



the place
to live

AGENDA OF THE COUNCIL MEETING

Held on Monday 13 August 2018

Public question time will
commence shortly after 6.00pm.



ACKNOWLEDGEMENT OF TRADITIONAL OWNERS AND ABORIGINAL AND TORRES STRAIT ISLANDER COMMUNITIES IN DAREBIN

Darebin City Council acknowledges the Wurundjeri people as the traditional owners and custodians of the land we now call Darebin and pays respect to their Elders, past, present and future.

Council pays respect to all other Aboriginal and Torres Strait Islander communities in Darebin.

Council recognises, and pays tribute to, the diverse culture, resilience and heritage of Aboriginal and Torres Strait Islander people.

We acknowledge the leadership of Aboriginal and Torres Strait Islander communities and the right to self-determination in the spirit of mutual understanding and respect.



English - Agenda

This is the Agenda for the Council meeting. For assistance with any of the agenda items, please telephone 8470 8888.

Arabic

هذا هو جدول أعمال اجتماع المجلس. للحصول على المساعدة في أي من بنود جدول الأعمال، يرجى الاتصال بالرقم 8470 8888.

Chinese

这是市议会会议议程。如需协助了解其中的任何议项，请致电8470 8888。

Greek

Αυτή είναι η Ημερήσια Διάταξη (Agenda) της συνεδρίασης του Δημοτικού Συμβουλίου. Για βοήθεια σε οποιοδήποτε θέμα της ημερήσιας διάταξης, παρακαλούμε τηλεφωνήστε στο 8470 8888.

Hindi

यह काउंसिल की बैठक के लिए एजेंडा है। एजेंडा के किसी भी आइटम के साथ सहायता के लिए कृपया 8470 8888 पर टेलीफोन करें।

Italian

Questo è l'ordine del giorno per la riunione municipale. Per assistenza su uno dei punti dell'agenda chiamate il numero 8470 8888

Macedonian

Ова е дневен ред за состанокот на Советот на Општината. За помош за било која точка од дневниот ред, ве молиме телефонирајте на 8470 8888.

Somali

Kani waa ajandaha kulanka Golaha Degmada. Wixii caawima ah oo ku saabsan qodob kasta oo ka mid ah ajandaha fadlan la xiriir tel: 8470 8888.

Vietnamese

Đây là chương trình buổi họp của Hội đồng Thành Phố. Muốn biết thêm các thông tin về chương trình buổi họp, xin hãy gọi số 8470 8888.

Table of Contents

Item Number	Page Number
1. MEMBERSHIP	1
2. APOLOGIES	1
3. DISCLOSURES OF CONFLICTS OF INTEREST	1
4. CONFIRMATION OF THE MINUTES OF COUNCIL MEETINGS	1
5. QUESTION AND SUBMISSION TIME	2
6. PETITIONS	3
7. URGENT BUSINESS	3
8. CONSIDERATION OF REPORTS	4
8.1 COUNCIL PLAN ACTION PLAN 2018–19 AND STRATEGIC RESOURCE PLAN 2018–22	4
8.2 ANNUAL REPORT ON MEMORANDUM OF UNDERSTANDING BETWEEN MERRI CREEK MANAGEMENT COMMITTEE AND DAREBIN CITY COUNCIL	62
8.3 LANDFILL LEVY	98
8.4 DELEGATIONS OF POWER, DUTIES AND FUNCTIONS TO COUNCIL STAFF	112
8.5 SIX MONTH PROGRESS REPORT FOR COMMUNITY ADVISORY COMMITTEES WITH COUNCILLOR REPRESENTATION	175
8.6 CT201842 - SUPPLY AND INSTALLATION OF SOLAR PV SYSTEMS FOR THE DAREBIN SOLAR SAVER PROGRAM 2018 - 2021	216
9. CONSIDERATION OF RESPONSES TO PETITIONS, NOTICES OF MOTION AND GENERAL BUSINESS	224
NIL	
10. NOTICES OF MOTION	225
10.1 GOVERNANCE LOCAL LAW AND PLANNING COMMITTEE CHARTER	225
10.2 COMMUNITY SPONSORSHIP PROGRAM	226
10.3 PUBLIC COUNCIL POSITION PAPER ON THE FUTURE OF PRESTON MARKET	227
10.4 REQUEST FOR DEMOLITION CONTROLS TO SAFE GUARD PRESTON MARKET	228
10.5 PROMOTION OF RECYCLING	229
11. REPORTS OF STANDING COMMITTEES	230
NIL	
12. RECORDS OF ASSEMBLIES OF COUNCILLORS	231
12.1 ASSEMBLIES OF COUNCILLORS HELD	231
13. REPORTS BY MAYOR AND COUNCILLORS	239

Table of Contents

Item Number	Page Number
14. CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL.....	239
15. CLOSE OF MEETING	239

Agenda

1. MEMBERSHIP

Cr. Kim Le Cerf (Mayor) (Chairperson)

Cr. Steph Amir

Cr. Gaetano Greco

Cr. Trent McCarthy

Cr. Lina Messina (Deputy Mayor)

Cr. Susanne Newton

Cr. Susan Rennie

Cr. Julie Williams

2. APOLOGIES

Cr. Tim Laurence is on an approved leave of absence.

3. DISCLOSURES OF CONFLICTS OF INTEREST

4. CONFIRMATION OF THE MINUTES OF COUNCIL MEETINGS

Recommendation

That the Minutes of the Ordinary Meeting of Council held on 23 July 2018 be confirmed as a correct record of business transacted.

5. QUESTION AND SUBMISSION TIME

Members of the public can lodge questions for Council to answer or make a Comment or Submission prior to a specific item listed on the Agenda of an Ordinary Council meeting.

QUESTIONS

Members of the public can ask up to two (2) questions at an Ordinary Council meeting.

Questions submitted online will be responded to in the first instance. If you are not present at the meeting, the Chairperson will read the question and provide a response. The Chairperson may then take questions from members in the gallery.

Any question not answered at the meeting will be taken on notice and a written response will be provided to the person asking the question.

In accordance with the Darebin Governance Local Law, the Chairperson may disallow a question if it:

- is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance; or
- deals with a subject matter already answered; or
- is aimed at embarrassing a Councillor or an officer.

If you are unable to submit your question prior to the Ordinary Council meeting, the Chairperson may take questions from the floor.

SUBMISSIONS OR COMMENTS

Members of the public may make a comment or 2 minute submission on a matter listed on the Agenda prior to the item being debated.

A person who is unable to stay at the meeting until the Agenda item is heard, may make their comment or submission during Question Time.

HOW TO SUBMIT YOUR QUESTION OR MAKE A COMMENT OR SUBMISSION

Members of the public who wish to ask a question, or make a comment or submission to an agenda item, at an Ordinary Council meeting are encouraged to do so in one of the following ways:

- (a) online at darebin.vic.gov.au/questionsandsubmissions by 3pm on the day of the meeting; or
- (b) by email to Q&S@darebin.vic.gov.au; by 3pm on the day of the meeting; or
- (c) in person at the Preston Customer Service Centre, 274 Gower Street, Preston; or
- (d) by mail to PO Box 91, Preston 3072; or
- (e) with a Council officer prior to a Council meeting.

Council meetings can be viewed at the Watch Council and Planning Committee meetings page.

Agenda's will be available for viewing on Council's website at the 'Meeting Agendas and Minutes' page by 5pm, up to 6 days prior to the date of the meeting. Copies are also available at Customer Service centres and libraries.

6. PETITIONS

7. URGENT BUSINESS

8. CONSIDERATION OF REPORTS

8.1 COUNCIL PLAN ACTION PLAN 2018–19 AND STRATEGIC RESOURCE PLAN 2018–22

Author: Coordinator Planning and Reporting

Reviewed By: General Manager Governance and Engagement

PURPOSE

To seek Council's endorsement of the Council Plan Action Plan for the 2018–19 year, in conjunction with the supporting Strategic Resource Plan.

EXECUTIVE SUMMARY

Council is required by the *Local Government Act 1989* ('the Act') to prepare a Council Plan (the 'Plan') that contains the strategic objectives of Council, strategies for achieving those objectives and indicators to monitor the achievement of those objectives. It is also required to include a Strategic Resource Plan containing, among other things, a series of standard financial statements.

At the Council meeting of 22 June 2017, Council also adopted for the first time at Darebin, an Action Plan that sets out in more detail how the objectives of the Plan will be achieved. Preparation of an Action Plan is not covered by the Act, but it does enable Council to respond with more flexibility to meet the challenges of the Plan. At its meeting on 22 June 2017, Council resolved that "an Action Plan will be developed with Council annually over the four year Council Plan period to ensure all objectives are met by 2021". This report is in response to that resolution.

Recommendation

That Council:

- (1) Adopts the Council Plan Action Plan for 2018–19 (**Appendix A**).
 - (2) Adopts the revised Strategic Resource Plan 2018–22 (**Appendix B**), which incorporates the amendments made in adopting the 2018–19 Budget on 12 June 2018.
 - (3) Adjusts the Council Plan 2017–21 by replacing the existing Strategic Resource Plan with the Strategic Resource Plan 2018–22 (**Appendix B**).
-

BACKGROUND / KEY INFORMATION

Council made a decision to write an overarching strategic vision in the Plan and to support that with an annual Action Plan to detail the work that would be undertaken to meet that vision. This report is in response to that resolution.

