State Government (i.e. Department of Environment and Primary Industries, Department of Education and Early Childhood Development)
- Service Authorities (i.e. Melbourne Water)
- Religious/Community Organisations (i.e. Apostolic Church).
- Private individuals and/or bodies.

A list of these properties can be found in **Appendix C** attached to this report.

It is worthwhile noting that the size of the parcels varied greatly, from 0.0004 hectares to 8 hectares.

The purpose of the inventory was to understand how Council-owned open spaces were protected through the Darebin Planning Scheme.

Of Council's 489 properties used as open space, 382 properties were identified as appropriately zoned Public Park and Recreation (PPRZ) and therefore appropriately protected as open spaces in the Darebin Planning Schemes.

The remainder 107 parcels of Council's open space are not zoned PPRZ and, depending on the long term strategic vision for each space, may be inadequately protected. Current zonings of land currently used as public open space include:

- Residential 1 Zone (90 properties)
- Industrial 3 Zone (3 properties)
- Public Use Zone 1 (8 properties)
- Public Use Zone 4 (1 property)
- Public Use Zone 6 (4 properties)
- Road Zone 1 (1 property)

Some of these open spaces are also subject to planning overlays which were discussed in the report presented to Council on 7 October 2013.

A list of Council owned properties not subject to the Public Park and Recreation Zone (PPRZ) can be found in **Appendix B** attached to this report.

Zoning governs the need for and type of a planning permit required. Planning permits are one of Council's key means of controlling if and how land is used, changed and developed.

### **Darebin Planning Scheme**

The Darebin Planning Scheme controls land use and development within the City of Darebin. It contains state and local planning policies, zones and overlays and other provisions that affect how land can be used and developed. The Planning Scheme Maps illustrate the planning zone and overlays that affect properties in Darebin.

Planning zones should reflect the primary character of land, such as residential, industrial or rural, and indicate the type of use which is appropriate in that zone. Overlays are generally applied to properties with further special considerations, such as being a place of heritage significance (Heritage Overlay) or an area of high environmental value (Environmental Significance Overlay).

The planning scheme determines if a planning permit is required to change the use of land or to construct a building or make other changes to the land and specifies relevant assessment criteria when a planning permit is required.

Through the open space inventory, 107 properties currently being used as public open space have been found to be zoned in a way which does not reflect the primary character and use of the land. Zoning is important as it initiates planning permit and protection triggers for open space with regard to use, and governs what building or works associated can be undertaken.

### **Current zonings of Darebin's Open Space**

The following provides an overview of the planning zones identified in the open space inventory, and examines their suitability in protecting Darebin's open spaces. The details of this review can be found in **Appendix D** attached to this report.

#### **a. Residential 1 Zone (R1Z)**

The Residential 1 Zone (R1Z) applies to 90 Council parcels that are currently used as public open space.

This zone is typically applied to residential areas, with its purpose to:

- *Provide for residential development at a range of densities with a variety of dwellings to meet the housing needs of all households.*
- *Encourage residential development that respects the neighbourhood character.*

In reviewing this zone, only 'Informal Recreation' uses (such as parks, playgrounds, walking trails) do not require a planning permit for the use and building or works under this zone. Outdoor Recreation, Major Sports and Recreation and Minor Sports and recreation uses require a planning permit for use and building or works within the R1Z.

New zones for residential areas will take effect from 1 July 2014 but this will not change the planning permit requirements as specified above. The potential for these parcels of land to be used for purposes other than open space is high.

#### **b. Industrial 3 Zone (IN3Z)**

The Industrial 3 Zone (IN3Z) applies to 3 properties that are currently used for public open space.

This zone is typically applied to industrial areas with less intensive industries. The purpose of this zone is to:

- *Provide for industries and associated uses in specific areas where special consideration of the nature and impacts of industrial uses is required or to avoid inter-industry conflict.*
- *Provide a buffer between the Industrial 1 Zone or Industrial 2 Zone and local communities, which allows for industries and associated uses compatible with the nearby community.*
- *Allow limited retail opportunities including convenience shops, small scale supermarkets and associated shops in appropriate locations.*

In reviewing this zone, only 'Informal Recreation' uses (such as parks, playgrounds, walking trails) do not require a planning permit for the use and building or works under this zone.

A planning permit is required for the outdoor recreation and minor sports and recreation facilities and any building or works associated with them. Any Major Sports and Recreation facilities are prohibited under the IN3Z. The potential for these parcels of land to be used for purposes other than open space is high. It is also worth noting that Clause 62.02-1 of the Darebin Planning Scheme, exempts planning approval for building or works with an estimated cost of \$1,000,000 or less, which are carried out by or on behalf of the municipality.

When rezoning industrial land, Council must have regard to the following requirement established in Ministerial Direction 1 (Potentially Contaminated Land).

*In preparing an amendment which would have the effect of allowing (whether or not subject to the grant of a permit) potentially contaminated land to be used for a sensitive use, agriculture or public open space, a planning authority must satisfy itself that the environmental conditions of that land are or will be suitable for that use.*

It is recommended that properties within an industrial zone be subject to further analysis to determine whether the land is suitable for rezoning that permits use as open space. This may involve investigation of previous uses of the site and surrounding area. The application of the Environmental Audit Overlay or an environmental audit may be warranted

### **c. Public Use Zone (PUZ)**

The Public Use Zone applies to 13 properties that are currently used for public open space. This zone is typically applied to public land use for utility or community service provision. The purpose of this zone is to:

- *Recognise public land use for public utility and community services and facilities.*
- *Provide for associated uses that are consistent with the intent of the public land reservation or purpose.*

The PUZ recognises the use of land for a public purpose and prescribes a number of categories of public use. These are:

- PUZ1 – Service + utility
- PUZ2 – Education
- PUZ3 – Health and Transport

- PUZ4 – Transport
- PUZ5 – Cemetery/Crematorium
- PUZ6 – Local Government
- PUZ7 – Other public use

If a land use corresponds with the public land zoning, no planning permit is required for the land use and building or works associated with the land use.

Through reviewing the open space inventory, the properties subject to the PUZ1 (8 properties) and PUZ 4 (1 property) are not considered to be appropriately zoned. The potential for these parcels of land to be used for purposes other than open space is high.

Four properties are subject to the PUZ6 (Local Government use), which is considered a satisfactory tool for protection of Council land. However it is suggested that a zone reflecting the passive and recreational operations of Darebin's open spaces would ensure greater protection for these facilities.

**d. Road 1 Zone (RDZ1)**

The Road Zone applies to one property that is currently used for public open space. This zone is typically applied to significant roads, in both State (R1Z) or Local (R2Z) government management.

The purpose of this zone is to:

- *Identify significant existing roads.*
- *Identify land which has been acquired for a significant proposed road.*

In reviewing this zone all open space related land uses would require a planning permit for the use and any building or works associated with the use. The potential for this parcel of land to be used for purposes other than open space is high.

**e. Public Park and Recreation Zone (PPRZ)**

This zone applies to 382 properties currently used as public open space. The PPRZ is typically applied to land allocated for public passive and active recreation. The purpose of this zone is to:

- *Recognise areas for public recreation and open space.*
- *Protect and conserve areas of significance where appropriate.*
- *Provide for commercial uses where appropriate.*

In reviewing this zone, all open space related land uses such as recreation and conservation, do not require a planning permit. A condition within this zone states the use 'must be conducted by or on behalf of the public land manager'.

This zone is the most suitable zone for ensuring the strongest protection of existing open space in Council's ownership. Should Council wish to sell a property currently used as open space, the property must undergo a planning scheme amendment process, as restrictions apply to selling land in a Public Park and Recreation Zone.

In some rare cases, a parcel of land is recommended as one to be considered for sale in a Council strategy or policy. These recommendations are strategic and typically to provide funding for purchase of other land to be used as public open space in an area that is deficient in it or to fund necessary upgrades to other public open space. Council's Open Space Strategy a position of no net loss of open space through land transaction.

When considering rezoning Council's open spaces it is important to note some spaces may be best left in the zoning they are to facilitate the strategic sale of land in the future, particularly where these parcels have been identified as surplus by the Open Space Strategy.

The properties identified in **Appendix B** should be thoroughly reviewed for any disposal opportunities in preparing the Planning Scheme Amendment.

#### **f. Planning Overlays**

A number of planning overlays were also identified through the open space inventory, which have been highlighted in the table below:

<b>Planning Overlay</b>	<b>Number of open space properties affected</b>
Developer Contribution Overlay (DCO)	Applies to all properties in the municipality
<i>Design and Development Overlay (DDO)</i>	3
<i>Development Plan Overlay (DPO)</i>	33
Environmental Audit Overlay (EAO)	1
Environmental Significance Overlay (ESO)	30
Heritage Overlay (HO)	8
Land Subject to Inundation Overlay (LSIO)	27
Public Acquisition Overlay (PAO)	7
Road Closure Overlay (RXO)	1
Special Building Overlay (SBO)	27
Vegetation Protection Overlay (VPO)	20

These overlays may offer appropriate levels of protection as compared to the current and future use of land. It is recommended that the application of these overlays be reviewed in preparing the supporting documentation for the planning scheme amendment which would propose the rezoning of some/all of the 107 properties currently functioning as open space but not zoned PPRZ.

#### **Planning Scheme Amendment Process**

The recommended Planning Scheme Amendment will apply appropriate planning controls to Darebin's open space which:

- More accurately reflects the existing land uses; and
- Will provide a level of land use protection and flexibility, which is not currently afforded under the existing zones.

Given that the amendment seeks to rezone up to 107 sites, it is suggested that it be a stand-alone amendment. This will make it easier to manage internally and also consult with the public on the project.

An amendment to the Darebin Planning Scheme can take between 8-12 months to implement and must be the subject of community consultation. Should the amendment receive many submissions during the public consultation, the need for an independent planning panel may delay the process.

There are seven key steps during the amendment process, which is outlined below:

- Step 1 – Requesting an amendment  
Preparing some preliminary documentation to discuss the proposal with the Department of Transport, Planning and Local Infrastructure (DTPL)
- Step 2 – Authorisation  
The Minister for Planning's authorisation is required for Council to prepare the amendment.
- Step 3 – Preparation  
This stage covers the preliminary investigation, strategic assessment, consultation with relevant parties including DTPL's regional office and the preparation of the amendment documentation.
- Step 4 – Exhibition  
This stage involves the public exhibition of the amendment, usually for a 4 week period. Here the wider public and Government stakeholders are able to view and comment on the proposed changes to the planning scheme. During this time submissions may be made to the planning authority (usually the Council) about the proposal. Council may request partial exemption from notification under Section 20 of the *Planning and Environment Act 1987*.
- Step 5 – Submissions and panel hearing  
An independent panel is appointed by the Minister for Planning to consider all submissions to the amendment. The panel provides a report with its recommendations to Council. If no submissions are received, or Council agrees with the submission, therefore makes a change to the amendment, this stage may not be required.
- Step 6 – Adoption  
Consideration of submissions and the panel report occur at this phase. Council will make a decision whether to adopt or abandon the amendment.
- Step 7 – Approval  
This stage covers the submitting of the amendment to the Minister for Planning for approval and the minister's consideration and decision, or approval of an amendment by a planning authority, once it has been certified by DTPLI.

### **Operational Implications**

An amendment of this size and complexity will be very time consuming and, in some stages of the process, may require a full time staff member to manage the process. It could be incorporated into a broader map corrections process which would make it easier to manage.

Alternatively, identifying 5-10 top priority sites for rezoning would be an easier and less time consuming process to manage and would see Darebin's key open spaces adequately protected.

### **Cost for Rezoning Council's Open Spaces**

The *Planning and Environment (Fees) Regulations 2000* outlines the fees required at key stages of the amendment process. They include:

- Reg. 6(1) – Fees to consider a request to amend a planning scheme is \$734
- Reg. 6(2) – Fee to consider submissions with seek to change to an amendment, and where necessary referring the submissions to a panel is \$734
- Reg. 6(3) – Fee for adopting the amendment is \$482
- Reg. 6(4) – Fee for the Minister to consider a request to approve the amendment is \$782. Further costs may rise if submissions are to be heard by an independent planning panel.

Should all steps be required for the proposed planning scheme amendment, the total cost to rezone 107 Council owned properties is \$2,684.

## **POLICY IMPLICATIONS**

### **Environmental Sustainability**

Open space provides a number of environmental benefits that enable Council to preserve and protect areas of conservation, biodiversity or cultural heritage value. Open space assists in mitigating the effected of climate change and flooding. It is vital for the environmental health and wellbeing of our community.

The proposed rezoning of Council's public open space meets Council's objective and directions for environmental sustainability.

### **Human Rights, Equity and Inclusion**

Open space provides the Darebin community with opportunities to come together for a range of leisure, cultural and celebratory activities. It provides opportunities for group gatherings (formal or informal) and to socialise and meet new people. It can also encourage social connections and can help people integrate into the community.

### **Other**

The recommendation to rezone Council's open spaces to the Public Parks and Recreation Zone is consistent with the following documents:

- Darebin Open Space Strategy (2007-2017)
- Property Asset Management Strategy
- Darebin Planning Scheme.

## FINANCIAL AND RESOURCE IMPLICATIONS

The time of a Strategic Planner will be required to prepare, manage and implement the planning scheme amendment. If permission is granted from the State Government to complete this work as part of a broader map corrections amendment it will be achievable within existing resources.

## CONCLUSION

Darebin's open spaces are protected through various legal mechanisms, such as State planning and environment legislation and policies. Council strategies, policies and plans provide an additional layer of protection at a local level.

The combinations of planning scheme, zones and overlays, Council strategies and policies and other legislative protections all work together to ensure that should a Council decide to develop open space for other purposes, it is done in a manner through which the community has several opportunities to input, influence and provide comment on the proposal.

Through the open space inventory 107 parcels in Council ownership are inappropriately protected by the Darebin Planning Scheme. Council should review and prioritise these parcels to understand which are most important for protection under PPRZ and which should remain as they are.

Undertaking an amendment to the planning scheme will ensure that these community and open space assets are appropriately protected from inappropriate development and ensure that they remain in public ownership.

There are also 326 parcels of land considered open space that are not in Council ownership. A further review to ensure these parcels are adequately protected should be undertaken.