The Strategic Resource Plan forms part of the Council Plan and outlines the allocation of resources that allows the Action Plan to be implemented.

The Strategic Resource Plan for 2018–22 was previously adopted at the Council Meeting on 12 June 2017 as part of the Budget for 2018–19. It has been revised by incorporating the amendments made in adopting the 2018–19 Budget on 12 June 2018 and demonstrates that Council has the necessary resources to realise the Action Plan.

Previous Council Resolution

At its meeting held on 22 June 2017, Council resolved:

- 4) *'That an Action Plan will be developed with Council annually over the four year Council Plan period to ensure all objectives are met by 2021.'*

COMMUNICATIONS AND ENGAGEMENT

Consultation

The Action Plan was produced in collaboration with Managers and General Managers across the organisation.

Communications

The endorsed document will be promoted using a variety of channels. These will include internal and external communications and will use digital and traditional methods.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 6 - A well governed Council

Environmental Sustainability Considerations

The Plan has a specific goal that addresses Council's commitment to environmental sustainability which is a theme that runs through the goals of the plan.

Equity, Inclusion and Wellbeing Considerations

The Plan has a specific goal that addresses Council's commitment equity and the continuing involvement of our diverse community. Wellbeing is a theme that runs through the document.

Cultural Considerations

In the Plan, Goal 5 highlights the importance of our diverse community as being 'our greatest asset for solving future challenges.'

Economic Development Considerations

The Plan has a specific goal that addresses Council's commitment to support and attract local businesses and industries.

Financial and Resource Implications

A graphically designed version of the Action Plan will be produced, which will cost approximately \$1,500. There are no other external costs. This cost is included in the budget.

Legal and Risk Implications

There are no specific risks associated with the development of the attached report.

DISCUSSION

The attached Action Plan contains more than 150 separate actions that collectively work to ensure that the vision of the Council Plan will be achieved.

OPTIONS FOR CONSIDERATION

- Adopt the Action Plan. This is the recommended option as it complies with the strategic aims of the Plan.
- Do not adopt the Action Plan. This is not the recommended option.

IMPLEMENTATION STRATEGY

Details

Once adopted, the Action Plan will be integrated into the business plans of every Council department.

Communication

The Action Plan communications strategy will focus on both internal and external communications. The key messages for this year's plan will centre on how the plan is creating an even better place for people to live and work in. The messaging will acknowledge both the core work of Council (not detailed in the Action Plan), as well as the projects that will further enhance Darebin.

The Action Plan will be promoted through all digital channels (social, web and video), Darebin Community News and internal channels. In addition, ward-specific information will be created that highlights the projects for each ward, as well as some of the broader city-wide initiatives. These materials will be available in both digital formats and in hard copy for distribution. There will also be a media launch of the Action Plan with specific initiatives highlighted, as well as a planned release of stories over the coming months to maximise exposure.

Progress against the Action Plan will be provided through the quarterly Action Plan Progress Report and the Annual Report.

Timeline

All of the actions under 'Communication' will be implemented within one week of the adoption of the report.

RELATED DOCUMENTS

- Council Plan 2017–21
- Strategic Resource Plan 2018–22
- Council Minutes – 22 June 2017 and 12 June 2018

Attachments

- Council Plan Action Plan 2018–19 (**Appendix A**) [↓](#)

- Strategic Resource Plan 2018–22 (**Appendix B**) [↓](#)

DISCLOSURE OF INTEREST

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.

7/08/2018 12:28 PM

Council Plan Action Plan 2018–19

These are the actions we will be undertaking over 2018–19 to meet our Council Plan targets.

This action plan will be updated annually with new actions and our progress.

Goal 1: We will be leaders in creating a sustainable city through local **innovation projects that address climate change**

1.1: We will become an **energy and water efficient city and reduce waste**

Targets from our 4 year Council Plan:

Create a Darebin Energy Foundation – a climate emergency think tank and creator of initiatives that can be scaled across communities

Create and enact a local *Climate Emergency Plan* to address and climate change and mitigate risks

Divest from financial institutions that lend to the fossil fuel industry

Make our Council buildings and car fleet more energy efficient

Double solar power from approximately 18,000 kilowatts to 36,000 kilowatts, including for low income households

2018–19 actions

Support Climate Emergency Darebin (CED) to finalise a recommendation in regard to long-term governance structure, while enabling the group to undertake projects and/or actions to help address the climate emergency.

Continue implementation of the Climate Emergency Plan, including delivery of a national Climate Emergency Conference (September 2018) and implementation of carbon reduction projects.

Review the Community Emergency Risk Assessment and update the Emergency Management Plan, as well as relevant sub-plans e.g. Heatwave and Pandemic Plans.

Revise the 2007 Drainage Asset Management Plan and replace with an Integrated Water Management Strategy that addresses drainage, stormwater reuse and potable water management by June 2019.

Continue to review our Fossil Fuel Divestment Strategy on an annual basis to reduce our investment in financial institutions that lend to the fossil fuel industry.

Purchase and operate two electric vehicles as part of the Council fleet.

Finalise the Vehicle Policy and process to ensure priority selection of environmentally friendly (preferably electric), or hybrid passenger fleet vehicles.

Ensure that Council's building maintenance, upgrade and design work does, at a minimum, meet the standards in the ESD Policy.

Install more than 4,000 kW of solar panels on 1,000 homes and businesses, resulting in significant progress towards the goal of doubling solar in Darebin from 18,000 kW to 36,000 kW by 2021.

Support businesses to access renewable energy and energy efficient models by offering subsidised LED lighting and access to the Solar Savers program throughout the year.

A4645725

Page 1

7/08/2018 12:28 PM

<p>Increase Council's use of water from non-drinking water sources by 30 megalitres by 2025</p> <p>Reduce waste to landfill by 1kg per person year-on-year, while maintaining community satisfaction with waste services above 80%</p>	<p>Increase the number of certified sustainable businesses in Darebin and add businesses to the Green Business Directory.</p> <p>Commence the development of the Integrated Water Management Strategy by updating flood modelling for the Municipality.</p> <p>Continue to investigate and implement Water Sensitive Urban Design and/or Environmentally Sustainable Design practices or products into at least 75% of Council's capital work projects.</p> <p>Implement a range of recycling education activities for the Darebin community to increase levels of recycling in the city.</p> <p>Review Darebin's Waste Strategy to seek to deliver on the aspirations of the Climate Emergency Plan 2017–22 by cutting emissions from waste; supporting elimination of single-use plastics; and ensuring recycling systems are effective in the long run.</p> <p>Finalise a model for the introduction of a city-wide food waste recycling service and explore lowest carbon options for food waste.</p> <p>Implement the single-use plastics resolution.</p> <p>Advocate for the transformation of Australia's national approach to packaging, materials, waste and litter management to be environmentally focused and sustainable in the long run.</p> <p>Continue providing waste and recyclable collection services in line with Council's service standards.</p>
--	---

1.2 We will increase sustainable transport through safer streets for walking and cycling, and advocacy for public transport

<p>Targets from our 4 year Council Plan:</p> <p>Reduce private vehicle use to an average of 13 kilometres per day per person by 2020 (10%)</p> <p>Increase car share bays from 20 to 100</p> <p>Dramatically increase opportunities for walking and cycling – with our biggest ever single investment of \$6 million in the first year of this plan – including converting some roads into shared streets where green space, walking and cycling take priority</p> <p>Reduce the speed limit to 40 kilometres across 30% of the municipality</p> <p>Increase cycling by 12%</p> <p>Replace \$5.6 million of damaged footpaths and increase satisfaction with footpath maintenance to above 80%</p> <p>Implement our commitments under the NORTH Link Regional Trails Strategy to ensure walking and cycling routes connect</p>	<p>2018–19 actions</p> <p>Identify priority locations and a forward plan for car-share bays across the City and further increase the number of car-share bays towards the target of 100.</p> <p>Continue to partner with Reservoir West Primary as the pilot active travel 'Octopus School', constructing two pedestrian crossings and improving cycling access to the school, and select and partner with the next 'Octopus School'.</p> <p>Promote car sharing, cycling and walking events (such as Ride2Work Day) and facilitate schools programs and community skills building workshops (such as cycle skills workshops).</p> <p>Design and construct streetscape, landscape and traffic engineering improvements to create a 'Streets for People' corridor (a project to prioritise walking, cycling and traffic calming) that will extend from Miller Street in Thornbury to Merri Parade in Northcote; improvements include a linear corridor of a local street network adjacent to the South Morang railway line.</p> <p>Engage the community in development of a second 'Streets for People' corridor that will improve road safety, and prioritise cycling, walking and traffic calming.</p> <p>Improve our walking network, including design of two pedestrian crossings, construction of four pedestrian crossings, construction of three new raised-entry treatments to improve safety and walkability, implementation of changes to parking restrictions at Fairfield, and investigation and design of other improvements for future years.</p> <p>Install new drinking fountains in parks and shopping strips across Darebin.</p> <p>Deliver 100% of the 2018–19 footpath renewal program.</p>
---	--

A4645725

7/08/2018 12:28 PM

<p>throughout the north of Melbourne</p> <p>Advocate to the Victorian Government to:</p> <ul style="list-style-type: none"> - increase the frequency of train, tram and bus services - fast track the Clifton Hill metro upgrade to improve train services to South Morang - extend the number 11 tram route to Edwardes Street - upgrade of 14 tram stops on tram route 86 to accessible tram stops 	<p>Install intersection improvements on a key cycling route and design a range of cycling infrastructure improvements across the municipality, including new bicycle lanes, cycling refuges and improvements to existing traffic signals.</p> <p>Improve the Cheddar Road cycling path by including a realigned section of shared path adjacent to Hickford Street, as per the recommendations of the Shared Path Safety Audit.</p> <p>Undertake planning for safety and landscaping improvements to the St Georges Road–High Street Shared Path (Northern Pipe trail project).</p> <p>Seek VicRoads approval for further speed limit reductions to 40km in priority locations.</p> <p>Advocate to the State Government for level crossings to be removed at Bell St, Preston, Murray Road and at Reservoir Station; and for all the removals to be elevated solutions to open up and improve pedestrian and cycling access, as well as create new opportunities for parks and recreation areas.</p> <p>Advocate for the State Government to fund a feasibility study for the extension of Tram Route 11 to Reservoir Station or La Trobe University.</p> <p>Continue to advocate to the State Government for improved east–west transport connections throughout Darebin and the wider northern Melbourne region, as well as for an increase in bus services and bus routes across Darebin.</p>
--	--

1.3 We will expand and improve our network of open and green spaces, parks and natural environments, to provide the lungs for our city and reduce the impacts of climate change

<p>Targets from our 4 year Council Plan:</p> <p>Create a Darebin Nature Trust, capitalised with \$10 million over this plan, to increase open space and native vegetation, and ensure all residents live within 500 metres open space</p> <p>Maintain resident satisfaction with the maintenance of parks, reserves and open spaces above 85%</p> <p>Grow our urban forest by 7,600 trees to increase tree coverage on public land by 15%</p>	<p>2018–19 actions</p> <p>Support the Darebin Nature Trust to provide advice to Council on biodiversity and open space matters.</p> <p>Conduct a detailed biodiversity study to help inform future work to conserve and enhance biodiversity across the City.</p> <p>Undertake planning for improvements at Mayer Park and Penders Park, including consultation, design and priority construction projects.</p> <p>Construct a new public space on the corner of High Street and Oakover Road, Preston.</p> <p>Plan for improvements at Edwardes Lake, including consultation on the draft master plan.</p> <p>Make improvements at Donath Dole Reserve to extend the internal path network.</p> <p>Improve the entry to Batman Park with new landscaping and seating.</p> <p>Deliver Council’s park maintenance programs in accordance with Council’s level of service.</p> <p>Complete the planting of 2,100 street trees and 300 park trees to increase the municipality canopy and urban forest. This is an increase of 500 trees (19%) compared to 2017–18.</p> <p>Plant 5,000 indigenous plants within conservation parkland and bushland.</p> <p>Develop a Local Law for the protection of trees on private property.</p>
--	---

A4645725

7/08/2018 12:28 PM

Install rain gardens/water sensitive urban devices to improve the condition of our waterways

Finalise the installation of four new rain gardens/water sensitive urban devices.

Goal 2. We will improve the wellbeing of people in our community by providing opportunities for them to live their lives well

2.1 We will ensure health and social services meet our community's needs across their life-course

Targets from our 4 year Council Plan:

Continue to design and invest in community services and programs that improve health and wellbeing and maintain overall satisfaction above 85%

Increase immunisation rates to 95% as per the *WHO Global Vaccine Action Plan 2011 – 2020*

Increase our health checks, through innovative approaches to communication and conversation with families

Create a new park, playground, oval and children's hub on the site of the old Ruthven primary school in Reservoir

Maintain support for playgroups and seek additional Victorian Government grant program funding, when available

Transition our youth program to a skills-based approach that will help young people participate in pathways to education and employment

2018–19 actions

Deliver music and arts projects through the Decibels Youth Music Centre that engages young females and gender-diverse young people.

Utilise existing campaigns to support schools and community organisations to raise awareness regarding mental health support for youth (e.g. RUOK day and Mental Health Week).

Adopt and implement a Gender Equity and Preventing Violence Against Women Plan.

Implement the Health and Wellbeing Plan 2017–21.

Lead the partnership with immunisation teams and early years services in the North West region to ensure children holding a health care card are immunised.

Commence implementation of the recommendations of the Aboriginal Maternal and Child Health Initiative to increase the number of Aboriginal and Torres Strait Islander families accessing and remaining engaged with the Maternal and Child Health Service.

Continue to support and maintain good access for community to the park while continuing to plan for future improvements and community demand at the old Ruthven School site.

Undertake research and demand analysis into the best location for a possible children's or community hub.

Continue to support a range of playgroups, both universal and targeted, to improve the learning, development and wellbeing outcomes of children and their families, including the provision of 10 supported playgroups per term to families experiencing disadvantage.

Continue the implementation of the Youth Services Strategy that will guide future engagement with, and future service provision to, the young people of Darebin.

Explore mentoring opportunities for at-risk young people that support their social and vocational development.

In partnership with Northland Shopping Centre, deliver the annual Jobs Fair to increase young people's employment skills and outcomes.

In partnership with Northland Shopping Centre, deliver the 'First Step' Job Ready Employment Program to increase young people's employability.

Work in collaboration with local communities who experience social and economic disadvantage to explore further youth outreach opportunities and provide services accordingly.

A4645725

Page 4

7/08/2018 12:28 PM

<p>Review our aged care services in light of Federal Government changes, and maintain short waiting times for our aged care services, keeping levels of satisfaction above 85%</p> <p>Build four Changing Place facilities which are fully accessible public toilets with change tables and hoists for people with severe or profound disability</p> <p>Ensure our food and health businesses maintain high standards of public health and safety</p>	<p>Upgrade, renew and replace essential equipment and assets that support the delivery of youth programs and activities for young people in Darebin.</p> <p>Engage an independent expert panel to review Council’s services, collect and consider evidence and ideas, and gather community input in to how Council can best create an Age Friendly Darebin where older people are valued, supported and empowered to live well.</p> <p>Complete the construction of a ‘Changing Places’ toilet (a specifically designed and respectful facility for those that require special support) at Gower Street/Kelvin Grove. Complete designs for the Raleigh Street public toilet facility, Edwardes Lake Park public toilets and toilets on corner of Westgarth Street and High Street, Northcote.</p> <p>Ensure all of Darebin’s food premises receive an annual food safety assessment.</p>
---	--

2.2 We will expand opportunities for participation and social connection through sport, physical activity, arts, culture and other leisure activities

Targets from our 4 year Council Plan:	2018–19 actions
<p>Build or upgrade 24 play grounds, including one for all abilities, in consultation with local children</p>	<p>Design six play spaces for construction in the 2019–20 financial year.</p> <p>Construct play spaces at Bundoora Park River Red Gum play space, All Nations Park East play space, LW Williams Reserve play space, LE Cotchin Reserve play space, Bundoora Park play space and Bundoora Homestead play space.</p>
<p>Continue to upgrade our sports grounds and facilities</p>	<p>Undertake a comprehensive investigation into the current asset condition of sporting facilities.</p>
<p>Build a new multipurpose indoor and outdoor sports stadium – a premier facility for women’s sport – at John Cain Memorial Park in Thornbury</p>	<p>Investigate challenges and opportunities for the Reservoir Leisure Centre so the long-term future of the facility can be planned for and actioned.</p>
<p>Redevelop the Northcote Aquatic and Recreation Centre into a \$50M state-of-the-art aquatic centre</p>	<p>Complete the program for sportsground upgrades, including reshaping ovals (where required) at Preston Oval and A H Capp Reserve, to provide consistent surface levels that will assist in surface drainage and surface run-off.</p> <p>Complete the construction of the outdoor netball courts as part of the Multi-Sports Stadium redevelopment.</p>
<p>Increase green (outdoor) gyms to give more residents access to free gym equipment</p>	<p>In consultation with the community, commence development of a detailed design for the Multi-Sport Stadium.</p> <p>Adopt the preferred redevelopment option for the Northcote Aquatic and Recreation Centre and commence schematic designs in consultation with community.</p>
<p>Diversify leisure programs to increase participation</p>	<p>Deliver four community workshops aimed at building the capacity of Darebin’s Sports Clubs to foster social connection and participation.</p> <p>Increase the number of people from the community participating in the Bundoora Park Farm volunteer program.</p>
<p>Increase participation for girls, women and low income residents by reviewing the “inclusivity” of facilities and programs and reducing barriers such as fees or perceptions of safety</p>	<p>In partnership with the Reservoir Neighbourhood House, implement the community gym program to increase engagement and participation in the Reservoir Leisure Centre by people experiencing high levels of disadvantage.</p> <p>Continue to implement the sports clubs performance subsidies program to recognise sporting clubs in the areas of social inclusion and participation, good governance, and community/Council relations.</p>
<p>Re-develop six senior citizen centres to increase group usage by 5%</p>	<p>Undertake an audit of six seniors centres to establish an asset management improvement plan for the centres.</p>
<p>Activate Darebin with arts and culture, making it more visible</p>	<p>Adopt new sustainable operating models and implement a five-year strategic plan for the Northcote Town Hall Art Centre and Darebin Art Centre to ensure</p>