## FUTURE ACTIONS

- Review of Council owned open space parcels outlined in **Appendix B** to identify which zone is most appropriate when compared to the current and future use of the land.
- Select the highest priority parcels for rezoning and prepare the documentation and mapping to support a Planning Scheme Amendment to the Darebin Planning Scheme.
- Strategically rezone balance of parcels to most appropriate zone by preparing the documentation and mapping to support a Planning Scheme Amendment to the Darebin Planning Scheme.
- Review the properties identified as public open space that are not in Council ownership, as identified in **Appendix D** and determine if rezoning is appropriate.
- Undertake further investigation of the three properties currently subject to the Industrial 3 Zone, to understand the previous land uses and satisfy the requirements of Ministerial Direction 1 (Potentially Contaminated Land).



**DISCLOSURE OF INTERESTS**

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The 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.

**RELATED DOCUMENTS**

- *Planning and Environment Act* 1987
- *Planning and Environment (Fees) Regulations* 2000
- Darebin Planning Scheme
- Darebin Open Space Strategy 2007-2017
- Practise Note 12 'Public Land Zones', October 2013.
- Practice Note - Strategic Assessment Guidelines for Planning Scheme Amendments

**9.5 DAREBIN JOBS ACTION PLAN****MINUTE NO. 348****AUTHOR: Manager Economic Development and Civic Compliance****REVIEWED BY: Director Assets and Business Services****SUMMARY:**

At its meeting on 22 April 2014, Council resolved that:

*'Council defer the item to a June 2014 Council meeting and Councillor Briefing session to consider additional job stimulation options in the small business sector and the issue of underemployment in the Darebin Community.'*

The above recommendation was made after the consideration of the Darebin Jobs Action Plan report presented to Council on 22 April 2014. In addition, Council has included \$30,000 in the 2014/2015 draft budget for this initiative. This report provides the following options for Council consideration in relation to using the \$30,000.00.

- The introduction of a part time Export Officer (or engage a person with export expertise) to work with a select few food businesses in Darebin and assist them to engage with overseas markets.
- Work in partnership with DASSI (Disability Attendant Support Service Inc.) on a pilot program to train local job seekers as Attendant Support Workers in the areas of Home Care, Personal Care and Respite Care.

The preferred option will depend on Council's preference for a project which will show results in the longer term or a project (3 to 5 years) which will provide tangible results within 12 to 18 months.

The issue of under employment in the Darebin community will also be considered in this report. Under employment is a situation where workers who could and would like to be working full time, can only find part time employment. This is often due to changes in economic activity as a result of lack of job opportunities, training opportunities or lack of services within the community.

Under employment occurs predominantly with two distinct groups:

1. the older, mature aged workers who have received a redundancy package and are looking for new employment;
2. young people who are looking for part time employment to begin with and then move on to more permanent ongoing employment.

The loss of thousands of jobs in key industries such as automotive, manufacturing, retail and education has impacted on the local economy. The ripple effect of this will be the potential closure and downsizing of many supply chain businesses in and around Darebin.

This may result in increased unemployment and a reduction in the amount of full time employment opportunities within the municipality.

It is possible that by 2020, approximately 30% of Darebin's workers will become what is known as contingent workers – people in search of employment with an objective of working enough hours per week to achieve a desired level of weekly or annual income.

If a contingent work style is to become the norm, employment and training opportunities that offer job seekers new skills and challenges will need to be considered.

**CONSULTATION:**

- Alepat Taylor
- Exquisite
- Daytek
- DASSI (Disability Attendant Support Service Inc.)
- Independent Export Consultant (previously worked with Austrade)
- FIAL (Food Innovation Australia Ltd)

**RECOMMENDATION**

**THAT** Council adopt the preferred Option 1 outlined in this report to assist food businesses in Darebin engage with overseas markets.

**MOTION**

**MOVED:** Cr. T. Laurence  
**SECONDED:** Cr. O. Walsh

That Council officers report back to the next council meeting with funding options to allow both option 1 and option 2 in this report to be considered for funding using the \$31,000.00 in savings in interest due to councils decision to not proceed with a loan facility in 2014/2015.

*Cr. Walsh proposed to the mover (Cr. Laurence) to add point 2 and point 3 to the motion as follows. This was accepted by Cr. Laurence.*

- (2) Prepare a report on legal options that council has to assist employment in the municipality.
- (3) Officers prepare a report on what other municipalities have done in this space.

THE AMENDED MOTION THEN READ AS FOLLOWS:

**AMENDED MOTION**

**MOVED:** Cr. T. Laurence  
**SECONDED:** Cr. O. Walsh

- (1) That Council officers report back to the next council meeting with funding options to allow both option 1 and option 2 in this report to be considered for funding using the \$31,000.00 in savings in interest due to councils decision to not proceed with a loan facility in 2014/2015.

- (2) Prepare a report on legal options that council has to assist employment in the municipality.
- (3) Officers prepare a report on what other municipalities have done in this space.

THE AMENDED MOTION WAS PUT AND CARRIED AND BECAME THE COUNCIL RESOLUTION AS FOLLOWS:

### **COUNCIL RESOLUTION**

**MOVED: Cr. T. Laurence**  
**SECONDED: Cr. O. Walsh**

- (1) That Council officers report back to the next council meeting with funding options to allow both option 1 and option 2 in this report to be considered for funding using the \$31,000.00 in savings in interest due to councils decision to not proceed with a loan facility in 2014/2015.
- (2) Prepare a report on legal options that council has to assist employment in the municipality
- (3) Officers prepare a report on what other municipalities have done in this space.

**CARRIED UNANIMOUSLY**

### **REPORT**

#### **INTRODUCTION AND BACKGROUND**

In March 2012, Council adopted the Business Development and Employment Strategy 2012-2015. The Strategy outlines a framework and clarifies Council's role in providing economic development opportunities, creating the right conditions and environment for business success and increasing local employment opportunities.

The implementation of the Business Development and Employment Strategy has enabled Council to assist and support Darebin businesses through a range of programs and activities. These were outlined in the Darebin Jobs Action Plan report presented to the Council meeting on 22 April 2014.

The following are the initiatives and potential expansions of existing programs identified in the Darebin Jobs Action Plan report for Council's consideration at the Council meeting on 22 April 2014:

- An expansion to the current "Business Support Fund" that would allow for the continued rollout of Wi-Fi throughout Darebin and various Economic Development projects that would assist in the delivery of the Digital Strategy and the Business Development and Employment Strategy.
- A Darebin Employment Forum, that would provide the opportunity for businesses, industry, government (all levels), job seekers, job service providers, education providers and the community to come together to share the various issues and challenges regarding employment in Darebin.

- The development of a Youth Employment Taskforce and the Youth Employment Strategy being proposed by Inner Northern Local Learning Employment Network (INLLEN).
- The introduction of a Business Facilitator to expedite minor business planning permits to reduce time and streamline the planning process.
- A Northland Economic Business Case and Employment Study which will lay foundation for future investment attraction and employment creation in the Northland Precinct.
- An expanded business Group Training Program whereby a portion of the funding is sought from the State Government to host a program for Darebin businesses that would develop new opportunities for growth.
- The development of an Attraction Strategy for Social Enterprises where the benefits may include increasing the number of businesses in Darebin and increasing local employment, particularly from disadvantaged groups.
- The establishment of Business Grants Program to assist in creating new employment in the municipality and attracting dynamic and innovative industries.
- The rollout of Council's Pathways to Employment Casual Pool program to Darebin businesses. The Business Development Unit, with the assistance of the People and Development Unit, would investigate whether this model is sustainable outside of the Council environment. If successful it may be rolled out to industry.
- Additional incubators and co-location spaces. This would support the growth and development of the many home based and micro businesses operating in Darebin.
- Advocating for a new selective entry school or a campus of an existing selective entry school to be based in Darebin. This would contribute to the creation of employment in the education sector and has the potential to keep the best and brightest young people in Darebin, contributing to the local economy.
- The introduction of two additional Officers – a Business Engagement Officer and an Export Officer. The Business Engagement Officer to work exclusively with the large home based and micro business sector in Darebin and the Export Officer to work solely on assisting Darebin businesses to engage with overseas markets.

## ISSUES AND DISCUSSION

Considering the initiatives and program expansion options above, the following are considered as the most advantageous options to facilitate job stimulation and address issues of under employment, utilising the \$30,000 allocated to the 2014/2015 budget.

### **Option 1: Export Officer / Export Expertise**

Food manufacturing in Darebin and the northern region is a growing industry. Council can provide assistance to these businesses through the appointment of an Export Officer (or engage a person with export expertise) to work solely on assisting Darebin businesses to engage with overseas markets.

The role would work as a Consultant with Council and provide expert knowledge and advice to Darebin food businesses. The role would work with the businesses to build relationships with overseas markets, organise events where local businesses can showcase their products and services and assist with exporting requirements.

This option could be provided on a part time basis and would be expected to show employment creation impacts over a 3 to 5 year period.

Recent consultation with a former Austrade Export Officer showed that there is an education process for businesses before they embark on exporting their goods and services. As such, Businesses need to ensure they are export ready and this requires working with them to learn about the benefits of exporting and the business practice in relation to how to do business with overseas businesses. Considering this, the role would undertake the following tasks:

- Seek State Government funding from the Department of State Development, Business and Innovation through the Grow Your Business program to facilitate the delivery of an export program specifically tailored for Darebin businesses who are interested in expanding their business through exporting. Council would assist in identifying approximately 10 businesses for the program which would run for 3 to 6 months. Three businesses within this program will then be selected for the Export Officer to work with more closely to assist them to export.
- Seek various funding grants from the Australian Trade Commission, in particular Austrade on behalf of the selected Darebin businesses so that they are able to access a variety of export programs and schemes. These include Export Market Development Grants (EMDG) scheme, TradeStart program, Asian Business Engagement (ABE) Plan and the Australian Suppliers Directory.
- Provide expert advice to the selected Darebin businesses on key exporting issues such as developing an exporting strategy, conducting market research and analysis and choosing an export market.
- Liaise with State Government departments such as Business Victoria and organisations such as VECCI to provide opportunities for Darebin businesses to take part in various trade missions, particularly in the Asian market.
- Develop relationships with overseas consultants and advisers, in particular those that work for Austrade who will be able to research and find potential buyers and/or distributors for Darebin businesses.

### **Option 2: Disability Attendant Support Service Inc. (DASSI)**

It is proposed to work in partnership with DASSI on a pilot program to train local job seekers as Attendant Support Workers in the areas of Home Care, Personal Care and Respite Care. DASSI is currently developing a program to offer retraining and up skilling to workers being made redundant as a result of recent cuts to the manufacturing sector. The training will be in disability and home and community care and will offer pathways into community care and support work.

The training will include a dual qualification of Certificate IV in Aged Care and Disability Services. Traineeships will also be offered to those who are eligible. The first group session is scheduled to commence on 17 June 2014.

DASSI will be delivering the accredited training to long term unemployed, people who have recently lost their jobs due to closure of business and anyone looking for a change in career. They will therefore be targeting industries and businesses that are going through redundancy processes and intend to run information sessions on their training programs and potential pathways into the disability and aged care sectors.

There are many employment opportunities and outcomes for those who complete the training. DASSI are constantly looking for carers for their clients and the opportunities are unlimited for both full time and part time employment.

It will also allow for the creation of a casual pool of trained and skilled workers to be available for home and community care and disability services positions. Participants in the program will also form part of the pool of home support workers who deliver services on behalf of DASSI. Those who are entering a new career stream and do not have any prior experience will be offered traineeships and basic shifts to ensure that they gain some practical experience whilst undertaking studies.

DASSI is very keen to work with Council in any capacity. Current vacant positions have already been advertised on Darebin Jobs Link website. Council could support this program in a number of areas, including:

- Assisting with the development of marketing material to promote the program
- Promoting and hosting the information sessions
- Promoting the program directly through networks into industry, in particular via Department of State Development and Business Innovation, NORTHLink and Melbourne's North Ford Response Joint Task Force
- Hosting the launch of the program.

This option will also consider the issue of under employment in the Darebin community. Consultations with Employment Service providers have shown that many local residents are employed in a part time or casual capacity and would like the opportunity to have full time or more part time employment. By undertaking training with DASSI it will provide these job seekers with the opportunity to be trained in an industry sector which is experiencing skill shortages, e.g. aged care.

## **POLICY IMPLICATIONS**

### **Environmental Sustainability**

Nil

### **Human Rights, Equity and Inclusion**

Darebin has a culturally diverse community and it will be important to support and promote programs and initiatives that assist the employment needs of various groups within the community. The initiatives identified in this report will contribute towards increasing local employment opportunities as well as other social benefits to Darebin's community.

### **Economic Development**

The vision of the Business Development and Employment Strategy 2012-2015 is for Darebin to have a positive and connected business environment with a dynamic and diverse economy that has sustainable growth and operations and generates local employment opportunities. To realise this vision the Strategy identified five key strategic directions as the building blocks to drive Darebin's economic development over a three year period. Two key strategic directions are:

- Employment and skills

- Business and industry development

The goals under these directions are to provide Darebin residents the opportunity and capability to participate in the local workforce and to assist businesses and industry to diversify and maximise opportunities for business development. Actions to achieve these goals are to support programs and initiatives that will lead to improved job opportunities and in turn improve the capability of Darebin businesses to source employment locally.

In the current Business Development and Employment Strategy 2012-2015, there are two key objectives whereby the delivery of either option discussed in this report could be viable: "Improve the capability of businesses to source employment locally" and "Strengthen linkages with employment related networks and increase participation in local employment initiatives.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

### **Option 1: Export Officer / Export Expertise**

- Develop a "Grow Your Business Program" \$15,000 - \$30,000 (based on the scope and scale adopted).
- The creation of jobs through this option would be a long term goal, therefore funding of \$30,000 would need to be considered in future budget deliberations.

### **Option 2: Disability Attendant Support Service Inc. (DASSI)**

To set up a partnership with DASSI and provide up to \$30,000 for the development of a training and recruitment program for Darebin residents to be Attendant Support Workers in the areas of Home Care, Personal Care and Respite Care.

Funding of \$30,000 has been included in the 2014/2015 Budget for this initiative.

## **CONCLUSION**

The preferred option is the appointment of an Export Officer (or engage a person with export expertise) to work solely on assisting a select few food businesses in Darebin to engage with overseas markets. The results from this option will be tangible in the longer term (3 to 5 years), however it is seen as the most beneficial option in terms of facilitating job stimulation in Darebin.

## **FUTURE ACTIONS**

- That Council adopt the preferred option of an Export Officer (or engage a person with export expertise) as a way of stimulating jobs in Darebin.
- That Council consider funding this option in future budget deliberations, depending on the success of this initiative during the one year trial period.