A4645725

7/08/2018 12:28 PM

<p>and encouraging a spread of activity across the municipality, throughout the calendar year, at all times of the day and night</p> <p>Increase and diversify audiences, supporting innovation in arts programming and maintaining high levels of satisfaction in festivals and events above 90%</p> <p>Grow the reach of the Bundoora Homestead Arts Centre</p>	<p>improved cultural outcomes for artists, audiences and community.</p> <p>Continue implementation of the five-year strategic plan for the Bundoora Homestead Art Centre, to deliver improved benefits and outcomes for artists and visitors.</p> <p>Deliver the first-year priorities of the inaugural Darebin Future of Festivals Framework.</p> <p>Implement a centralised events consultancy service to ensure the quality and safety of large-scale events in Darebin. The service will be guided by a newly developed and overarching Council-wide Event and Festival Framework.</p> <p>Design and implement a new Local Community Events Scheme to provide small grants for community-led local events.</p> <p>Improve the accessibility and engagement of Darebin's arts precincts for people with disability. Programs will be designed to create new services that include direct and positive impact for both artists and audiences with disability.</p>
<p>Increase and diversify participation in local food production</p>	<p>Develop the 'garden gate to plate' link between the Bundoora Park Farm and Bundoora Park Café by providing farm-fresh produce in the café.</p> <p>Develop and implement a service agreement with Reservoir Neighbourhood House to support the house to become a food hub for the Reservoir community, and to coordinate the east Reservoir Community Garden.</p> <p>Promote and engage the community with local food production, including the delivery of the Backyard Harvest Festival.</p>
<p>Continue to support and invest in community based organisations, activities and programs that promote participation and social connection</p>	<p>Review the support provided to Seniors Clubs as part of the Age Friendly Darebin Review to ensure the support model continues to meet current and future needs.</p> <p>Undertake a feasibility study of the seven neighbourhood houses to inform future works that will enhance service provision.</p>
<p>Develop a partnership model with the not-for-profit and community sector to utilise their knowledge, skills and expertise to deliver enhanced program and service delivery outcomes</p>	<p>Undertake a review of all community grants and funding agreements with community organisations and create a new centralised grants program.</p>

2.3 We will expand lifelong-learning opportunities, to enable local people to learn, develop their interests, and secure good quality work

<p>Targets from our 4 year Council Plan:</p> <p>Work with all families, particularly those that are vulnerable, to increase kindergarten participation</p> <p>Develop our partnerships with schools to improve outcomes for students, with a focus on disadvantaged students</p> <p>Ensure community participation in the operation and management of the East Preston Community Centre and</p>	<p>2018–19 actions</p> <p>Develop a range of diverse communication mediums targeted specifically to the different agencies working with vulnerable families (for example Child Protection, NDIS providers), so that agencies are better equipped to support families' access to kindergarten and other early years services.</p> <p>Complete the Lifelong Learning Strategy that will define opportunities for residents to continuously improve their knowledge and skills and commence implementation through collaboration and partnerships.</p> <p>Encourage and support the participation of schools (minimum of three) in a youth resiliency program.</p> <p>Implement Libraries After Dark to promote and deliver evening activities at Preston Library.</p>
--	--

A4645725

7/08/2018 12:28 PM

create a program of events that engages its local population to improve community participation and social inclusion
 Diversify and increase library use by: using technology to make library services accessible; creating destinations that support flexible, individual and community learning and work; and increasing the different formats in which materials, information, services and programs are provided

Develop an East Preston Community Centre governance and operational model for implementation in 2020–21 that best suits the community’s changing needs.
 Continue to grow our library service; increasing awareness and usage by our community.
 Activate our library spaces through engaging events, collaborative partnerships and innovative technology solutions.
 In consultation with our community, review the community language library collection to ensure it meets the community’s needs.
 Continue to develop the library collection to meet community needs (including Premiers Reading Challenge).
 Implement the Darebin Libraries Technology Strategy Action Plan to deliver enhanced digital services.

Goal 3. We will ensure our planning system facilitates high quality and sustainable development that extracts social, environmental and economic benefits for our community

3.1 We will encourage and facilitate appropriate high quality development in identified areas to create opportunities for living accessibly to public transport, infrastructure, open space and attractive, safe public areas

Targets from our 4 year Council Plan:

Review the planning scheme to ensure it can deliver our vision and meet the changing needs of the community, while increasing protection for valued neighbourhood character
 Review our planning controls and urban design guidelines to ensure development is appropriately located and of high quality

Finalise a vision for a new suburb in the Northland precinct which could eventually cater for over 20 000 new residents over the next 20 years. The largest urban renewal project in Melbourne’s north for decades, it will include new housing, public transport, business, community facilities, creative spaces and open space

- Create plans to revitalise:
- central Preston
 - the Reservoir Junction
 - Oakover Village / Preston Junction

2018–19 actions

Complete the Review of the Planning Scheme to ensure the Planning Scheme is achieving Council’s strategic goals and meeting the technical requirements for review in the *Planning and Environment Act*.
 Continue to work closely with the State Government to commence the Planning Scheme amendment process for future years.
 Begin work to develop a long-term integrated plan for the future of the city that creates greater certainty for the city and a 50-year vision for a sustainable, liveable, productive, accessible, creative city.
 Complete the investigation of the Northland Urban Renewal Precinct (a new suburb in Preston East), develop a draft structure plan, and advocate for good public transport links to service the area.
 Develop a vision for Central Preston in partnership with the community, to progress development of a new, long-term plan to guide how the Central Preston precinct will be developed.
 Work to ensure Preston Market and its neighbourhood thrives into the future, including working with the Victorian Planning Association to review the planning controls and future opportunities at the site.

A4645725

7/08/2018 12:28 PM

<p>Advocate to the Victorian Government for an elevated level crossing removal at Bell Street and include three extra removals (Cramer St, Oakover Rd and Murray Rd).</p> <p>Use the grade separation projects as an opportunity to renew the Preston and Reservoir shopping areas to create more vibrant, safer, public spaces and better walking and cycling</p> <p>Increase the public open space levy to create more open space, particularly in urban renewal areas Require developers to contribute to infrastructure to support population growth through a <i>Developer Contribution Scheme</i></p> <p>Collaborate with the Victorian Government to plan high quality public housing and examine opportunities for social housing to be provided on Council owned land</p>	<p>Identify and respond to opportunities and address issues arising from State Government projects, developments and land holdings where appropriate, and advocate for positive outcomes that align with Council's plans for the community (including Oakover village).</p> <p>Work closely with the State Government to advocate for significant improvements at Reservoir Junction at the same time as removal of the level crossing.</p> <p>Advocate with the Level Crossing Removal Agency and other partners to maximise positive outcomes for local communities affected by level crossing removals.</p> <p>Consult and finalise the review of the Darebin Open Space Strategy, and work with the State Government to seek approval for changes to the Planning Scheme to collect any additional Open Space Levy amounts from developers in future years.</p> <p>Continue collecting funds from developments in activity centres to support the upgrade of streetscapes adjacent to their development.</p> <p>Complete the development of a long-term infrastructure plan for works across Darebin, which is a critical component of a Developers Contribution Scheme.</p> <p>Work closely with the State Government to seek approval for changes to the Planning Scheme required to start collection of developer funds.</p> <p>Review the Darebin housing policy and strategies to meet long-term community needs and to maximise affordable housing throughout the municipality.</p> <p>Consider the feasibility and delivery model for an affordable housing site on Townhall Avenue.</p> <p>Advocate for high levels of affordable housing at State Government-owned renewal sites throughout Darebin, including Oakover Village.</p>
--	--

3.2 We will support our creative industries to ensure the city grows as a significant arts and creative centre

Targets from our 4 year Council Plan:	2018–19 actions
<p>Support a diversity of artists and creative organisations across all career stages and practices, through the provision of dedicated arts and cultural spaces locally and by creating diverse and flexible investment models and programs</p> <p>Ensure our art collections are available for the enjoyment of the community and future generations</p>	<p>Deliver the first-year priorities of the Darebin Creative and Cultural Infrastructure Framework.</p> <p>Implement the Public Art Framework 2018.</p> <p>Scope a new landmark public art commission that acknowledges and recognises Darebin's migration story.</p>

A4645725

7/08/2018 12:28 PM

Maintain satisfaction with public arts and cultural infrastructure above 85%	Undertake a professional and market-led valuation of the indoor art collection for insurance purposes. Develop and test a cultural outcomes framework using the Speakeasy program (a year-round independent theatre program), to monitor and evaluate the impact of a local performing arts scene based at the Northcote Town Hall Art Centre. Design, develop and implement a municipal-wide arts marketing plan to diversify audiences and grow visitation across signature arts precincts in Darebin. Expand Council's art collection through new acquisitions and commissions of both indoor and outdoor art works aligned to the Collections Policy and Public Art Framework 2018. Complete the restoration of the FIDO public artwork located in Fairfield.
--	---

3.3 We will manage local roads, buildings and public spaces to make our city safer, cleaner and more attractive

Targets from our 4 year Council Plan:	2018–19 actions
Reduce crash rates on roads by introducing traffic management measures on the highest risk roads Find new and better ways to upgrade our road network through new technology and products, and maintain satisfaction with local roads above 80% Improve or maintain satisfaction with public spaces to above 80% Increase streetscapes amenity by working with traders to install bins, recycling bins, bicycle hoops, seats, natural shade; and finding novel ways to deal with graffiti on both public and private property Install and advocate for improved and more sustainable street lighting in areas of need and safety concern Improve people's perceptions of safety to above 80%	Construct local area traffic treatments in Northcote, Thornbury and Reservoir at high-priority locations nominated by traffic management and road safety audits. Complete design works for additional high-priority construction works in subsequent financial years. Construct upgrades to seven small shopping strips with new amenities, including bins, recycling bins, cycle hoops, seats or trees. Renew three special rates schemes to enable traders associations to continue improving and marketing key activity centres. Deliver maintenance programs for streetscapes and public spaces in line with current levels of service. Integrate safety as a high priority into all design for new public places and facilities, including consideration of lighting design. Continue to install high-efficiency lighting whenever replacement or renewal is needed. Commence the implementation of the Gender Equality Map pilot, in partnership with the State Government, including undertaking a minimum of one gender and community safety audit. Deliver at least two whole-of-place audits to identify actions to reduce crime and improve perceptions of safety. Using a risk-based approach, respond appropriately, consistently and in a timely manner to matters affecting the safety and amenity of our community. Provide an effective monitoring and compliance response to parking that supports Council's efforts to improve the safety and amenity of our road network. Complete the review of the Graffiti Strategy. Complete 12 street art murals across the municipality to minimise graffiti occurring at hot spot locations, while improving the amenity.

A4645725

7/08/2018 12:28 PM

Expand dog walking infrastructure and manage lost animals through our new shared regional shelter, that operates under a no kill of healthy animal policy

Help minimise the disruption caused by development

Address compliance issues with a high risk to public safety as a priority

Deliver actions identified in Council's 2017–21 Domestic Animal Management Plan, including those actions aimed at ensuring responsible animal ownership continues within our community.

Improve our approach to construction management and enforcement to better address the disruptions that the current high levels of development are causing in our community.

Prioritise the enforcement of compliance and safety issues, such as swimming pool fencing and boarding house management.

Goal 4. We will support and attract a diversity of local businesses and industries by fostering an environment in which they can thrive

4.1 We will foster an environment that ensures our local businesses succeed – from large industries to microbusiness and freelancers

Targets from our 4 year Council Plan:

Increase local business of all kinds, including the micro businesses, freelancers, social enterprises and Non-Government Organisations that are emerging in our increasingly service based economy

Help businesses to increase local employment, including through the uptake of Federal and Victorian Government funding for employment and skills training opportunities

Increase the number of businesses doing better because of our assistance with:

- digital access and capability
- environmental performance
- export capability
- attraction of visitors

Create smart parking tools, such as sensors linked to an information app, to help residents use parking more effectively

2018–19 actions

Deliver the Pitch IT program to support new businesses in Darebin.

Support the establishment of a social enterprise network in Darebin.

Undertake research to understand Darebin's micro business structure.

Undertake a business support program to assist local migrant and refugee women to start their own businesses.

Encourage businesses to take up apprenticeships and other employment programs available through State and Federal Government funding, including placement opportunities for Aboriginal and Torres Strait Islander people.

Undertake two projects with local tertiary providers to enhance employment outcomes.

Continue to work with the community to develop a Parking Management Strategy that will consider community, transport, public space, climate change and responding to population growth in the city.

4.2 We will enable and activate space, including vacant shop fronts and council facilities, to accommodate different businesses and industries

A4645725

7/08/2018 12:28 PM

Targets from our 4 year Council Plan:

Increase the number of vacant shops reactivated with creative businesses

Repurpose Council facilities to support business. For example, we have developed one of Australia's most successful local business incubators in a Council building, and we are exploring co-working in our libraries

Transform the Darebin Arts Centre from a 'place to hire' to an innovation centre providing access to affordable, fit for purpose spaces for rehearsal, administration and co-working to suit a range of sectors

2018–19 actions

Activate vacant shop fronts in Darebin.

Support businesses operating in Council facilities at the Melbourne Innovation Centre in Alphington and the old Police Station at Northcote.

Develop a partnership between the Darebin Arts Centre and the Global Sisters social enterprise initiative to enable access to a commercial grade kitchen to support start-up local food enterprises.

Reinvigorate the Darebin Art Centre as a centre for arts and innovation with public areas (including the main foyer of the Darebin Art Centre) upgraded to meet community expectations of a functional and quality arts centre.

4.3 We will pursue regionally significant economic opportunities to drive growth and sustainability for our region

Targets from our 4 year Council Plan:

Continue to advocate for actions in regional partnership plans that will create regional economic growth (see Council Plan)

2018–19 actions

Continue our partnership with NORTH Link to advocate for regional economic growth and implementing regional strategies, such as the Melbourne's North Food and Beverage Growth Plan.

Goal 5. We will lead on equity and recognise our diverse community as our greatest asset for solving future challenges

5.1 We will make our services, facilities and programs accessible to all, including our most vulnerable.

Targets from our 4 year Council Plan:

Develop and implement strategies and programs that build social cohesion

Implement our equity and inclusion audit vigorously across the work under this plan to ensure we:

- foster participation by diverse population groups in our services, facilities and programs
- improve the resources of our low income residents, and address inequalities in outcomes between the north and south

2018–19 actions

Develop an Equity, Inclusion and Human Rights Framework with associated action plans.

In partnership with external community organisations and internal stakeholders, identify employment programs that support Darebin's underemployed, unemployed, low socio-economic, CALD, youth, disabled and disadvantaged community members to develop skills, build capacity, gain experience and increase opportunities to gain meaningful employment.

Continue to apply the equity, inclusion and wellbeing assessment tool to ensure our services, facilities and programs prioritise the needs of our most vulnerable.

A4645725

7/08/2018 12:28 PM

- combat discrimination, racism, sexism, homophobia and transphobia
work together on projects identified by local communities who experience social and economic disadvantage

Continue to take direct action to support marginalised and vulnerable population groups, including by:

- improving the access and inclusion of people with disability across the city
- providing community grants and other support to community organisations
- establishing a better home for our Intercultural Centre and its programs
- reviewing our *Community Communication Strategy* and multilingual telephone service against the 2016 Census to ensure residents can access our services and information in different languages
- maintaining a Darebin rate rebate for pensioners

Advocate to:

- reduce our high level of poker machine losses – \$230 000 losses every day, higher than the annual Victorian average
- support newly arrived residents, refugees and asylum seekers. Darebin is a Refugee Council of Australia “refugee welcome zone”. We welcome them, uphold their human rights, and demonstrate compassion as they integrate into our communities.

Review the 2015–19 Disability Access and Inclusion Plan and develop a new plan for Council.

Construct two new disabled parking spaces serving activity centres and schools, to improve safety and accessibility for users.

Finalise designs for disabled parking spaces in five locations in Darebin to be constructed in subsequent financial years.

Complete access and inclusion capital works improvement program for the following projects:

Project 1: The Bridge Internal Alterations (Stage 2 Construction) - 220 High Street, Preston

Project 2: Accessibility Alterations to Merrilands Community Centre East Building, (Stage 2 Construction) 35 Sturdee Street, and Reservoir

Project 3: The Bridge Relocation of Accessible Toilet (Stage 2 of 3 Design), 220 High Street, Preston

Project 4: The Bridge Accessibility (Stage 1 Design) – Shaftesbury Parade, Thornbury.

Implement the final actions from the 2017 Language Aide and Multilingual Service review.

Meet our legislative and moral obligations to children, ensuring that children and young people involved in Council programs or visiting Council are safe from harm and abuse.

Deliver a professional development program designed to address inequality in the music industry, targeting early-career music producers.

Deliver the AMPLIFY mentoring program (a professional development program to address inequality in the music industry) as part of the 2018 Darebin Music Feast.

Develop and deliver a 12-week arts development mentoring program for young people from disadvantaged backgrounds. ‘LET’S TAKE OVER’ Arts Producing Mentorship will culminate in a one-day arts festival at Northcote Town Hall Arts Centre.

Deliver a feasibility report on the Intercultural Centre with a focus on the functional, space and design requirements as well as a renewal of the vision, service outcomes and potential locations.

Adopt and implement an Electronic Gaming Machine Policy.

Develop a partnership with the Brotherhood of St Laurence to deliver an employment support program for asylum seekers and refugees.

Advocate for good community outcomes and for high levels of affordable housing at State Government–owned renewal sites throughout Darebin, including Oakover Village.

A4645725

Page 12

7/08/2018 12:28 PM

- address homelessness and housing affordability
- support and participate in community campaigns that are consistent with our goals and values

Eliminate barriers to hiring a diverse workforce, such as language and the reach of our advertising, and increase intercultural competency of our workforce

Develop and implement a Local Diversity and Inclusion through Employment Strategy that identifies ways to minimise the barriers to diversity in the workplace and increases pathways to employment for our local community.

Develop and deliver Aboriginal and Torres Strait Islander and Refugee Mentoring Programs across Council.

Deliver Aboriginal, Cross Cultural, Diversity and Inclusion and Disability Awareness Training across Council that fosters a more creative, inclusive, respectful and productive workforce and workplace.