**DISCLOSURE OF INTERESTS**

The *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The Author of the Briefing Paper, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this briefing paper.

**RELATED DOCUMENTS**

- Business Development and Employment Strategy 2012- 2015
- Council Minutes – 22 April 2014

**9.6 STEERING COMMITTEE FOR NORTHLAND URBAN RENEWAL PRECINCT AND THE JOINT COMMUNITY INFRASTRUCTURE PLAN PROJECT**

**MINUTE NO. 349**

**AUTHOR: Manager City Development**

**REVIEWED BY: Director Corporate and Planning Services**

**SUMMARY**

The Northland Urban Renewal Precinct (NURP) Steering Committee met on 20 May 2014 to consider the proposed 2014/2015 work program for the NURP and agree on the priorities for the coming year.

The Committee was briefed on several key projects required to inform the local Structure Plan and associated development contributions plan necessary to deliver the infrastructure for the Precinct.

Council has been successful in gaining funding from the State Government to undertake a study to prepare a Joint Community Infrastructure Plan (JCIP) with Banyule City Council and La Trobe University. This project requires some changes in the existing governance structure to meet funding requirements. Rather than duplicate the existing Steering Committee it is proposed to adjust the Terms of Reference for the duration of the project.

This report contains a summary of these discussion points, outlines the proposed changes to the Terms of Reference and makes recommendations for the Council's consideration and endorsement.

**CONSULTATION**

- Council Briefing – 10 June 2014
- This paper is based on the discussion held during the Steering Committee meeting and so does not require further consultation.

**RECOMMENDATION**

**THAT** Council:

- (1) Endorse the Priorities and the Northland Urban Renewal Precinct work program for 2014/2015, attached as **Appendix A** to this report, which will guide the allocation of resources and funding.
- (2) Note that the governance structure and Terms of Reference, attached as **Appendix C** to this report, have been revised to meet the Joint Community Infrastructure Plan funding agreement requirements.
- (3) Endorse the revised Steering Committee structure as proposed in this report.

- (4) Endorse the revised Terms of Reference 2014/2015, attached as **Appendix C** to this report, as the operational guide for the Steering Committee over the next 12 months.
- (5) Invite new members onto the Committee, as per the Terms of Reference (**Appendix C**) to ensure a wide spread representation is achieved.
- (6) Note a further report will be presented to Council on the potential for establishing a Development Advisory Group with new Terms of Reference, as a forum to provide private sector and development industry views to the Steering Committee.

### COUNCIL RESOLUTION

**MOVED:** Cr. T. Laurence  
**SECONDED:** Cr. J. Williams

**THAT** Council:

- (1) Endorse the Priorities and the Northland Urban Renewal Precinct work program for 2014/2015, attached as **Appendix A** to this report, which will guide the allocation of resources and funding.
- (2) Note that the governance structure and Terms of Reference, attached as **Appendix C** to this report, have been revised to meet the Joint Community Infrastructure Plan funding agreement requirements.
- (3) Endorse the revised Steering Committee structure in the officers report with the addition of one additional member position to represent the Community Housing sector.
- (4) Endorse the revised Terms of Reference 2014/2015, attached as **Appendix C** to this report, as the operational guide for the Steering Committee over the next 12 months.
- (5) Invite new members onto the Committee, as per the Terms of Reference (**Appendix C**) to ensure a wide spread representation is achieved.
- (6) Note a further report will be presented to Council on the potential for establishing a Development Advisory Group with new Terms of Reference, as a forum to provide private sector and development industry views to the Steering Committee.

**CARRIED**

**REPORT****INTRODUCTION AND BACKGROUND****Northland Urban Renewal Precinct Steering Committee**

The Northland Urban Renewal Precinct (NURP) Steering Committee has met on a regular basis to provide direction for the upcoming work program and review work completed to date. To date the scope of considerations was contained to the Northland Structure Plan which had been managed as a stand-alone internal Council project with representation of other organisations and government agencies on a Steering Committee. This Committee met in December 2013, with recommendations incorporated into this report.

**Northland Structure Plan Implementation Committee (NSPIC)**

As a means of liaising with Government agencies an Intergovernmental Implementation Committee was established with an agreement to meet four times over a year. This cycle of meetings concluded in December 2013. There were no direct recommendations to be referred to council from this meeting.

**ISSUES AND DISCUSSION**

An overview presentation was provided to the Steering Committee which included reporting on several key projects and priorities for the coming year. There were five priority areas identified as a key focus in the coming year. These priorities will enable a stronger integration with the Strategic Framework Plan currently being prepared by the Metropolitan Planning Authority. A detailed list and explanation of actions associated with these priorities is included in **Appendix A** to this report.

**2014/2015 work program priorities**

1. Advocacy and Promotion
2. Sound Design Concept Foundation
3. Working in Partnerships
4. Engagement
5. New Delivery Models

There are a number of benefits to be derived for Council and the community from targeting efforts within these priority areas. A higher profile and greater awareness of this project will result in:

- Greater potential for attracting private sector investment;
- More support from State Government; and
- Building momentum and gaining community and stakeholder support.

### **Integrated Water Management Plan (IWMP)**

A study has been completed by consultants in March 2014. The study contains a number of infrastructure requirements for stormwater mechanisms to manage localised flooding recommendations for Council to consider. A detailed briefing on the outcomes of this study is being reported to Council as a separate report in the July 2014 cycle.

### **Joint Community Infrastructure Plan (JCIP)**

Funding from Department of Transport, Planning and Local Infrastructure (DTPLI) was received to undertake the joint study with Banyule City Council and La Trobe University, into shared service delivery for the area.

The study will:

- Review existing services to create a clear picture of what is offered by each of the partner organisations;
- Identify gaps and opportunities for improvement in existing service delivery;
- Identify options for service delivery and development of facilities to meet the future community's needs; and
- Produce a draft Joint Community Infrastructure Plan for the greater area covering Banyule and Darebin.

This shift to take a shared service delivery approach is also seen as the future of local service provision by the Municipal Association of Victoria (MAV) and several other government agencies. This requires further investigation into new and innovative models that can integrate the three different delivery partners to be considered.

The potential to utilise research capabilities of students from La Trobe University depends on an alignment of the projects and the curriculum timelines. This is a value added element to the project which will be supported by an increased level of academic rigor in building an evidence-based methodology to a local government policy framework.

### **Transit Oriented Development Principles**

The current Northland Concept Plan has been designed with a very strong focus on public transport as a key mode choice and means of connecting the precinct to the surrounding region. *Plan Melbourne* aspires to “a more connected Melbourne” with people better connected to jobs and services. The proposed jobs growth concentration in the Cluster, and in particular in NURP, places added emphasis on achieving a high quality public transport system to support the desired level of urban intensification. *Plan Melbourne* proposes “improving tram efficiency and extending the tram network into key urban-renewal precincts” (page 83).

To ensure a strategic fit between the land use and the proposed tram network extension a set of Transit Oriented Principles specific to NURP need to be developed. An indicative set of Principles was provided at the meeting.

## Governance structure and reporting

Over the past six months it has been recognised that as the NURP project moves out of the Foundation Phase and into the Implementation Phase the structure and makeup of the Steering Committee will need to change as well. This need for change has coincided with the JCIP project funding requirements which note the need for a project steering committee to be formed. To avoid duplication with the existing Committee some changes to the Terms of Reference could accommodate these new obligations and utilise Council and project partner resources more efficiently.

## Committee Membership

Under the existing Terms of Reference there are 11 positions allocated on the Committee. The majority of these positions are based within Council and this was appropriate in the early stages of preparing the Structure Plan. However, the scope of the NURP has increased and a more cooperative approach is being taken with Darebin Council partnering with Banyule City Council on several projects along the Darebin Creek. Another reason for the suggested increase in the overall in positions on the Committee is to reflect new partnerships with La Trobe University and the Metropolitan Planning Authority as a result of the identification of the Employment Cluster in *Plan Melbourne*.

While this may be perceived as a large group it is important to have a broad range of views reflected in the Committee's discussions. Suggested membership includes:

3 x Darebin ward Councillors

2 x Banyule ward Councillors

2 x Council Directors (one from each Council)

2 x Institutional representative (La Trobe University and Northern College of Arts and Technology)

2 x Community representatives (one from Darebin and one from Banyule)

2 x Representatives with specialist development industry experience not directly involved in the Precinct

1 x Community Infrastructure (Health sector)

1 x Metropolitan Planning Authority

1 x Department of Transport, Planning and Local Infrastructure

1 x Project Manager

17 members

New community and specialist members would be sought through an Expression of Interest process similar to that used for the establishment of Council's Advisory Committees. A letter to the other government and partner organisations inviting them to nominate a representative would be sent.

## Revised Terms of Reference

The existing Terms of Reference for the Northland Structure Plan Steering Committee were first prepared in 2009 at the very beginning of the process. Since this time there have been minor changes as the project has progressed.

The table below outlines a summary of changes to facilitate the Steering Committee serving as the Steering Committee for the JCIP project and to include the expanded scope of NURP as a part of the Employment Cluster. A fully detailed revised Terms of Reference with tracked changes is included as **Appendix B** to this report.

Terms	Indicative change summary
Statement of Purpose	<p>The Northland Urban Renewal Precinct Steering Committee will work collectively to provide a clear direction for the efficient and timely delivery of the 2014/2015 work program, including the Joint Community Infrastructure Plan project. The Committee will focus on the five priority areas of:</p> <ul style="list-style-type: none"> <li>• Advocacy and Promotion;</li> <li>• Sound Design Concept Foundation;</li> <li>• Working in Partnerships;</li> <li>• Engagement; and</li> <li>• New Delivery Models.</li> </ul>
Membership	Expand from 11 to 16 members to be more inclusive of interested parties, see detailed discussion above
Chairpersons	The co-chair Darebin Ward Councillor arrangement to be supplemented by deputising the Director position if a councillor is unavailable.
Quorum	No changes is proposed to this section
Attendance and replacement	This section identifies the Expression of Interest process as the most appropriate mechanism to fill positions on the Committee.
Objectives	<ol style="list-style-type: none"> <li>1. To provide advice in the form of recommendations to Council and partners parent organisations from the discussions and decisions of the Committee.</li> <li>2. To set a clear direction and priorities for the 2014/2015 work program projects and ensure projects progress in an efficient and timely manner</li> <li>3. To ensure the JCIP project is delivered according to the funding requirements</li> <li>4. Ensure that engagement processes are undertaken to keep the community informed of individual project progress and that opportunities to participate and receive feedback from the various communities of interest, place and the future are created.</li> </ol>
Key Tasks	<ul style="list-style-type: none"> <li>• Review discussion paper(s) circulated at least one week prior to each meeting.</li> <li>• To provide feedback and guidance on topics and issues to progress the various projects and processes.</li> <li>• Receive regular project updates and monitor progress.</li> <li>• Request additional information or invite specialist advisors or community members to brief the Committee as required.</li> <li>• Make decisions at significant of milestones as identified in the project plan.</li> <li>• Make recommendations to council and other partner parent organisations on actions to be taken.</li> </ul>
Term of the Steering Committee	A review of the Terms of Reference to be reviewed every twelve months to match the changing needs of the work program and stage of implementation.
Meeting Schedule	During 2014/2015 financial year the Steering Committee should meet bi-monthly.

Terms	Indicative change summary
Decision making processes	<p>Decision-making will be by consensus. This places responsibility on members to openly voice concerns or reservations about an issue before the Committee.</p> <ul style="list-style-type: none"> <li>• Exceptions to consensus decisions will be recorded, particularly when the decision relates to a recommendation to Council.</li> <li>• Similarly, if the Committee is unable to reach any level of consensus on any particular issue, this lack of consensus will also be recorded.</li> <li>• In order to clearly discern the will of the meeting, the Co-chairs may, with the permission of the meeting, put any matter to a vote.</li> <li>• The representative from the Department of Planning and Community Development will be exempt from the decision-making process, performing an advisory role only.</li> </ul>
Relationship with Darebin City Council	<ul style="list-style-type: none"> <li>• The Steering Committee is an Advisory Committee of Council, which means that agreed positions of the Committee will be conveyed to Council in the form of recommendations for action.</li> <li>• Recommendations supported by Council will become resolutions for action by officers</li> <li>• The minutes of all meetings will be made available to Councillors and partner organisations.</li> <li>• Recommendations from the Steering Committee will be reported to Council as a part of the normal reporting framework associated with the project.</li> <li>• Public comment on behalf of the Steering Committee will need to adhere to Darebin council's media policy.</li> </ul>
Resourcing and Support	<p>Up to four officers from the City of Darebin or City of Banyule will regularly attend meetings of the Steering Committee. The role of officers is to provide information, to resource and to support the group.</p> <p>The City of Darebin will resource the Steering Committee by:</p> <ul style="list-style-type: none"> <li>• Facilitating meeting processes and reports to Council;</li> <li>• Taking and distributing minutes;</li> <li>• Providing meeting venues and other facilities as required; and</li> <li>• Providing accurate and relevant information on a regular basis.</li> </ul>

### Development Advisory Group

The NURP project has reached a stage where perceived conflicts of interest and potential for commercial confidentiality on certain proposals within the Precinct needs to be addressed. The development industry issues are more specific than the overall governance of the NURP Program and an alternate forum from the Steering Committee is suggested.

The establishment of a Development Advisory Group to allow multiple perspectives from the private sector to be voiced and to provide specialist advice to the Steering Committee would be beneficial. A further report outlining the following:

- Proposed governance structure;
- Terms of reference; and
- How recommendations from this group are brought to the Steering Committee; will be brought to the Steering Committee and the Council prior to its establishment.



**Steering Committee Recommendations:**

As per the existing Terms of Reference the following advice from the Steering Committee is provided as recommendations for the Council's consideration.

It is recommended that Council:

1. Endorse the priorities for 2014/2015 as a guide for the NURP work program and the allocation of resources and funding.
2. Note the findings of the Integrated Water Management Plan Study and that any further work is integrated with the 2014/2015 work program.
3. Note that the governance structure and Terms of Reference have been revised to meet the Joint Community Infrastructure Plan funding agreement requirements.
4. Endorse the revised Terms of Reference 2014/2015 as the operational guide for the Steering Committee over the next 12 months.
5. Agree to invite new members onto the committee to ensure a wide spread representation is achieved.
6. Establish a Development Advisory Group with new Terms of Reference, as a forum to provide private sector and development industry views to the Steering Committee.