Support the implementation of Council's Workplace Cultural Development Strategy through the facilitation of programs that build a harmonious, performance and values-based culture that meets the changing needs of our diverse workforce and community.

5.2 We bring the ideas of our diverse community into our decision-making

Targets from our 4 year Council Plan:

Build trust in government by strengthening active community networks and supporting their initiatives

Diversify and increase the number of individuals, organisations and community collaborations actively linked to Council, to ensure decision-making for complex problems includes all interests

Explore and implement solution based engagement methods that suit the various stakeholders and organisations in our active community and diversify and increase community feedback

Reconfigure our community advisory structures to facilitate more targeted and impactful opportunities for community decision-making

Provide facilitation and governance training for councillors to ensure they can effectively run community forums and meet the challenges of operating in an increasingly complex environment

Increase citizen participation in council meetings

2018–19 actions

Undertake a review of Council's Community Grant Program to deliver a more effective and streamlined approach.

Design and implement opportunities for children and young people to participate in civic life by seeking their input into decisions that affect them, including the Northland Urban Renewal Precinct, the Reimaging Ruthven Master Plan and the Northcote Aquatic and Recreation Centre Renewal.

Develop a comprehensive Community Engagement Framework that will shape and drive our engagement processes with the Darebin community to ensure we continually reflect the views and needs of residents, traders and visitors.

Deliver the recommended solutions identified by the Young Citizen Jury that respond to the key issues currently affecting Darebin young people.

Undertake a comprehensive and inclusive community engagement process, including community listening posts and digital channels, for the upcoming 2019–20 budget. Research and develop a deliberative budget engagement model to be implemented in 2019–20.

Review the terms of reference for our Community Advisory Committees to ensure consistency and clarity of purpose.

Provide training and targeted professional development for Councillors.

Deliver training and online resources to help citizens make verbal and/or written submissions to government bodies and other agencies.

Work with local schools to encourage student attendance at three daytime Council Meetings in 2019, in recognition of the value of children and young people's

A4645725

Page 13

7/08/2018 12:28 PM

Maintain satisfaction in Council decisions at above 80%	participation in local democratic processes. Optimise the processes for briefing sessions to ensure Councillors have all the relevant information to inform decision making. Review the procedures for tracking Council resolutions to ensure they are implemented in a timely manner.
Build advocacy partnerships with councils, Non-Government Organisations and others, to tackle the big issues that affect our community	Finalise Council's Advocacy Strategy that focuses on the issues that are important to the Darebin community and supports Council's efforts in fighting for our voice to be heard at a State and Federal Government level.

5.3 We will be responsive and respectful to the current and emerging aspirations of Traditional Owners and Aboriginal and Torres Strait Islander communities in Darebin"

Actions will be determined by our Aboriginal Advisory committee

Council Plan target (to be met 2021):

We respect Aboriginal and Torres Strait Islander history and culture and actively seek to commemorate, celebrate and honour it in our places, planning, activities and events.
We work with the 17 Aboriginal and Torres Strait Islander agencies based in Darebin to achieve the goals of the community through partnerships, collaboration and co-investment.
We acknowledge and respect Traditional Owners and Aboriginal and Torres Strait Islander communities' leadership towards self-determination and treaty, and we will work with the Victorian Government process to ensure that becomes a reality.

Develop a new Aboriginal and Torres Strait Islander Action Plan for endorsement by the Aboriginal Advisory Committee.

Goal 6. We will be good custodians of the organisation, transparent, and upfront with the community regarding our statutory obligations

6.1 We will implement the best delivery models to optimise efficiency and value

Targets from our 4 year Council Plan:

2018–19 actions

Continue to deliver our services standard through continuous improvement bench marked against best practice in local government service delivery
Review all our service delivery to build a flexible and dynamic organisation that can respond to new challenges and deliver services that best meet the needs of our community

Complete a review of Council's Asset Management Policy and Strategy aimed at ensuring that service delivery is provided in a financially sustainable and effective manner.
Implement a program to drive and expand upon Council's current continuous improvement capability, focusing on productivity and efficiency gains, customer service improvement, business integration and cost savings.
Review Council's current Project Management Framework to support the design and implementation of consistent project management

A4645725

7/08/2018 12:28 PM

<p>Improve our research, data analysis, and community engagement capabilities to ensure we understand the changing issues facing our community</p> <p>Introduce agile organisational structures that give our workforce the flexibility to respond rapidly to change</p> <p>Find new ways to collaborate with others to gain outcomes for our community, including regional shared services with other councils, partnerships, and advocacy campaigns</p> <p>Use smart technology to help manage our business, for example, using sensors to improve the way we use water, lighting, and improve our road maintenance</p> <p>Ensure people can transact with us anywhere, anytime, on any device</p>	<p>principles across the organisation for all major projects.</p> <p>Develop a new Property Management Strategy to guide Council's future decision-making in relation to the management of its property assets, leases, licences and service levels.</p> <p>Develop and commence implementation of a Workforce Planning Strategy that aligns the needs and priorities of the Council with those of the workforce, ensuring that it meets legislative, regulatory and service needs of our community now and into the future.</p> <p>Conduct an extensive five-yearly household survey to better understand the needs of the Darebin community and ensure that this is reflected in our services and delivery methods.</p> <p>Undertake a periodical assessment of the alignment of staff and resources to service delivery and community levels of service.</p> <p>Undertake a review of Council's procurement policy, framework and processes to deliver better practice, improved compliance, enable collaboration with other councils and social procurement outcomes.</p> <p>Collaborate with surrounding northern region councils to explore shared opportunities, minimise costs and maximise value for money for our communities.</p> <p>In collaboration with the Northern Region Councils, deliver an IT systems integration project that has the ability to integrate various technological systems that will streamline customer service, improve functionality and enable more efficient business services.</p> <p>Complete the IT Strategy and 'Digital First' plan to support Council's commitment to improved customer service, digital initiatives, business efficiency, 'Smart City' innovations and value to the community.</p> <p>Scope and design a digital solution to decrease Council's expensive and physically large storage footprint resulting from storing in excess of 15,000 archive boxes. This will encompass aspects such as physically auditing to reduce box numbers and digitising documents to provide cheaper, more secure storage with quick and effective management/recall of records, disposal and regulatory compliance.</p> <p>Finalise and commence the implementation of the Customer Service Strategy.</p> <p>Develop and implement a new Complaints Handling Policy.</p> <p>Introduce a new digital platform to significantly improve the convenience, simplicity and effectiveness of the community's interaction with Council's services. The platform will support the 'Digital First' plan by enabling a wide range of services to be offered online as well as improve the in-person and phone-based customer experience through increased customer service capability.</p> <p>Expand the use of the Darebin City Council website through automated online forms and payment capability.</p>
--	---

6.2 We will find new ways to deliver long term financial sustainability

Targets from our 4 year Council Plan:

2018-19 actions

A4645725

7/08/2018 12:28 PM

Identify and pursue alternative revenue sources to build financial sustainability	Progress implementation of the Public Open Space Levy and Developer Contribution Scheme.
Make decisions considering people, planet, progress and profit (quadruple bottom line)	Explore and implement solution-based engagement methods that suit the diverse stakeholder groups across our community. Negotiate a modern and flexible Enterprise Agreement that is sustainable and reflects industry and industrial standards.
Develop a ten year financial strategy to ensure we can continue to deliver services, programs and assets while delivering an underlying surplus	Review Council's ten-year financial strategy that delivers funding for ongoing service delivery to the community, the timely renewal of community assets and the assets required for ongoing service delivery and new community assets. This strategy will fully integrate with the Council Plan, Strategic Resource Plan, Capital Works Plan, Annual Budget, and other informing Council strategies.
Conduct our business transparently and as expected by legislation	Develop a new Risk Management Policy and Framework to ensure an integrated and holistic approach to the management of risk is embedded organisation-wide.

6.3 We will communicate our progress on the actions in this council plan to residents, community leaders, community organisations, business, industry, and Victorian and Federal governments to ensure we can all act together

Targets from our 4 year Council Plan:

Regularly update progress on this plan on our website, and keep everyone we work with well-informed through appropriate channels

2018-19 actions

Redevelop the Darebin website to provide the community with greater access to the information they need about their local community and services. There will be significant community consultation built into the project to ensure the views of Darebin residents, traders and visitors are incorporated into the new design.
Develop an interactive map for the community to view Council services and where they are located.

A4645725



the place
to live

STRATEGIC RESOURCE PLAN

For the four years 2018 to 2022

June 2018

This Strategic Resource Plan has been developed in accordance with the Local Government Better Practice Guide – Strategic Resource Plan, 2017 issued by the Department of Environment, Land, Water and Planning on preparing a Strategic Resource Plan in accordance with the legislation.