**POLICY IMPLICATIONS****Environmental Sustainability**

The Northland Urban Renewal Precinct project seeks to maintain and enhance the long term environmental sustainability of the area via a number of strategies, including but not limited to:

- Creating an environment where appropriate land uses and linkages to active transport options are prioritised for local journeys and public transport in the form of a tram route extension for access to nearby destinations and the CBD.
- The development of appropriate Transit Oriented Development and ESD principles that will provide directions for future development to better integrate land use and public transport to achieve ecologically sustainable development and practices.
- Direction for how the above principles may be incorporated into streetscape design such as relating to public spaces, public lighting, water sensitive urban design and the like.
- Direction for how ecological systems around Darebin Creek can be respected and ecological conditions improved across the whole Precinct.
- Identification of opportunities for reducing waste generation.

**Human Rights, Equity and Inclusion**

The City of Darebin aspires to develop a physical, social and economic environment that supports and enhances the health and wellbeing of Darebin residents and will strive for a just and inclusive community that feels connected and a sense of place and is valued. Commitment to this principle is particularly important for NURP, where the resident population currently experiences high levels of socio-economic disadvantage.

It is a priority of the Structure Plan and associated projects to deliver a strategy for future development of the Precinct which will minimise the barriers to community participation and access to jobs, services and facilities in the Precinct as part of tackling disadvantage and ensuring fair access to the benefits of growth and change.

The broad representation on the Steering Committee as reflected in the revised Terms of References 2014/2015 addresses in part the objectives of Council's Community Engagement Strategy and EIPAT requirements. Further consideration will be given to consultation processes that are inclusive as part of individual project plan preparation.

### **Economic Development**

There are a number of strategic documents such as *Darebin Housing Strategy 2013* and new MSS, that supports Darebin's economic strengths and needs, and helps facilitate development of emerging economic opportunities as identified in the *Darebin Economic Land Use Strategy 2013*.

The restructure of the Steering Committee will enable Council's strategic vision to be realised by providing direction to maximise the opportunities to enhance access to local employment opportunities across the municipality (including the Latrobe National Employment Cluster), support the economic vibrancy of activity centres and other economic hubs, and enhance the case for State Government investment in the municipality and northern region of Melbourne, particularly with regards to transport.

### **Other**

Nil

## **FINANCIAL AND RESOURCE IMPLICATIONS**

There are no direct financial implications arising from the recommendations contained in this report.

This project has been included in the 2014/2015 NURP work program and will be implemented in response to available budget and human resources

## **CONCLUSION**

The Northland Urban Renewal Precinct Steering Committee (formerly the Northland Structure Plan Steering Committee) has been meeting on a regular basis over the past five years. At its last meeting on 20 May 2014 consideration was given to refreshing the group and making adjustments to the Terms of Reference. This would assist in delivering on the identified priorities and in turn better support the proposed 2014/2015 work program for the NURP.

## **FUTURE ACTIONS**

- Prepare Expression of Interest notices for new Committee members in July; and
- Send letter to the other government and partner organisations inviting them to nominate a representative with a view to securing new members for the next Steering Committee meeting being held in late August 2014.

**DISCLOSURE OF INTERESTS**

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The 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.

**RELATED DOCUMENTS**

- Plan Melbourne – Metropolitan Planning Strategy
- Priorities for 2014/2015 work program (**Appendix A**)
- Revised Terms of Reference (**Appendix B**)

*Cr. McCarthy temporarily left the meeting during discussion of the above item at 8.40 pm and returned at 8.43 pm.*

**9.7 STATUTORY PLANNING GOVERNANCE AND PROCEDURES CHARTER****MINUTE NO. 350****AUTHOR: Manager City Development****REVIEWED BY: Director Corporate and Planning Services****SUMMARY:**

At its meeting on 17 February 2014, Council resolved to adopt the Statutory Governance and Procedures Charter (the Charter).

At the time the Charter was adopted, it was not made clear that officers could modify the Charter to accommodate process improvements and legislative changes. Several improvements have been identified to largely routine operating processes that arguably necessitate changes being made to the Charter. This is typically part of the standard operations as processes are continually reviewed and improved to maintain operations at best practice.

The purpose of this report is two-fold:

1. To allow for common sense to prevail and operational process improvements and changes in process due to legislative amendments to be undertaken to all charters prepared without the need to report every minor change back to a formal Council meeting. This is on the understanding that changes due to process improvement and legislation updates are reported at least on an annual basis and that all amendments are documented and made clearly transparent on Council's web site.
2. To advise of minor internal procedural changes and consequent changes to the Statutory Governance and Procedures Charter that are required to maintain the efficient processing of planning applications.

**CONSULTATION:**

- Coordinators Statutory Planning

**COUNCIL RESOLUTION****MOVED: Cr. A. Villella****SECONDED: Cr. B. Li****THAT Council:**

- (1) Note the changes made to the Statutory Planning Governance and Procedures Charter as attached at **Appendix A** to this report.
- (2) Endorse the practice of ensuring that operational improvements within the Statutory Planning department can be reflected in the Charter without the need to return to Council for a further resolution.

**CARRIED UNANIMOUSLY**

**REPORT****INTRODUCTION AND BACKGROUND**

On 17 February 2014 the Council adopted the Statutory Planning Governance and Procedures Charter (the Charter) for immediate implementation within the Darebin City Council's Ethical Decision Making Framework. Following this Council resolution the Charter was placed on Council's website.

A matter that was unclear in the previous Council resolution was the degree to which Council's internal operating processes could be changed without the need for a further Council resolution. This is particularly relevant to processes that arguably affect the wording of the Charter. Given the principle of good governance at a Council level suggests a greater focus should be had on strategic considerations, matters relating to operational processes should continue to be fluidly managed under the leadership of the Chief Executive Officer.

Whilst the Charter offers more transparency and clarity on how Council processes and makes planning decisions it equally needs to allow for the general operations of Council's Statutory Planning department to be efficiently managed and flexible enough to quickly respond to identified process improvement opportunities and forced legislative changes. It is clearly not the role of Council to preside over these routine operational matters.

**ISSUES AND DISCUSSION**

Council's Statutory Planning team are committed to undertaking continuous process improvement and this necessitates regular reviews and changes to operational processes. Typically these process improvements would be made without the need to report to the Council.

In reviewing processes some minor operational refinements have been identified that requires an update to the Charter to ensure the efficient use of resources in delivering Council's Statutory Planning services. The various changes required and the reason for making each of the changes is outlined in the following sections. A copy of both the existing and amended Charter is also attached for the Council's reference.

**Pre-Application Meetings**

On page 3 of the Charter there was a contradiction in directions if a strict interpretation of its wording is taken. This section of the Charter refers to a requirement to email the applicant /representative within 24 hours, yet under page 14 there is a directive that all pre-application matters are reported to the Planning Assessment Panel (PAP) (which meets only once a week). The intention of the wording on page 14 was to simply note that the PAP also provides a point of reference for advice on matters relating to pre-application meetings. This needs to be clarified to overcome any assumption that all pre-application matters must be referred to PAP.

Because some pre-application matters are discussed at PAP from time to time it is clearly not possible to confirm the discussions and response to a pre-application meeting within 24 hours. Often new or unexpected information is raised in these discussions. This often necessitates an officer to consult with other Council departments or indeed more senior officers to ensure the response is accurate. For this reason and to ensure the provision of timely, accurate and more informed advice back to applicants, the response time for pre-application advice should be amended to 7 days.

This matter was also raised in a recent audit undertaken by Crowe Horwath of the Statutory Planning service suggesting the emphasis on responding to pre-application meetings should be less on the immediacy of the response and more on a timely, more integrated response which takes into account the views of all relevant Council departments. The suggestions from the audit process were finalised after Council considered the Charter for Statutory Planning.

### **Reporting Functions undertaken by Delegation**

There are reporting functions referred to in the Charter which when prepared were intended to ensure the Director Corporate and Planning Services was provided with a report listing the final decisions made in relation to planning applications under delegations. However the wording when interpreted more liberally could be assumed to mean all decisions made under delegation. This interpretation would be unworkable as there thousands of decisions made each month which are routine administrative decisions which technically occur under delegation such as decisions to refer a planning application. To ensure the intention and current operational practice is better reflected it is proposed to clarify the reporting requirements referred to on page 5 to ensure what was intended is made more clear.

### **Documenting decisions under Section 52 of the Planning and Environment Act (1987) (page 7)**

For the sake of greater transparency and clarity of current operational procedures this section at the top of page 7 can be clarified so it is totally clear how officers record decisions made in relation to the provision of public notification of a planning application. This is simply done by clarifying that officers include in their assessment report for the planning application details of any determination made on advertising the planning application.

### **Failure to Provide Notice (page 12)**

This section relates to circumstances where an applicant fails in their duty to fulfil advertising requirements in relation to a planning application, which is usually related to placing signs on site. The process needs improvement and greater clarity is required in the Charter to reflect what is considered best practice. The process is improved through the Charter if it is documented that if the concerns are not addressed officers may refuse the application for failing to fulfil proper advertising requirements. This enables the more expedient processing of planning applications rather than delaying consideration of the application.

## **POLICY IMPLICATIONS**

### **Environmental Sustainability**

Environmental factors will always be considered in the review and approval of statutory planning applications and the processes in place ensure these matters are appropriately considered.

**Human Rights, Equity and Inclusion**

The community has told Council that, regardless of the manner in which an application is ultimately determined, it is critical that the process and decision-making is clearly defined, transparent, inclusive, consistent, ethical and timely. It is for this reason Council has drafted this Statutory Planning Governance and Procedures Charter with the expert advice of our lawyers Maddocks.

**Economic Development**

Consideration of economic issues is a mandatory requirement of the planning scheme and *Planning and Environment Act (1987)*.

**Other**

Nil

**FINANCIAL AND RESOURCE IMPLICATIONS**

The changes recommended in this report enable the more efficient use of resources through allowing continuous improvement to occur without the need to report to Council on routine operational changes.

**CONCLUSION**

This report ensures that processes within the Statutory Planning department can be improved regularly, particularly when related to matters of routine operation without the need for a Council resolution relating to each change. Council will still have the option of reviewing the Charter annually and any modifications to the Charter will be clearly noted. This will enable Council to undertake its planning functions in the most efficient way possible while still ensuring that the process is transparent to all.

**FUTURE ACTIONS**

- Publish the amended Statutory Planning Governance and Procedures Charter on Council's web site.

**DISCLOSURE OF INTERESTS**

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The 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.

**RELATED DOCUMENTS**

- Statutory Planning Governance and Procedures Charter (**Appendix A**)
- *Planning and Environment Act 1987*
- Council's Instruments of Delegation to Members of Staff
- Council's Instruments of Delegation to Council Committees
- Council's Planning Committee Charter
- Community Governance Charter
- Customer Service Charter
- Councillor Code of Conduct
- Employee Code of Conduct
- Organisational values of collaboration, accountability, integrity and respect.
- Council Minutes – 17 February 2014



**9.8 DAREBIN TRANSPORT ADVOCACY COMMITTEE ROLE AND TERMS OF REFERENCE UPDATE****MINUTE NO. 351****AUTHOR: Coordinator Transport Management****REVIEWED BY: Director Assets and Business Services****SUMMARY**

Following a Council resolution in September 2013, the Darebin Transport Advocacy Committee (DTAC) was established in December 2013 to provide community input in Council's advocacy for improved transport within Darebin. Since then, the Committee has identified transport priorities and prepared an advocacy strategy (both of which have been endorsed by Council). DTAC's next focus is on implementation of the advocacy strategy.

With the recently adopted Council's Advisory Committee Guidelines, there are limitations and protocols around the functional role and remit of committees such as DTAC.

To ensure alignment between DTAC function and Council governance procedures, this report has been prepared to recommend amendments to the DTAC Terms of Reference (TOR) (September 2013). These amendments will also give greater clarity and understanding to the Committee in terms of its role.

**CONSULTATION**

- Councillor eBulletin – 6 June 2014
- Team Leader Transport Strategy
- Manager Communications and Advocacy

**RECOMMENDATION****THAT** Council:

- (1) Note this report.
- (2) Approve the Darebin Transport Advocacy Committee Terms of Reference – June 2014 as attached at **Appendix B** to this report.

**MOTION****MOVED: Cr. B. Li**  
**SECONDED: Cr. A. Villella****THAT** Council:

- (1) Note this report.
- (2) Approve the Darebin Transport Advocacy Committee Terms of Reference – June 2014 as attached at Appendix B to this report.

*Cr. McCarthy proposed to the mover (Cr. Li) and the seconder (Cr. Villella) that point 3 be added as follows. This was accepted by Cr. Li and Cr. Villella.*

- (3) Revisit and reconsider the terms of reference at the conclusion of this term in November 2014

THE AMENDED MOTION THEN READ AS FOLLOWS:

### AMENDED MOTION

**MOVED:** Cr. B. Li  
**SECONDED:** Cr. A. Villella

**THAT** Council:

- (1) Note this report.
- (2) Approve the Darebin Transport Advocacy Committee Terms of Reference – June 2014 as attached at Appendix B to this report.
- (3) Revisit and reconsider the terms of reference at the conclusion of this term in November 2014

THE AMENDED MOTION WAS PUT AND CARRIED AND BECAME THE COUNCIL RESOLUTION AS FOLLOWS:

### COUNCIL RESOLUTION

**MOVED:** Cr. B. Li  
**SECONDED:** Cr. A. Villella

**THAT** Council:

- (1) Note this report.
- (2) Approve the Darebin Transport Advocacy Committee Terms of Reference – June 2014 as attached at Appendix B to this report.
- (3) Revisit and reconsider the terms of reference at the conclusion of this term in November 2014

**CARRIED**

### REPORT

#### INTRODUCTION AND BACKGROUND

At its meeting on 2 September 2013 Council resolved that the Darebin Transport Advocacy Committee (DTAC) be established to provide community input and advocate to the State Government (and other relevant decision makers) regarding the provision and priorities for transport improvements, and in particular public transport, in and impacting on the City of Darebin.

To date, the following progress has been made by Council / DTAC:

- Terms of Reference of the Committee were endorsed September 2013.

- 14 community members were appointed by Council onto DTAC in December 2013, along with three councillors (reduced to two at present) with the group being supported by a number of council officers as needed.
- An Advocacy Specialist (The Civic Group) was appointed to assist with facilitating initial DTAC meetings and the preparation of the Advocacy Strategy.
- The Committee reviewed the Advocacy Strategy and a final Strategy was agreed with the group, including two major transport projects to advocate for in advance of the Victorian state election.
- Council endorsed the two major transport projects in May 2014, namely the St Georges Road/Cheddar Road shared path upgrade and grade separations at Bell Street and Reservoir.