Contents	Page
1. Background	3
2. Objectives of the plan	3
3. How the plan was developed	4
4. Assessment of Council's current financial position	4
5. Key assumptions	5
6. Key strategies	8
7. Outcomes	15
Financial	
Non-financial	
Achievements of SRP objectives	
8. Appendix	21
Financial statements	
Non-financial statements	
Other information	

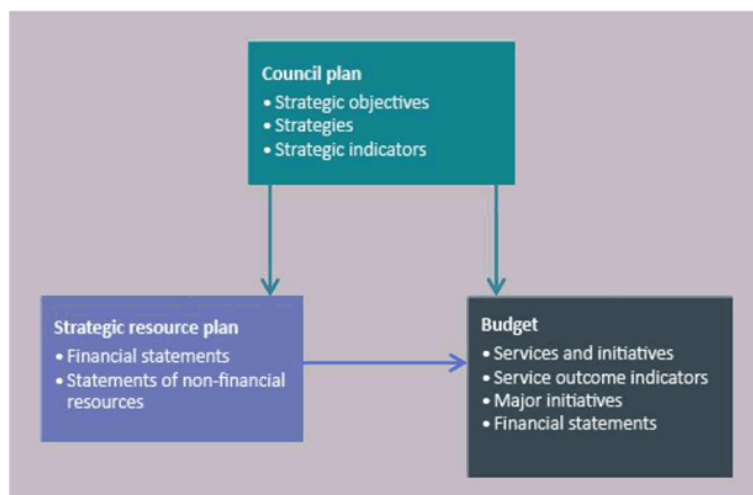


1. Background

The *Local Government Act 1989* (the Act) requires Council to prepare a Strategic Resource Plan (SRP) for the next four financial years that describes both the financial and non-financial resources required to achieve the strategic objectives in the Council Plan. The Council Plan includes the strategic objectives, strategies for achieving these for at least the next four years and strategic indicators for monitoring achievement of the strategic objectives.

In preparing the SRP, Council must take into account services and initiatives contained in any plan adopted or proposed to be adopted by Council. The SRP informs the preparation of the budget; describes the services and initiatives to be funded; and how they will contribute to the achieving the strategic objectives in the Council Plan.

Council has prepared a SRP for the four years 2018-19 to 2021-22 as part of its integrated planning framework as set out below.



2. Objectives of the plan

The overall objective of the SRP is financial sustainability in the medium to long term, while still providing sufficient resources to achieve the Council Plan strategic objectives. The key objectives which underpin the SRP over the next four years are:

- maintaining ongoing services provided to the Darebin community and be flexible to address changing community needs with innovative services and facilities
- the timely renewal of community assets and the assets required for ongoing service delivery
- ongoing underlying surpluses that allow the funding of ongoing service delivery, capital works and asset management commitments
- holding sufficient cash and other assets in order to meet payment obligations to suppliers and employees as they fall due.

In preparing the SRP, Council has also been mindful of the need to comply with the principles of sound financial management in the Act which requires Council to:

- prudently manage financial risks relating to debt, assets and liabilities
- provide reasonable stability in the level of rate burden
- consider the financial effects of Council decisions on future generations
- provide full, accurate and timely disclosure of financial information.

The key objectives set out in this SRP and the measures used to reflect these objectives are:



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Objective	Measure
<u>Service levels</u> We will maintain the scope and standard of ongoing services provided to the Darebin community and be flexible to address changing community needs with innovative services and facilities.	Allowance for continuity of services included within the annual budgets throughout the plan period.
<u>Asset renewal</u> We will continue to focus on renewing community assets such as roads, footpaths, open space and buildings to ensure they are maintained at an appropriate standard to meet required service levels.	Increase in the amount of capital expenditure allocated to asset renewal projects in Council's capital works program, expressed as a percentage of the amount required to maintain the assets, as measured by depreciation.
<u>Operating performance</u> We will ensure that Council delivers ongoing underlying surpluses that allow the funding of ongoing service delivery to the community, the timely renewal of community assets and the assets required for ongoing service delivery, and new community assets.	Achieve an underlying operating surplus throughout the term of the SRP. The underlying surplus is measured after adjusting for capital grants that are not necessarily ongoing funding sources and timing differences on grants for provision of services.
<u>Cash and liquidity</u> We will ensure Council holds sufficient cash and other assets in order to meet payment obligations to suppliers and employees as they fall due.	Achieve a working capital ratio of at least 1.1: 1 throughout the plan.

3. How the plan was developed

This SRP has been developed through a rigorous process and is based on the following key information:

- audited financial statements as at 30 June 2017
- assumptions provided by Council service providers about changes in future income and expenditure
- assumptions provided by Council capital works expenditure providers about requirements for future asset renewal, expansion, upgrade and new assets
- assumptions provided by finance regarding future changes in assets, liabilities and equity
- information provided by the executive management team and Council.

The financial projections included in the SRP have been developed using a 'four-way' budget model. This methodology is a computer based model, which enables the linking of the comprehensive income statement, balance sheet, statement of cash flows and statement of capital works.

4. Assessment of Council's current financial position

An assessment has been undertaken of the Council's current financial position to identify any significant matters which may impact on the SRP. A summary of the budgeted and forecast financial results for the 2017-18 year are in the following table.

	Adopted Budget	Forecast Actual	Variance Fav/ (Unfav)
Result	2017/18	2017/18	(Unfav)
	\$'000	\$'000	\$'000
Surplus/(deficit) for the year	12,800	13,053	253
Cash and investments balance	50,571	68,634	18,063
Capital works expenditure	47,327	42,898	(4,429)

A surplus of \$13.05 million is forecast to be achieved, compared with an original budgeted surplus of \$12.80 million.



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Cash and investments is forecast to be \$68.63 million compared with an original budget of \$50.57 million. The forecast \$18.06 million favourable variance is primarily due the opening balance being \$14.53 greater than budgeted and forecast of capital works being delivered in 2017/18 being \$4.43 less than the original budget.

Capital works expenditure is forecast to be \$42.90 million compared with an original budget of \$47.33 million. The forecast \$4.43 million unfavourable variance is due to resetting the capital works program to better align with the organisational capacity for delivery.

The Victorian Government has legislated that local government rates be capped from the 2016/17 year. The rate cap for the 2018/19 year as set by the Minister for Local Government is 2.25 percent. Depending on the level at which rates are capped in future years, Council may need to review the level of services and capital works expenditure which are delivered in future years and/or apply for a higher cap.

5. Key assumptions

There are a number of assumptions underlying the forecasts for income, expenditure, assets, liabilities, equity, cash, capital works expenditure and human resources included in the SRP. These assumptions have been derived from the following sources:

- assessment of the current financial position
- scan of the external economic environment
- forecast changes in population and demographics
- advice from officers responsible for service and capital works planning and delivery
- services and initiatives contained in plans adopted or proposed to be adopted by Council.

The key assumptions underlying the SRP are set out below.

General operating

The general assumptions affecting all operating income and expenditure are included in the following table.

	2018/19	2019/20	2020/21	2021/22
	%	%	%	%
Consumer Price Index	2.3%	2.5%	2.5%	2.5%
Average Weekly Earnings	2.0%	2.0%	2.0%	2.0%
Engineering Construction Index	3.2%	3.6%	3.6%	3.6%
Non-Residential Building Index	3.5%	3.5%	3.5%	3.5%
Rate increases	2.3%	2.2%	2.2%	2.2%
Property growth	1.9%	1.8%	1.8%	1.8%
Wages growth	2.0%	2.0%	2.0%	2.0%
Government funding	1.8%	1.8%	1.8%	1.8%
Statutory fees	2.3%	2.5%	2.5%	2.5%
Investment return	2.3%	2.3%	2.3%	2.3%

Consumer price index

The annual consumer price index (CPI) for the December 2017 quarter for Melbourne was 2.2 percent (ABS release 31 December 2017). The state-wide CPI is forecast to be 2.25 percent in 2018/19 and 2.50 percent for the remaining three years of the outlook period (based on Victorian State Government 2017/18 Budget Update). For the purposes of developing the SRP, CPI has been set at 2.25 percent for the 2018/19 year and 2.5 percent for the remaining years and applied to all income and expense types with the exception of those specifically identified in the above table.

Rate cap

The Victorian Government requires local government rates to be capped from 2016-17 onwards. The cap for the 2018/19 year is 2.25 percent and based on the state-wide CPI projections is likely to remain at this level for the forecast period.



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Property growth

The municipality is expected to continue growing over the four year period based on current trends. The population growth rate has been forecast to increase by 1.9% 2018/19, 1.8% in 2019/20, 1.8% in 2019/20, and 1.8% in 2021/22.

Wages growth

Council must negotiate a new Collective Agreement. The wages growth in the SRP has been set at 2.0 percent in future years.

Grants (operating)

Council receives approximately \$14.98 million annually in operating grants from State and Commonwealth sources for the purposes of funding the delivery of services to ratepayers. This includes \$4.19 million for the 2018/19 year in financial assistance grants. Future increases in operating grants excluding financial assistance grants have been set at CPI minus 0.5 percent in all years.

Statutory fees

Council raises approximately \$9.18 million in fees and fines which are imposed in line with legislation governing local government activities such as animal registrations and parking fines. Future increases in statutory fees have been set at CPI minus 0.5 percent in all years.

Investment return

The official cash rate is now 1.50 percent, following a rate decrease of 0.25 percent by the Reserve Bank on 3 August 2016. Council has set its investment return at 2.3 percent reflecting current investment returns.

Residential garbage and recycling collection

Waste tipping charges associated with the disposal of residential waste and growth in the number of tenements (981 per annum over the four year period) is expected to have minimal financial impact with cost increases only reflecting CPI. With China's decision to restrict the import of recyclable materials, the cost of Council's kerbside recycling is expected to significantly increase. While the Victorian State Government has put temporary relief funding arrangements in place for the period 1 March to 30 June 2018, the full financial impact of the changes in the processing of recyclable materials will impact Council in 2018/19 and this is has been forecast to continue in future years.