The purpose of this report to Council is to clarify the role of DTAC, in accordance with Darebin Advisory Committee Guidelines for Council Officers (March 2014), and the Guidelines for Councillors on Advisory Committees (resolved by Council on 5 May 2014).

## ISSUES AND DISCUSSION

At its meeting on 22 September 2013, Council resolved that:

*'Council establish the Darebin Transport Advocacy Committee to provide community input and advocate to the State Government into the provision and priorities for transport improvements, and in particular public transport, in and impacting on the City of Darebin.'*

Noting the above, and referencing the Darebin Advisory Committee Guidelines for Council Officers (March 2014), and the Guidelines for Councillors on Advisory Committees (resolved by Council on 5th May 2014), updates to the September 2013 TOR are required.

A September 2013 TOR with track-changes is attached as **Appendix A** to this report.

The proposed revised (June 2014) TOR is attached as **Appendix B** to this report.

## POLICY IMPLICATIONS

### Environmental Sustainability

The advocacy campaign guided by DTAC, will contribute to the long term implementation of better transport solutions and environmental outcomes for Darebin – including improving air quality and reducing greenhouse gas emissions.

### Human Rights, Equity and Inclusion

In selecting members for DTAC it was intended to include people from a range of ages and backgrounds. DTAC has successfully achieved this with representatives of various ages, abilities, and areas of Darebin.

### **Economic Development**

Both projects that will be advocated for in the DTAC campaign will contribute to economic development within the municipality.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Council officers currently provide resource support and assistance to DTAC as needed. Pending resourcing needs and levels associated with DTAC activity, Council officer internal workflows can be impacted. This is managed internally via workflow priority decisions and resource allocations.

Other Council support to DTAC includes attendance by 2 Councillors (3 Councillor spaces available).

### **CONCLUSION**

It is recommended that the Terms of Reference be amended to reflect DTAC's role as advisory to Darebin's transport advocacy campaign, and to ensure alignment and consistency between the TOR and Council governance procedures and requirements.

### **FUTURE ACTIONS**

- Advocacy Plan implementation to November 2014.

### **DISCLOSURE OF INTERESTS**

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The 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.

### **RELATED DOCUMENTS**

- Revised September 2013 DTAC Terms of Reference with track changes (**Appendix A**)
- Proposed DTAC Terms of Reference – June 2014 (**Appendix B**).
- Council Minutes – 1 July 2013, 2 September 2013, 2 December 2013 and 5 May 2014

**ADOPTION OF SEVERAL REPORT RECOMMENDATIONS 'EN BLOC'**

**MINUTE NO: 351**

**COUNCIL RESOLUTION**

**MOVED: Cr. S. Tsitas**  
**SECONDED: Cr. T. McCarthy**

**THAT** Council agree to consider the adoption of the 'Recommendations' contained in Report Item Nos. 9.9 AND 9.10 'en bloc'.

**CARRIED**

**COUNCIL RESOLUTION**

**MOVED: Cr. S. Tsitas**  
**SECONDED: Cr. T. McCarthy**

**THAT** the 'Recommendations' contained at Item Nos 9.9 and 9.10 be adopted 'en bloc'.

**CARRIED**

**9.9 DECLARATION OF FAIRFIELD VILLAGE BUSINESS DISTRICT SPECIAL RATE LEVY RENEWAL****MINUTE NO. 352****AUTHOR: Manager Economic Development and Civic Compliance****REVIEWED BY: Director Assets and Business Services****SUMMARY**

This report seeks Council's endorsement of the declaration of the Fairfield Village Business District Special Rate Scheme 2014-2019.

- A Special Rate for the Fairfield Village Business District has been in place since 1999. The current Special Rate Scheme expires on 30 June 2014
- A Special Rate in this context is used for promotional, advertising, marketing, business development and other incidental expenses of the business district
- The Fairfield Business District will raise \$55,000 in the first year of operation. The Rate will increase by CPI annually over the 5 year period.
- Two separate areas of benefit have been identified within the Fairfield Village Business District boundary:
  - Primary benefit properties will be subject to a special rate of 0.00061083 cents in the dollar of the Capital Improved Value of the property.
  - Secondary benefit properties will be subject to a special rate of 0.00045812 cents in the dollar of the Capital Improved Value of the property.
- The Special Rate Levy will assist in delivering the 2012- 2015 Business Development and Employment Strategy's objective to 'Strengthen the unique characteristics of Darebin's Activity Centres'.
- Council resolved at its meeting on 22 April 2014 to give public notice of its Intention to Declare a Special Rate for the Fairfield Village Business District at its Council meeting on 7 July 2014. This notice as advertised was forwarded to all property owners and business occupiers within the Fairfield Village Business District, calling for submissions.
- In response to the public notice one submission was received. The submitter did not request to be heard by the Hearing of Submissions Committee on 11 June 2014.

**CONSULTATION**

- Fairfield Village Traders Association
- Fairfield Village business owners and occupiers
- Fairfield Village property owners
- City Valuer
- Rates Coordinator
- Macquarie Lawyers

**RECOMMENDATION**

**MOVED:** Cr. S. Tsitas  
**SECONDED:** Cr. T. McCarthy

**THAT:**

- (1) Darebin City Council ("Council") having considered all submissions received and taken account of all objections lodged and complied with the requirements of sections 163A, 163B and 223 of the *Local Government Act 1989* ("Act"), and otherwise according to law, hereby declares a Special Rate ("Special Rate") under section 163(1) of the Act for the purposes of defraying expenses to be incurred by Council in, administratively only and subject always to the approval, direction and control of the Council, providing funds to the incorporated body known and operating as the Fairfield Village Traders' Association ("Traders' Association") to be used for the purposes of defraying management, promotional, advertising, marketing, business development and other incidental expenses to be approved by the Council and agreed to from time to time between the Council and the Traders' Association, all of which are associated with the encouragement of commerce, retail and professional activity and employment in the Fairfield Village Business District ("Business District").
- (2) The Special Rate is based on geographic criteria, having regard to the location (as set out below and also shown on the plan) and the capital improved value ("CIV") of those rateable properties in the Business District that are used, or reasonably capable of being used, for commercial, retail or professional purposes and further, the classification of those properties as receiving a "primary" or a "secondary" special benefit.
- (3) In performing functions and exercising powers in relation to the peace, order and good government of the municipal district of the City of Darebin, in particular the encouragement of commerce, retail and professional activity and employment, the Council intends to levy and spend an amount of \$55,000 in the first year of the Scheme and to levy and spend in the second, third, fourth and fifth years of the Scheme amounts respectively being the amounts of the Special Rate payable in the immediate preceding year to which has been added any increase in the Consumer Price Index ("CPI") as provided by the Australian Bureau of Statistics for the previous financial year.
- (4) The total cost of the performance of the function and the exercise of the power and the total amount of the Special Rate to be levied by Council for the period of the Scheme, being 1 July 2014 to 30 June 2019, will be a combination of the amount of \$55,000 (being the amount to be raised in the first year of the Scheme) and the amounts to be raised in the second, third, fourth and fifth years of the Scheme, reflecting any increases in CPI for the previous financial year.
- (5) The period for which the Special Rate is declared and will remain in force is a period of five years commencing on 1 July 2014 and ending on 30 June 2019.
- (6) The area for which the Special Rate is declared is all of the land referred to as the Business District, as identified and shown on the plan set out in the attachment forming part of this declaration as attached at **Appendix A**.

- (7) The land in relation to which the Special Rate is declared is all that rateable land described in the listing of rateable properties set out in the attachment forming part of this declaration as attached at **Appendix A**.
- (8) For the period of the Scheme, the Special Rate will be assessed on the following rateable properties (which properties are specified as being the area and the land for which the Special Rate is declared) as follows:
- The contributions to the Special Rate, based on relevant property classifications in relation to “primary” and “secondary” special benefit, will be declared and assessed in accordance with the amounts set out alongside each property in the attachment forming a part of this declaration, **Appendix B**.
- i. Properties enjoying a “primary” special benefit will be subject to a special rate of 0.00061083 cents in the dollar of the CIV of the property for the first year of the Scheme, and then for the second, third, fourth and fifth years of the Scheme, by applying the same formula and adding to the amount calculated any increase in the CPI for the previous financial year.
  - ii. Properties enjoying a “secondary” special benefit (as shown below) will be subject to a special rate of 0.00045812 cents in the dollar of the CIV of the property for the first year of the Scheme, and then for the second, third, fourth and fifth years of the Scheme, by applying the same formula and adding to the amount calculated any increase in the CPI for the previous financial year.
- (9) The Special Rate will be levied by the Council sending a notice of levy annually to the persons required to pay the Special Rate, which will require that the Special Rate must be paid in four instalments, to be paid by the dates fixed by the Council in the notice and in accordance with section 167(3) of the Act.
- (10) Council will consider cases of financial and other hardship and may reconsider other payment options for the Special Rate.
- (11) There will be no incentives given for payment of the Special Rate before the due dates for payment.
- (12) The Council considers that each rateable property and each business included in the Scheme area that is required to pay the Special Rate will receive a special benefit because the viability of the Business District as a commercial, retail and professional area will be maintained or enhanced through increased economic activity.
- (13) In accordance with sections 163(2)(a), (2A) and (2B) of the Act, the Council has determined (and previously set out) the total amount of the Special Rate to be levied (taking into account also any increases in the Special Rate arising from any increases in the CPI) and further considers and formally determines that the estimated proportion of the total benefits of the Scheme to which the performance of the function and the exercise of the power relates (including all special benefits and community benefits) that will accrue as special benefits to all of the persons who are liable to pay the Special Rate is in a ratio of 1:1 (or 100%). This is on the basis that, in the opinion of the Council, all of the services and the activities to be provided under the Scheme are marketing, promotional and advertising related and will accordingly only benefit those properties and businesses included in the Scheme that are used, or reasonably capable of being used, for retail, commercial or professional purposes.



- (14) The Council directs that the Traders' Association be authorised to administer the proceeds of the Special Rate on the express condition that the Traders' Association enters into a funding agreement with the Council for the period of the Special Rate.
- (15) The Council's Manager of Economic Development or the person for the time being acting in that position, for the purposes of the preceding paragraph, be authorised to prepare the funding agreement between the Council and the Traders' Association by which administrative arrangements in relation to the Special Rate are confirmed, such agreement being to ensure that at all times, and as a precondition to the payment of any funds by Council to the Traders' Association, Council is, and remains, legally responsible for approving, directing and controlling the expenditure of the proceeds of the Special Rate in accordance with its obligations under the Local Government Act 1989 to do so, and such funding agreement to be submitted to Council for sealing.
- (16) The Council directs that notice be given to all owners and occupiers of properties included in the Scheme and all persons who have lodged a submission and/or an objection in writing of the decision of Council to declare and levy the Special Rate commencing on 1 July 2014, and the reasons for the decision.
- (17) For the purposes of the preceding paragraph, the reasons for the decision of Council to declare the Special Rate are that:
- (a) There is minimal objection to the Scheme and it is otherwise considered that there is a broad level of support for the Special Rate from all property owners and occupiers;
  - (b) Council considers that it is acting in accordance with the functions and powers conferred on it under the *Local Government Act* 1989, having regard to its role, purposes and objectives under the Act, particularly in relation to the encouragement of commerce, retail activity and employment opportunities in and around the Scheme area;
  - (c) All persons who are liable or required to pay the Special Rate and the properties respectively owned or occupied by them will receive a special benefit in the form of an enhancement or maintenance in land values and/or a maintenance or enhancement in the use, occupation and enjoyment of the properties; and
  - (d) The basis of the distribution of the Special Rate amongst those persons who are liable or required to pay the Special Rate is considered to be fair and reasonable.
- (18) Council directs that the Traders' Association be advised of the matters specified in this declaration concerning the declaration of Special Rate and the requirement to enter into a funding agreement with the Council.

**CARRIED**  
**REFER MINUTE NO 351**

<b>REPORT</b>
---------------

**INTRODUCTION AND BACKGROUND**

The Fairfield Village Traders Association has written to Council on 27 March 2014 asking that Council renew the Special Rate for the Fairfield Village Business District, which has been in use over the last five years for promotional, advertising, marketing, business development and other incidental expenses.

This will in effect continue on from the current Special Rate which will cease on 30 June 2014. The new scheme is proposed to run for five years from 1 July 2014 to 30 June 2019.

At its meeting on 22 April 2014, Council resolved to give public notice of its Intention to Declare a Special Rate for the Fairfield Village Business District at its Council meeting on 7 July 2014. The public notice was advertised in the Northcote and Preston Leader newspapers on Tuesday 29 and Wednesday 30 April 2014. A letter and a copy of the public notice were sent to all property owners and business occupiers within the Fairfield Business District on Wednesday 30 April, advising of Council's Intention to Declare a Special Rate.

**ISSUES AND DISCUSSION****Submission Process**

- Any person required to pay the proposed Special Rate Scheme was invited to make a written submission or objection to Council within 28 days of the publication of the public notice.
- Council received 8 phone enquiries; most of these calls were just general enquiries regarding the benefits received by the businesses and other non-related business issues.
- Council received one (1) written objection out of 120 businesses (1%) under section 163B. Written objections were received from the following person:

Submitter	Issue
George Demos	No benefit received by the business

The submitter did not request to be heard in support of their written submission at the Hearing of Submissions Committee which was held on 11 June 2014.

**Key Issue**

The key issue raised by the submitter in support of their objection included:

- No benefit to the business

**Addressing the Key Issue**

The specific issue raised by the submitter and recommended to be considered is:

**Benefit to the businesses**

The boundary of the Special Rate has not changed since it was introduced in 1999. The Fairfield Village Traders Association will be required to hold an open meeting for all members to assist in the development of a five year business plan and an annual marketing plan. All businesses including the submitter will be encouraged to be involved in this process.

The Fairfield Village Traders Association will also be encouraged to ensure that their annual marketing program includes some activities which are inclusive of professional and hospitality businesses.

**CONSULTATION**

Council has consulted extensively with the Fairfield businesses and property owners within the Business District. The following was undertaken:

- Visited each business and physically handed survey and Special Rate information sheet to commence the Intention to Declare process (total of 120)
- Distributed information regarding Special Rate and update of the benefits provided to the Northcote businesses
- Advertisements were placed in the Preston and Northcote Leader newspapers
- Individual letters sent to property owners and business occupiers who are required to pay the Special Rate Levy.
- Information sessions were held by the Fairfield Village Traders Association

**POLICY IMPLICATIONS****Environmental Sustainability**

Nil

**Human Rights, Equity and Inclusion**

Nil

**Economic Development**

The vision of the *Business Development and Employment Strategy 2012-2015* adopted in March 2012 is to have a positive and connected business environment with a dynamic and diverse economy that has sustainable growth and operations and generates local employment. To achieve this vision, shopping centres like Fairfield Village Business District need to be successful and remain commercially viable.

**Council Plan**

The vision of the *Council Plan 2013-2017* encompasses several areas including 'Vibrant City and Innovative Economy' which aims to build and promote an innovative and thriving economy. It also encourages businesses and retailers to diversify to maximise opportunities for further business expansion to ensure their viability and business sustainability.

## Legislative

The *Local Government Act 1989* requires that Council must determine a number of matters when considering declaring a new Special Rate or Special Rate Renewal. These include:

### (a) The total cost of the Special Rate

The total cost of implementing this rate would include:

- The annual amount which the Association has budgeted to spend on various marketing, promotional and other activities; and
- Council's own administrative costs in relation to the scheme.

With regard to the Fairfield Village Traders Association's programs, as stated above, it has budgeted to spend \$55,000 in the first year of the scheme and requests that this amount rise each subsequent year in line with CPI increases, for the remainder of the Special Rate.

### (b) The total amount of the Special Rate to be levied

In addition to the total cost of the scheme, Council must then decide the maximum amount that is able to be levied on liable property owners. Once this amount is set, Council cannot levy any amount greater than this figure.

The Act provides that Council must calculate the above amount in accordance with the following formula:

$$R \times C = S$$

**R** is the total 'benefit ratio' which is the percentage of the total cost that Council determines is able to be levied. It takes into account whether there are properties Council believes will derive a 'special benefit' and are to be levied, and others which also receive such a benefit but which are not to be levied (such as non-commercial community facilities).

Council must also determine if there is a clear, direct and tangible 'community benefit' provided by the Scheme that cannot be charged to the shops and must be attributed to, and paid for, by Council.

**C** is the total cost of the Scheme.

**S** is the maximum amount that can be levied.

With regard to the 'benefit ratio', it is considered that all the properties shown on the map (see **Appendix A**) and detailed in the list annexed to the attached proposed declaration, will receive a special benefit through increased economic activity. There are no rateable properties identified within this area which should not be levied the rate. Also, it is considered that there are no separate 'community benefits' that can be measured which might accrue from the existence of the Special Rate Scheme. Any benefits to people visiting the businesses in the Centre will accrue to the businesses themselves. Therefore, the total maximum amount that can be levied on liable property owners would be 100% of the total cost of the scheme.

It has however been practice in previous schemes for Council to not recover its administrative costs from liable properties, and to only levy those costs incurred by the Association. It is proposed that this practice continue for the new scheme. It needs to be emphasised that Council’s contribution (around \$15,000.00 annually) in providing its own resources towards the benefit of the Centre (which could otherwise be recouped from benefiting properties) is not inconsiderable and is highlighted for the record.

**(c) The criteria to be used as the basis for declaring the Special Rate**

Council needs to specify the methodology it will use in determining how the payment of the charge is to be apportioned amongst the benefiting properties (see **Appendix B**). For the period of the Scheme, it is proposed that the Special Rate will be assessed as follows:

- Properties enjoying a “primary” special benefit (as shown below) - will be subject to a special rate of 0.00061083 cents in the dollar of the Capital Improved Value of the property.

<b>Property</b>	<b>Property Classification</b>
68-154 Station Street (inclusive)	Primary
75-157 Station Street (inclusive)	Primary

- Properties enjoying a “secondary” special benefit (as shown below) - will be the subject of a special rate of 0.00045812 cents in the dollar of the Capital Improved Value of the property.

<b>Property</b>	<b>Property Classification</b>
5-29 Railway Place (inclusive)	Secondary
256-294 Wingrove Street (inclusive)	Secondary
68-154 Station Street (second floor) (inclusive)	Secondary
75-157 Station Street (second floor) (inclusive)	Secondary

**FINANCIAL AND RESOURCE IMPLICATIONS**

Council’s contribution in providing resources for the set up and administration of a new Special Rate is estimated to be \$15,000 annually. This amount will not be recovered from the Fairfield Village Traders Association. It will be absorbed in Council’s Business Development operational budget.

The Capital Improved Value (CIV) of commercial properties used to calculate the Special Rate Scheme is based on Council’s 2012 valuations. Although Council has recently completed the process of revaluing all properties, due to statutory requirements and timelines these valuations cannot be utilised in this renewal.

**CONCLUSION**

The economic vibrancy of the Fairfield Village Business District is dependent on businesses working cohesively to protect and enhance their investment in the Fairfield community.

The renewal of the Special Rate provides a sound financial basis for the Fairfield Village Business District to promote their Centre for another five years.

## FUTURE ACTIONS

Should Council resolve to proceed with the Declaration of the Special Rate, the following would occur:

1. Public Notice of Council's Declaration of the Special Rate will be advertised in The Preston and Northcote Leader newspapers on 15 and 16 July, and individual notices, including a copy of the public notice (see **Appendix C**), will be sent to all business owners and occupiers.
2. Any person affected by the Special Rate has a period of 30 days to lodge an objection with the Victorian Civil and Administrative Tribunal.
3. The Fairfield Village Traders Association would develop a five year business plan with the assistance from Council.
4. The agreement documentation between Fairfield Village Traders Association and Darebin City Council will be signed and authorized.

## DISCLOSURE OF INTERESTS

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The 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.

## RELATED DOCUMENTS

- *Local Government Act* 1989
- Business Development and Employment Strategy 2012-2015
- The Macquarie Special Rates and Charges Manual 2012
- Council Minutes – 22 April 2014
- Darebin City Council Guidelines for Trader Associations
- Associations Incorporations Reforms Act 2012
- Council Plan 2013-2017
- Map of Fairfield Village Business District Special Rate Area (**Appendix A**)
- Fairfield Village Business District Special Rate Amount Calculated per property 2014/2015 (**Appendix B**)
- Public Notice Declaration of the Fairfield Business District Special Rate Levy – (**Appendix C**)

*Cr. Fontana disclosed an 'interest' in the following item as he is a member of the Preston Business Advisory Committee.*

*Cr. Williams disclosed an 'interest' in the following item as she is a member of the Preston Business Advisory Committee.*

*Cr. Li disclosed an 'interest' in the following item as he is a member of the Preston Business Advisory Committee.*

## **9.10 DECLARATION OF PRESTON CENTRAL SPECIAL BUSINESS DISTRICT SPECIAL RATE LEVY RENEWAL**

**MINUTE NO. 353**

**AUTHOR: Manager Economic Development and Civic Compliance**

**REVIEWED BY: Director Assets and Business Services**

### **SUMMARY**

This report seeks Council's endorsement of the declaration of the Preston Business District Special Rate Scheme 2014-2019.

- A Special Rate for Preston Central has been in place since 1999. The current Special Rate Scheme expires on 30 June 2014.
- A Special Rate in this context is used for promotional, advertising, marketing, business development and other incidental expenses of the business district.
- The Preston Business District Rate will raise \$110,000 in the first year of operation. The Rate will increase by CPI annually over the 5 year period.
- The boundary of the Preston Central Business District is in line with the Preston Central Structure Plan.
- The special rate will assist in delivering the 2012–2015 Business Development and Employment Strategy's objective to 'Strengthen the unique characteristics of Darebin's Activity Centres'.
- Council resolved at its meeting on 22 April 2014 to give public notice of its Intention to Declare a Special Rate for the Preston Central Business District at its Council meeting on 7 July 2014. This notice was advertised and forwarded to all property owners and business occupiers within the Preston Central Business District, calling for submissions.
- In response to the public notice two submissions were received. None of the submitters requested to be heard by the Hearing of Submissions Committee on 11 June 2014.

### **CONSULTATION**

- Preston Business Advisory Committee
- Preston Central business owners and occupiers
- Preston Central Business District property owners.
- City Valuer

- Rates Coordinator
- Macquarie Lawyers

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

**MOVED:** Cr. S. Tsitas  
**SECONDED:** Cr. T. McCarthy

**THAT:**

- (1) Darebin City Council ("Council") having considered all submissions received and taken account of all objections lodged and complied with the requirements of sections 163A, 163B and 223 of the *Local Government Act 1989* ("Act"), and otherwise according to law, hereby declares a Special Rate ("Special Rate") under section 163(1) of the Act for the purposes of defraying expenses to be incurred by Council with respect to management, promotional, advertising, marketing, business development (and other incidental expenses), such expenses being associated with the encouragement of commerce, retail and professional activity and employment in the Preston Central Business District ("Business District").
- (2) The Special Rate is based on geographic criteria, having regard to the location (as set out below and also shown on the plan) and the capital improved value ("CIV") of those rateable properties in the Business District that are used, or reasonably capable of being used, for commercial, retail or professional purposes.
- (3) In performing functions and exercising powers in relation to the peace, order and good government of the municipal district of the City of Darebin, in particular the encouragement of commerce, retail and professional activity and employment, the Council intends to levy and spend an amount of \$110,000 in the first year of the Scheme and to levy and spend in the second, third, fourth and fifth years of the Scheme amounts respectively being the amounts of the Special Rate payable in the immediate preceding year to which has been added any increase in the Consumer Price Index ("CPI") as provided by the Australian Bureau of Statistics for the previous financial year.
- (4) The total cost of the performance of the function and the exercise of the power and the total amount of the Special Rate to be levied by Council for the period of the Scheme, being 1 July 2014 to 30 June 2019, will be a combination of the amount of \$110,000 (being the amount to be raised in the first year of the Scheme) and the amounts to be raised in the second, third, fourth and fifth years of the Scheme, reflecting any increases in CPI for the previous financial year.
- (5) The period for which the Special Rate is declared and will remain in force is a period of five years commencing on 1 July 2014 and ending on 30 June 2019.
- (6) The land in relation to which the Special Rate is declared is all that rateable land described in the listing of rateable properties set out in the attachment forming part of this declaration as attached at **Appendix A**.
- (7) The area for which the Special Rate is declared is all of the land referred to as the Business District, as identified and shown on the plan set out in the attachment forming part of this declaration as attached at **Appendix A**.



- (8) For the period of the Scheme, the proposed Special Rate payable by each property will, for the first year of the Scheme, be assessed by multiplying the CIV of the property by a rate of 0.00048189 and then for the second, third, fourth and fifth years of the Scheme, by applying the same formula and adding to the amount calculated any increase in the CPI for the previous financial year.
- (9) The Special Rate will be levied by the Council sending a notice of levy annually to the persons required to pay the Special Rate, which will require that the Special Rate be paid in four instalments, to be paid by the dates fixed by the Council in the notice and in accordance with section 167(3) of the Act.
- (10) Council will consider cases of financial and other hardship and may reconsider other payment options for the Special Rate.
- (11) There will be no incentives given for payment of the Special Rate before the due dates for payment.
- (12) The Council considers that each rateable property and each business included in the Scheme area that is required to pay the Special Rate will receive a special benefit because the viability of the Business District as a commercial, retail and professional area, and the value and the use, occupation and enjoyment of the properties will be maintain or enhanced through increased economic activity.
- (13) In accordance with sections 163(2)(a), (2A) and (2B) of the Act, the Council has determined (and previously set out) the total amount of the Special Rate to be levied (taking into account also any increases in the Special Rate arising from any increases in the CPI) and further considers and formally determines that the estimated proportion of the total benefits of the Scheme to which the performance of the function and the exercise of the power relates (including all special benefits and community benefits) that will accrue as special benefits to all of the persons who are liable to pay the Special Rate is in a ratio of 1:1 (or 100%). This is on the basis that, in the opinion of the Council, all of the services and activities to be provided under the Scheme are marketing, promotional and advertising related and will accordingly only benefit those properties and businesses included in the Scheme that are used, or reasonably capable of being used, for retail, commercial or professional purposes.
- (14) The Council directs that notice be given to all owners and occupiers of properties included in the Scheme and all persons who have lodged a submission and/or an objection in writing of the decision of Council to declare and levy the Special Rate commencing on 1 July 2014, and the reasons for the decision. For the purposes of the preceding paragraph, the reasons for the decision of Council to declare the Special Rate are that:
  - (a) there is minimal objection to the Scheme and it is otherwise considered that there is a broad level of support for the Special Rate from all property owners and occupiers;
  - (b) Council considers that it is acting in accordance with the functions and powers conferred on it under the *Local Government Act* 1989, having regard to its role, purposes and objectives under the Act, particularly in relation to the encouragement of commerce, retail activity and employment opportunities in and around the Scheme area;

- (c) all persons who are liable or required to pay the Special Rate and the properties respectively owned or occupied by them will receive a special benefit in the form of an enhancement or maintenance in land values and/or a maintenance or enhancement in the use, occupation and enjoyment of the properties; and
- (d) The basis of the distribution of the Special Rate amongst those persons who are liable or required to pay the Special Rate is considered to be fair and reasonable.

**CARRIED  
REFER MINUTE NO 351**

**REPORT**

**INTRODUCTION AND BACKGROUND**

The Preston Business Advisory Committee has written to Council on 22 January 2014 asking that Council renew the Special Rate for the Preston Central Business District, which has been in use over the last five years for promotional, advertising, marketing, business development and other incidental expenses. This will in effect continue from the current Special Rate which will cease on 30 June 2014. The new scheme is proposed to run for five years from 1 July 2014 to 30 June 2019.

At its meeting on 22 April 2014, Council resolved to give public notice of its Intention to Declare a Special Rate for the Preston Central Business District at its Council meeting on 7 July 2014. The public notice was advertised in the Northcote and Preston Leader newspapers on Tuesday 29 and Wednesday 30 April 2014. A letter and a copy of the public notice were sent to all property owners and business occupiers within the Preston Central Business District on Wednesday 30 April, advising of Council’s Intention to Declare a Special Rate.

**ISSUES AND DISCUSSION**

**Submission Process**

- Any person required to pay the proposed Special Rate Scheme was invited to make a written submission or objection to Council within the 28 days of the publication of the public notice.
- Council received 10 phone enquiries; most of these calls were just general enquiries regarding the benefits received by the business and other non-related business issues.
- Council received two (2) written submissions out of 221 businesses (1%) under section 163B. Written submissions were received from the following people:

Submitter	Issue
Tony Perin	No benefit to the business or business area
Preston Market	Supporting the renewal of the Special Rate Levy

The submitters did not request to be heard in support of their written submissions at the Hearing of Submissions Committee which was held on 11 June 2014.

**Key Issue**

The key issue raised by the submitter was that there was no benefit to the business.

**Addressing the Key Issue**

The specific issue raised by submitter and recommended to be considered is:

**Benefit of the business**

The boundary of the Special Rate has not changed since it was introduced in 1999 and is in line with the Preston Structure Plan.

The Preston Central Business District will be required to hold an open meeting for all members to assist in the development of a five year business plan and an annual marketing plan. All businesses are encouraged to be involved in this process.

The Preston Central Business District will also be encouraged to ensure that their annual marketing program includes some activities which are inclusive of professional and hospitality businesses.

**Support of Renewal**

The Preston Market expressed its support for the Special Rate Levy to be renewed.

**CONSULTATION PROCESS**

Council has consulted extensively with Preston businesses and property owners within the Business District. The following was undertaken:

- Visited each business and physically handed survey and Special Rate information sheet to commence the Intention to Declare process (total of 221). This information was provided in both Chinese and Vietnamese.
- Distributed information regarding Special Rates and update of the benefits provided to the Preston businesses
- Advertisements were placed in the Preston and Northcote Leader newspapers
- Individual letters sent to property owners and business occupiers who are required to pay the Special Rate Levy.
- Preston Central Coordinator was available to meet with any businesses that had questions.

**POLICY IMPLICATIONS****Environmental Sustainability**

Nil

**Human Rights, Equity and Inclusion**

Nil

## Economic Development

The vision of the *Business Development and Employment Strategy 2012-2015* is to have a positive and connected business environment with a dynamic and diverse economy that has sustainable growth and operations and generates local employment. To achieve this vision, shopping centres like Preston Central Business District need to be successful, remain commercially viable and sustainable.

## Other

Nil

## Council Plan

The vision of the *Council Plan 2013-2017* encompasses several areas including 'Vibrant City and Innovative Economy' which aims to build and promote an innovative and thriving economy. It also encourages businesses and retailers to diversify to maximise opportunities for further business expansion to ensure their sustainability.

## Legislative

*The Local Government Act 1989* requires that Council must determine a number of matters when considering declaring a new Special Rate or Special Rate Renewal. These include:

### (a) The total cost of the Special Rate

The total cost of implementing this Rate would include:

- The annual amount which the Association has budgeted to spend on various marketing, promotional and other activities; and
- Council's own administrative costs in relation to the Scheme.

With regard to the Preston Central programs, as stated above it has budgeted to spend \$110,000 in the first year of the scheme and requests that this amount rise each subsequent year in line with CPI increases, for the remainder of the Special Rate.

### (b) The total amount of the Special Rate to be levied

In addition to the total cost of the scheme, Council must then decide the maximum amount that is able to be levied on liable property owners. Once this amount is set, Council cannot levy any amount greater than this figure.

The Act provides that Council must calculate the above amount in accordance with the following formula:

$$R \times C = S$$

**R** is the total 'benefit ratio' which is the percentage of the total cost that Council determines is able to be levied. It takes into account whether there are properties Council believes will derive a 'special benefit' and are to be levied, and others which also receive such a benefit but which aren't to be levied (such as non-commercial community facilities).

Council must also determine if there is a clear, direct and tangible 'community benefit' provided by the scheme that cannot be rated to the shops and must be attributed to, and paid for, by Council.

**C** is the total cost of the Scheme

**S** is the maximum amount that can be levied.

With regard to the 'benefit ratio', it is considered that all the properties shown on the map (see **Appendix B**) and detailed in the list annexed to the attached proposed declaration, will receive a special benefit through increased economic activity. There are no rateable properties identified within this area which should not be levied in the Rate. Also, it is considered that there are no separate 'community benefits' that can be measured which might accrue from the existence of the Special Rate Scheme. Any benefits to people visiting the businesses in the Centre will accrue to the businesses themselves. Therefore, the total maximum amount that can be levied on liable property owners would be 100% of the total cost of the scheme.

It has however been practice in previous schemes for Council to not recover its administrative costs from liable properties, and to only levy those costs incurred by the Association. It is proposed that this practice continue for the new scheme. It needs to be emphasised that Council's contribution (around \$25,000 annually) in providing its own resources towards the benefit of the Centre (which could otherwise be recouped from benefiting properties) is not inconsiderable and is highlighted for the record.

**(c) The criteria to be used as the basis for declaring the Special Rate**

For the first year of the proposed Special Rate, each Rateable property included in the Special Rate is to pay the amount as specified in **Appendix A**—calculated on the respective property's Capital Improved Value with a rate of 0.00048189 applied.

The manner in which the Special Rate is assessed (that is, the criteria to be used as the basis for levying the Special Rate) is: For the first year and subsequent years of the Special Rate – each commercially zoned property included in the Special Rate is to pay the amount calculated in **Appendix A** of the respective property's Capital Improved Value at the following rateable properties:

- 317-509 High Street, Preston (inclusive)
- 274-444 High Street, Preston (inclusive)
- 241A-251 Murray Road, Preston (inclusive)
- 330-342 Murray Road, Preston inclusive;
- 1-26 Cramer Street, Preston (inclusive).
- 25 Preston Street, Preston (inclusive)
- 14-32 The Centreway, Preston (inclusive)
- 1-12 The Strand, Preston (inclusive)
- 1 Cook Street, Preston (inclusive)
- 19-29 Mary Street, Preston (inclusive)
- 267-275 Gower Street, Preston (inclusive)
- 88 Roseberry Avenue, Preston (inclusive).

- The Preston Market (all land contained within the area known as the Preston Market and bounded by Murray Road, Cramer Street, the South Morang Railway Line and the rear of High Street).

## FINANCIAL AND RESOURCE IMPLICATIONS

Council's contribution in providing resources for the set up and administration of a new Special Rate Scheme is estimated to be \$25,000 annually. This amount will not be recovered from the Preston Business Advisory Committee. It will be absorbed in Council's Business Development operational budget.

The Capital Improved Value (CIV) of commercial properties used to calculate the Special Rate Scheme is based on Council's 2012 valuations. Although Council has recently completed the process of revaluing all properties, due to statutory requirements and timelines these valuations cannot be utilised in this renewal.

## CONCLUSION

The economic vibrancy of the Preston Central Business District is dependent on businesses working cohesively to protect and enhance their investment in the Preston community.

The renewal of the Special Rate provides a sound financial basis for the Preston Central Business District to promote their Centre for another five years.

## FUTURE ACTIONS

Should Council resolve to proceed with the Declaration of the Special Rate, the following would occur:

1. Public Notice of Council's Declaration of the Special Rate will be advertised in The Preston and Northcote Leader newspapers on 15 and 16 July, and individual notices, including a copy of the public notice (see **Appendix C**), will be sent to all business owners and occupiers.
2. Any person affected by the Special Rate has a period of 30 days to lodge an objection with the Victorian Civil and Administrative Tribunal.
3. The Preston Business Advisory Committee will develop a five year business plan with the assistance from Council.
4. The agreement documentation between Preston Business Advisory Committee and Darebin City Council will be signed and authorised.

## DISCLOSURE OF INTERESTS

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The 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.

**RELATED DOCUMENTS**

- *Local Government Act 1989*
- Business Development and Employment Strategy 2012-2015
- The Macquarie Special Rates and Charges Manual 2012
- Council Minutes – 22 April 2014
- Darebin City Council Guidelines
- Council Plan 2013-2017
- Preston Central Business District Special Rate Amount Calculated per property 2014/2015 (**Appendix A**)
- Map of Preston Business District Special Rate Area (**Appendix B**)
- Public Notice Declaration of the Preston Central Business District Special Rate Levy – (**Appendix C**)

*Libby Hynes, Manager Environment and Natural Resources entered the meeting during discussion of the above item – 9.05 pm*

**ADJOURNMENT - 9.08 PM**

The Chairperson, Cr. Greco adjourned the meeting for a 5 minute break.

The meeting resumed at 9.16 pm

**10. NOTICES OF MOTION****10.1 PRESTON GIRLS SCHOOL SITE****MINUTE NO. 354****NOTICE OF MOTION NO. 131****CR. ANGELA VILLELLA**

Take notice that at the Ordinary meeting to be held on 7 July 2014, it is my intention to move:

***THAT** the Mayor writes to the Minister of Education seeking an urgent meeting to advance Councils proposal to lease the form Preston Girls site with a view to obtaining a decision from the department by the end of the year. The justification for a timeline is for Council to be in the position to make informed decisions before the budget review in December if the site is leased to Council and allows for the relocation of the Intercultural Centre to the site.*

**Notice Received: 25 June 2014**

**Notice Given to Councillors: 3 July 2014**

**Date of Meeting: 7 July 2014**

**COUNCIL RESOLUTION**

**MOVED: Cr. A. Villella**

**SECONDED: Cr. J. Williams**

**THAT** the Mayor writes to the Minister of Education seeking an urgent meeting to advance Councils proposal to lease the former Preston Girls site with a view to obtaining a decision from the department by the end of the year. The justification for a timeline is for Council to be in the position to make informed decisions before the budget review in December if the site is leased to Council and allows for the relocation of the Intercultural Centre to the site.

**CARRIED UNANIMOUSLY**



**11. URGENT BUSINESS****COUNCIL RESOLUTION**

**MOVED:** Cr. S. Tsitas  
**SECONDED:** Cr. T. McCarthy

**THAT** the following item (11.1) be admitted for consideration as 'Urgent Business'.

**CARRIED**

*Cr. Walsh declared an 'interest' in the following item as one of the addresses listed in Appendix A is in the street in which he resides and he knows the resident of that address.*

**11.1 PROPOSED SPECIAL CHARGE SCHEME FOR SOLAR \$SAVER HOUSEHOLDS**

**MINUTE NO. 355**

**AUTHOR:** Manager Environment and Natural Resources

**REVIEWED BY:** Director Assets and Business Services

**SUMMARY:**

On 23 June 2014 Council gave notice of its intention to declare a special charge for the purpose of defraying any expense incurred by Council in relation to the provision of solar energy systems on residential properties participating in the Solar \$saver scheme. The resolution referred to an Appendix which contained the list of properties participating in the scheme and the cost of their solar energy systems. To ensure the integrity of the scheme these details need to be updated as a number of changes have arisen following the tabling of the report. Accordingly the public notice has been delayed to accommodate these changes.

**CONSULTATION:**

- Moreland Energy Foundation (Positive Charge)
- Energy Matters
- Maddocks Lawyers

**COUNCIL RESOLUTION**

**MOVED:** Cr. S. Tsitas  
**SECONDED:** Cr. T. McCarthy

**THAT** Council:

- (1) Adopt the table of properties which are intended to be subject to the Solar \$saver special charge scheme, set out in **Appendix A** to this report; and

- (2) Amend its resolution of 23 June 2014 by:
- (a) Deleting the words “included as Appendix B to this report” from paragraph 1(d) of the resolution and replacing them with the words “adopted by Council at its meeting of 7 July 2014”;
  - (b) Deleting the words “Appendix B to this report” from paragraph 5 of the resolution and replacing them with the words “table adopted by Council at its meeting of 7 July 2014”;
  - (c) Deleting the figure “\$879,519.00” from paragraphs 1(c)(i), 1(c)(ii), and 1(f)(i) of the resolution and replacing this with the figure “\$872,775.00”;
  - (d) Deleting the date “18 August 2014” from paragraph 4 of the resolution and replacing this with the date “1 September 2014” and
  - (e) Deleting the date “11 August 2014” from paragraph 6 of the resolution and replacing this with the date “25 August 2014”.

**CARRIED UNANIMOUSLY**

## REPORT

### INTRODUCTION AND BACKGROUND

At its meeting on 23 June 2014 Council resolved:

*“That:*

- (1) *Council give notice of its intention to declare a special charge in accordance with section 163 of the Local Government Act 1989 as follows:*
  - a. *A special charge is declared for the period commencing on the day on which Council issues a notice levying payment of the special rate and concluding on the tenth anniversary of that day.*
  - b. *The special charge be declared for the purpose of defraying any expense incurred by Council in relation to the provision of solar energy systems on residential properties participating in the Solar Saver scheme, which project:*
    - i. *Council considers is or will be a special benefit to those persons required to pay the special charge (and who are described in succeeding parts of this resolution); and*
    - ii. *arises out of Council's functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district.*
  - c. *The total:*
    - i. *cost of performing the function described in paragraph 1(b) of this resolution be recorded as \$879,519.00; and*
    - ii. *amount for the special charge to be levied be recorded as \$879,519.00, or such other amount as is lawfully levied as a consequence of this resolution.*

- d. *The special charge be declared in relation to all rateable land described in the table included as Appendix B to this report, in the amount specified in the table as applying to each piece of rateable land.*
  - e. *The following be specified as the criteria which form the basis of the special charge so declared:  
Ownership of any land described in paragraph 1(d) of this resolution.*
  - f. *The following be specified as the manner in which the special charge so declared will be assessed and levied:
    - i. *a special charge calculated by reference to the size of the solar energy system being installed and the particular costs of installation at each property participating in the Solar \$aver scheme, in respect of which a Householder Agreement has been executed, totalling \$879,519.00, being the total cost of the scheme to Council;*
    - ii. *to be levied each year for a period of 10 years.**
  - g. *Having regard to the preceding paragraphs of this resolution and subject to section 166(1) of the Act, it be recorded that the owners of the land described in paragraph 1(d) of this resolution will, subject to a further resolution of Council, pay the special charge in the amount set out in paragraph 1(f) of this resolution in the following manner:
    - i. *payment annually by a lump sum on or before one month following the issue by Council of a notice levying payment under section 163(4) of the Act; or*
    - ii. *payment annually by four instalments to be paid by the dates which are fixed by Council in a notice levying payment under section 163(4) of the Act.**
- (2) *Council considers that there will be a special benefit to the persons required to pay the special charge because there will be a benefit to those persons that is over and above, or greater than, the benefit that is available to persons who are not subject to the proposed special charge, as a result of the expenditure proposed by the special charge, in that the properties will have the benefit of a solar energy system being installed.*
- (3) *Council, for the purposes of having determined the total amount of the special charge to be levied:
  - a. *considers and formally records that only those rateable properties included in the Solar \$aver scheme as proposed will derive a special benefit from the imposition of the special charge, and there are no community benefits to be paid by Council; and*
  - b. *formally determines for the purposes of section 163(2)(a), (2A) and (2B) of the Act that the estimated proportion of the total benefits of the special charge to which the performance of the function or the exercise of the power relates (including all special benefits and community benefits) that will accrue as special benefits to the persons who are liable to pay the special charge is 100%.**
- (4) *Public notice be given in 'The Northcote Leader' and 'The Preston Leader' newspapers of Council's intention to declare, at its ordinary meeting to be held on 18 August 2014, the special charge in the form set out above.*

- (5) *Separate letters, enclosing a copy of this resolution, Appendix B to this report and the public notice referred to in paragraph 4 of this resolution, are to be sent to the owners of the properties included in the scheme, advising of Council's intention to levy the special charge, the amount for which the property owner will be liable, the basis of calculation of the special charge, and notification that submissions and/or objections in relation to the proposal will be considered by Council in accordance with sections 163A, 163B and 223 of the Act.*
- (6) *Any person who makes a written submission in relation to the proposed Special Charge Scheme for Solar Saver Program and requests to be heard in support of the written submission made under section 223 of the Act, be heard by Council's Hearing of Submissions Committee at a meeting to be held in the Council Chamber, Darebin Civic Centre, 350 High Street Preston at 7:00pm on Monday 11 August 2014.*
- (7) *Council's Manager Environment and Natural Resources be authorised to carry out any and all other administrative procedures necessary to enable Council to carry out its functions under sections 163A, 163(1A), (1B) and (1C), 163B and 223 of the Act."*

To ensure the integrity of the scheme, the 'Table of properties intended to be subject to the Solar Saver special charge scheme' (attached as **Appendix A** to this report) was required to be updated as a number of changes have arisen following the tabling of the report. Accordingly the public notice has been delayed to accommodate these changes.

## ISSUES AND DISCUSSION

Under Section 163 of the *Local Government Act 1989* (Act), Council is empowered to declare a special charge for the purposes of defraying any expenses in relation to the performance of a function or the exercise of a power of Council, if Council considers that the performance of the function or the exercise of the power is, or will be, of special benefit to the persons required to pay the special rate or special charge.

In this case, the installation of solar energy systems on properties as part of the Solar Saver scheme arises out of Council's functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district and promotes the social, economic and environmental viability and sustainability of the municipal district. Each participating property has signed a Householder Agreement with Council to participate in the scheme, which includes the overall cost and repayments which would be paid by the property should the scheme be approved.

Due to many of the houses being older properties some of the homes require switchboard works before the electrical works involved in installing solar panels can be undertaken. These proposed works caused changes from the original estimates provided by the contractor. The majority of changes, (thirteen), relate to reductions in cost from the initial quote. There are 2 households where costs have increased from the original cost. Households have reviewed the charges and have signed off on these in their agreements. The switchboard works are beneficial to the house holder for safety and any future electrical works.

Other required changes include:

- Due to an administrative error a household was omitted from the data base provided to Council and this household is now included in **Appendix A**.

- 2 households have notified Positive Charge that they no longer wish to participate in the scheme and rather than including these households in the notification process, withdrawing them in the final report, it is simpler to withdraw them from the proposed scheme at this time.

These proposed changes result in 300 participating households, with the cost of the scheme reducing slightly from \$879,519 to \$872,775. The public notice has been delayed for Council to consider this matter and new timelines are provided below. The percentage breakdown of the 300 participating households by suburb is:

- Alphington 1.7%
- Fairfield 2.0%
- Northcote 12.3%
- Thornbury 11.3%
- Preston 19.3%
- West Preston 5.3%
- Reservoir 41.3%
- Kingsbury 3.8%
- Bundoora 1.0%
- Macleod 1.3%
- Keon Park 0.7%

## POLICY IMPLICATIONS

### Environmental Sustainability

This project is consistent with Darebin's Community Climate Change Action Plans and the Darebin Climate Change and Peak Oil Adaptation Plan. The adopted project aims included:

- *To reduce greenhouse emissions in the Darebin community and organisation towards progress of the 2020 zero emissions targets.*
- *To increase the amount of renewable energy in Darebin.*
- *To facilitate, catalyse and develop mechanisms to develop scaled up solar and resource efficiency projects.*
- *To future-proof the community and council against increasing energy prices, particularly low income households in our community most vulnerable to increasing energy costs.*
- *To develop long term financing and management models which provide benefits for the community and Council, including leveraging funds from government grants and philanthropy.*
- *To demonstrate council leadership, engage with and inspire the community regarding renewable energy and energy efficiency*
- *To create community resilience and pride.*

### Human Rights, Equity and Inclusion

Council has committed through its Community Climate Action Plan not only to reduce emissions, but to support those most vulnerable to climate change impacts and increasing energy costs. This project was specifically aimed at pensioner households, who are more vulnerable to increasing energy costs.

Project community engagement and promotion has included communications aimed at culturally and linguistically diverse (CALD) communities. There has been a good take up of the offer by these communities.

### Economic Development

It is estimated that the average participating household could save \$405 in electricity bills over the first year based on current electricity pricing, a saving of \$113 after the special scheme payment. After 10 years households can save \$400 - \$500 per year. This represents potential funds that can be spent within the Darebin community rather than on utility bills.

The program has been undertaken with local Darebin plus providers –Moreland Energy Foundation (through the Positive Charge program). On a longer term basis this program has the potential to be rolled out Australia-wide creating many more solar installation opportunities for the solar industry, resulting in greater demand/jobs for that industry.

### Other

This is consistent with the Council Plan

## FINANCIAL AND RESOURCE IMPLICATIONS

Should the proposed special charge scheme proceed, Council will pay \$872,775 for the supply and installation of the solar PV systems on the properties listed in **Appendix A**. In accordance with their respective Householder Agreements, property owners will pay for the cost of the solar energy system by equal installments apportioned over a 10-year period, commencing from July 2015. Council is expected to receive \$87,277.50 in special charge repayments annually for the scheme over the 10 year period. It should be noted that the special charge scheme is effectively an interest free loan to the households.

Payments to Council by property owners for works via special charge schemes are GST exempt.

Should the property be sold during the 10 year period in which the special charge scheme applies, the amount outstanding on the special charge scheme at the time of sale will be fully paid.

The total project, including legal/technical advice, printing and postage is expected to cost \$900,000.

Other related operational costs of \$30,000 including: advertising and marketing around the general solar bulk buy scheme and home energy assessments for 205 pensioner households who opted not to purchase solar, have been included in the 2013-2014 Climate Change operational budget in accordance with the Community Climate Change Action Plan.

## CONCLUSION

It is recommended that Council amend the resolution of 23 June 2014 to include the updated table of properties participating in the scheme and the cost of their solar energy systems. These proposed changes result in 300 participating households, with the cost of the scheme reducing slightly to \$872,775.

## FUTURE ACTIONS

- Copies of the proposed declaration to property owners - 11 July 2014
- Copy of proposed declaration available for public inspection – 11 July 2014
- Public notice of proposed declaration – 16 July 2014
- Receipt of written submissions – 13 August 2014
- Hearing of submissions (if required) - 25 August 2014
- Report to Council – 1 September 2014

## DISCLOSURE OF INTERESTS

The *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

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

## RELATED DOCUMENTS

- Council Minutes – 23 June 2014
- *Local Government Act 1989*
- Community Climate Change Action Plan
- The Macquarie Special Rates and Charges Manual 2012
- 2013/2014 Budget
- Table of properties intended to be subject to the Solar \$aver special charge scheme, (**Appendix A**)

*Libby Hynes, Manager Environment and Natural Resources left the meeting at the conclusion of the above item – 9.20 pm*

**12. GENERAL BUSINESS****12.1 BARLING RESERVE – TRAFFIC AND PARKING ISSUES****MINUTE NO. 356****COUNCIL RESOLUTION**

**MOVED:** Cr. T. Laurence  
**SECONDED:** Cr. S. Tsitas

**THAT** officers report back in a timely manner on potential traffic and parking issues and an assessment of the need for parking marshals for Barling Reserve during junior football grand final match planned to be held there this year.

**CARRIED**

*Cr. Li disclosed a conflict of interest in the following item describing the interest as an indirect interest as a result of conflicting duty as he is a Board member of Regional Kitchens Pty Ltd. Cr. Li left the meeting prior to discussion of the item at 9.35 pm.*

**12.2 REGIONAL KITCHEN AND COMMUNITY CHEF****MINUTE NO. 357****COUNCIL RESOLUTION**

**MOVED:** Cr. T. Laurence  
**SECONDED:** Cr. A. Villella

**THAT** officers report back to the next full council as a matter of urgency on the financial situation of the Regional Kitchen Pty Ltd and Community Chef and any potential financial impacts for Darebin Council as a shareholder and client of these organisations in the financial years 2014/2015 and 2015/2016.

**CARRIED UNANIMOUSLY**

*Cr. Li returned to the meeting at the conclusion of the above item – 9.40 pm.*



**12.3 TREE PLANTING ALONG HIGH STREET****MINUTE NO. 358****COUNCIL RESOLUTION**

**MOVED:** Cr. A. Villella  
**SECONDED:** Cr. T. McCarthy

**THAT** Council receive a report to a future Council meeting on the options for linking street planting along High Street starting from the north of the municipality, with the celebration of child births in Darebin.

**CARRIED UNANIMOUSLY****12.4 SHARED USE OF SCHOOL SPORTS FACILITIES****MINUTE NO. 359****MOTION**

**MOVED:** Cr. A. Villella  
**SECONDED:** Cr. T. McCarthy

**THAT** officers prepare a report on the feasibility of entering into agreements with the state government for shared community use of school sport ground facilities such as netball, basketball, cricket pitches etc.

*Cr. Fontana proposed to the mover (Cr. Villella) and seconder (Cr. McCarthy) that the motion be amended as follows. This was accepted by Cr. Villella and Cr. McCarthy.*

**THAT** officers prepare a report on the feasibility of entering into agreements with the state government and local school principals for shared community use of school sport ground facilities such as netball, basketball, cricket pitches etc.

THE AMENDED MOTION THEN READ AS FOLLOWS:

**AMENDED MOTION**

**MOVED:** Cr. A. Villella  
**SECONDED:** Cr. T. McCarthy

**THAT** officers prepare a report on the feasibility of entering into agreements with the state government and local school principals for shared community use of school sport ground facilities such as netball, basketball, cricket pitches etc.

THE AMENDED MOTION WAS PUT AND CARRIED AND BECAME THE COUNCIL RESOLUTION AS FOLLOWS:

**COUNCIL RESOLUTION**

**MOVED:** Cr. A. Vilella  
**SECONDED:** Cr. T. McCarthy

**THAT** officers prepare a report on the feasibility of entering into agreements with the state government for shared community use of school sport ground facilities such as netball, basketball, cricket pitches etc.

**CARRIED**

THE CHAIRPERSON, CR. GRECO, CALLED FOR A PROCEDURAL MOTION TO EXTEND THE MEETING BEYOND 10 PM.

**EXTENSION OF TIME - 9.49 PM**

**COUNCIL RESOLUTION**

**MOVED:** Cr. T. McCarthy  
**SECONDED:** Cr. B. Li

**THAT** the Council meeting continue after 10.00 pm for 30 minutes.

**CARRIED**

**12.5 ANIMAL MANAGEMENT**

**MINUTE NO. 360**

**COUNCIL RESOLUTION**

**MOVED:** Cr. T. McCarthy  
**SECONDED:** Cr. B. Li

**THAT** Council receives a report on a potentially cost neutral program to reimburse reasonable costs incurred by legally-incorporated pet rescue organisations working in partnership with Council's Animal Management Unit. The report should examine whether the costs of such a program can be offset by savings made due to animals not being held (or being held for shorter periods) by Council's pound provider. The report should also identify the governance and legal liability arrangements required for such a program to be implemented.

**CARRIED UNANIMOUSLY**

### 13. CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL

#### CLOSE OF MEETING

**MOVED:** Cr. B. Li  
**SECONDED:** Cr. V. Fontana

**THAT** in accordance with section 89(2) of the *Local Government Act 1989*, Council resolves to close the meeting to members of the public to consider the following items which relate to contractual and personnel matters:

- 13.1 Traffic Signal Maintenance Contract – CT201309
- 13.2 Personnel Matter

**CARRIED**

The meeting was closed to members of the public at 9.55 pm.

*The Council considered and resolved on Report Item 13.1 (Traffic Signal Maintenance Contract - CT201309) and Item 13.2 (Personnel Matter) which had been circulated to Councillors on 3 July 2014 with the Council Agenda Paper.*

#### RE-OPENING OF MEETING

**MOVED:** Cr. S. Tsitas  
**SECONDED:** Cr. T. McCarthy

**THAT** the meeting be re-opened to the members of the public. – 10.06 pm

**CONFIDENTIAL**

13.1                      **TRAFFIC SIGNAL MAINTENANCE CONTRACT – CT 201309**

**MINUTE NO. 361**

**AUTHOR:**                **Senior Coordinator Transport Management**

**REVIEWED BY:**        **Director Assets and Business Services**

**SUMMARY:**

At its meeting on 23 June 2014, in line with the recommendations contained in the confidential Council Report on the Traffic Signal Maintenance contract, Council resolved to appoint AJ Williams Group Pty Ltd.

This report seeks to make a minor amendment to the previous resolution due to a numerical error.

**CONSULTATION:**

Nil

**RECOMMENDATION**

**THAT** the Council Resolution and the report remain confidential.

**COUNCIL RESOLUTION**

**MOVED:**                **Cr. T. McCarthy**

**SECONDED:**        **Cr. A. Villella**

**THAT** the Council Resolution and the report remain confidential.

**CARRIED**

**CONFIDENTIAL**

**13.2 PERSONNEL MATTER**

**MINUTE NO. 362**

**AUTHOR: Chief Executive**

**SUMMARY:**

Verbal advice in relation to a personnel matter will be given to Councillors during this agenda item.

**CONSULTATION:**

- Manager Corporate Governance and Performance
- Manager People and Development

**RECOMMENDATION**

**THAT** the Council Resolution and the report remain confidential.

**COUNCIL RESOLUTION**

**MOVED: Cr. T. McCarthy**  
**SECONDED: Cr. A. Villella**

**THAT** the Council Resolution and the report remain confidential.

**CARRIED**

**14. CLOSE OF MEETING**

The meeting closed at 10.07 pm.