Property valuation

Council is required to revalue all properties within the municipality every two years. The last general revaluation was carried out as at 1 January 2018 and is effective for the 2018/19 year with the next revaluation being undertaken as at 1 January 2019.

Service delivery

The service delivery outcomes measured in financial terms are shown in the following table.

Year	Surplus / (Deficit) for the year \$'000	Adjusted Underlying Surplus / (Deficit) \$'000	Net Service (Cost) \$'000
2017/18	13,053	5,278	96,310
2018/19	14,524	6,836	101,646
2019/20	21,040	10,474	101,427
2020/21	23,102	12,365	103,754
2021/22	25,259	14,348	105,797

Service levels have been maintained for 2018/19 but with the impact of capped rates increases, service reviews will need to be undertaken across services to establish sustainable service levels in future years as well as Council needing to review other potential sources of revenue. Excluding the effects of capital items such as capital grants and contributions, the adjusted underlying result sees moderate increases in future years. The adjusted underlying result is a measure of financial sustainability and is an important measure as once-off capital items can often mask the operating result.

The net cost of the services provided to the community increases from \$101.65 million to \$105.80 million over the four year period.



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Other operating

Other assumptions affecting operating income and expenditure which cannot be directly attributed to specific services are included the following table.

	2018/19	2019/20	2020/21	2021/22
	\$'000	\$'000	\$'000	\$'000
Supplementary rates	1,200	1,200	1,200	1,200
Developer contributions (cash)	5,700	6,633	6,450	6,830
Developer contributions (non-cash)	0	0	0	0
Financial assistance grants	4,194	4,230	4,266	4,302
Grants (capital)	2,636	5,013	4,961	4,769
Statutory fees	9,182	9,366	9,553	9,744
Asset sales proceeds	(412)	620	620	620

Supplementary rates

The municipality is expected to continue growing over the four year period based on current trends in property development. Supplementary rates are estimated to add an additional \$1.20 million in rate revenue in each year.

Developer contributions (cash)

Contributions are levied on developers for the purpose of offsetting future costs associated with the creation of open space and new community infrastructure. These contributions have been forecast to increase in future years to reflect changes to open space contributions and the reintroduction of developer contributions schemes in future years.

Developer contributions (non-cash)

From time to time Council receives infrastructure assets from developers at no cost which are recognised as income in the comprehensive income statement. This normally occurs following the completion of a property development, where the developer agrees to construct the required infrastructure including roads, footpaths and drains. At the conclusion of the development, these assets are handed over to Council. It is expected that Council will receive some infrastructure assets during the four year period. As the value of assets cannot be reliably measured at this time no allowance has been made.

Financial assistance grants

Council's financial assistance grant allocation has been decreasing in recent years due to the freeze in indexation by the Federal Government and Council's assessment relative to other Victorian Councils. The budgeted allocation for the 2018/19 year of \$4.19 million is marginally greater than the allocation in 2017/18. Council has now reached the "minimum grant" level for the purposes of calculating the general purpose grant. It is forecast that future allocation increase will be in line with increase for the current year.

Grants (capital)

Council receives both recurrent and non-recurrent government funding for capital works projects. Capital grants are expected to be relatively consistent to reflect Roads to Recovery grants and other capital grants expected to be received in future years.

Asset sales (proceeds)

Council has in the past disposed of assets as part of its plant replacement program for light and heavy vehicle fleet. An amount of \$0.62 million has been forecast in 2018/19 for the expected proceeds from the plant replacement program will similar amounts in future years.

General balance sheet

The general assumptions affecting assets, liabilities and equity balances are set out below:

- 98.5 percent of the total rates and charges raised, is expected to be collected
- trade creditors is based on total capital and operating expenditure less written down value of assets sold, depreciation and employee costs. The payment cycle is 30 days
- other debtors and creditors are expected to remain consistent with 2017/18 levels
- employee entitlements have increased in accordance with forecast wages growth offset by the impact of more active management of leave entitlements of staff.



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022



6. Key strategies

6.1 Rating information

This section contains information on Council's past and foreshadowed rating levels along with Council's rating structure and the impact of changes in property valuations. This section should be read in conjunction with Council's Rating Strategy which is available on Council's website.

6.1.1 Rating context

In developing the Strategic Resource Plan, rates and charges were identified as an important source of revenue, accounting for 73.4% of the total revenue received by Council annually. Planning for future rate increases has therefore been an important component of the strategic resource planning process. The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the Victorian community.

However, it has been necessary to balance the importance of rate revenue as a funding source with community sensitivity to increases, particularly recent changes in property valuations and subsequently rates for some properties in the municipality.

The State Government introduced the *Fair Go Rates System (FGRS)* which sets out the maximum amount Councils may increase rates in a year. For 2018/19 the FGRS cap has been set at 2.25%. The cap applies to both general rates and municipal charges and is calculated on the basis of Council's average rates and charges.

Council's cost increases for 2018/19 driven by forecast wage increases, contract price increases, and increased compliance costs have been limited to 4.1% including an additional \$5.4 million for the next tranche of the Solar Saver program. The cost increase excluding the Solar Saver program is 0.7%.

The Council-funded rate rebate, raised to \$150.00 (actual) in 2015/16 will continue to be provided to residential pensioner ratepayers in 2018/19 in addition to the State Government pensioner rates concession. The pensioner rate rebate was first introduced in the 2010/2011 year and is to assist in the proper development of the municipal district, in accordance with section 169 of the Act.

Total rates and charges raised will be \$132.04 million, including \$5.18 million for the Solar Saver program, an allowance of supplementary rates on new developments and service charges for the optional green waste service. The level of rates raised allows Council to maintain the services currently delivered to the community and deliver a substantial capital works program.

Supplementary rates on property developments are forecast to be \$1.20 million in 2018/19, with special charge scheme rates for retail activity areas forecast to be \$0.34 million. The green waste collection service charge of \$2.55 million is included in rates and charges for the 2018/19 year.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the Darebin.

In order to achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 2.25% in line with the rate cap.

6.1.2 Current year rates and charges

The following table sets out future proposed increases in revenue from rates and charges and the total rates to be raised, based on the forecast financial position of Council as at 30 June 2018.

Year	General rate	Green waste	Total rates Raised
	increase	increase	
	%	%	\$'000
2017/18	2.00%	3.00%	124,287
2018/19	2.25%	2.50%	132,500
2019/20	2.15%	2.50%	136,520
2020/21	2.15%	2.50%	140,628
2021/22	2.15%	2.50%	144,827



6.1.3 Rating structure

Council has established a rating structure which is comprised of two elements. These are:

- Property values, which form the central basis of rating under the Local Government Act 1989
- A 'user pays' component to reflect usage of certain services provided by Council.

Striking a proper balance between these elements provides equity in the distribution of the rate burden across residents.

Council makes a further distinction within the property value component of rates based on the purpose for which the property is used, that is, whether the property is used for residential or commercial purposes. This distinction is based on the concept that business should pay a fair and equitable contribution to rates, taking into account the benefits those commercial properties derives from the local community.

Having reviewed the various valuation bases for determining the property value component of rates, Council has determined to apply a Capital Improved Value (CIV) basis on the grounds that it provides the most equitable distribution of rates across the municipality. There are currently no plans to change that basis.

The existing rating structure comprises six differential rates (residential, business, vacant residential, vacant business, mixed use occupancy, and vacant retail), and a rate concession for recreational land. These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the Act. Under the Cultural and Recreational Lands Act 1963, provision is made for a Council to levy the rate for recreational lands at "such amount as the municipal Council thinks reasonable having regard to the services provided by the municipal Council in relation to such lands and having regard to the benefit to the community derived from such recreational lands".

The business rate is set at 175% of the residential rate, the rate concession for recreational land is set at 50% of the commercial rate, the residential vacant land rate is set at 300% of the residential rate, the vacant business land rate is set at 400% of the residential rate, mixed use occupancy land is set at 140% of the residential rate, and vacant retail land is set at 400% of the residential rate. Council also levies green waste charge as allowed under the Act.

The following table summarises the rates to be determined for the 2018/19 year.

Rate Type	How applied	Actual	Budget	Total raised	Change
		2017/18	2018/19	\$'000	
Residential	Cents / \$ CIV	0.2376631	0.1938657	101,311	-22.6%
Commercial	Cents / \$ CIV	0.4159105	0.3392650	20,917	-22.6%
Vacant residential	Cents / \$ CIV	0.7129894	0.5815972	483	-22.6%
Vacant business	Cents / \$ CIV	0.9506526	0.7754629	711	-22.6%
Mixed use occupancy	Cents / \$ CIV	0.3327284	0.2714120	1,260	-22.6%
Vacant retail	Cents / \$ CIV	0.9506526	0.7754629	59	-22.6%
Cultural and Recreational	Cents / \$ CIV	0.2079553	0.1696325	66	-22.6%
Total				124,809	

Council has adopted a formal *Rating Strategy* that contains expanded information on Council's rating structure and the reasons behind its choices in applying the rating mechanisms it has used.

6.1.4 General revaluation of properties

During the 2017/18 year, a revaluation of all properties within the municipality was carried out and will apply from 1 July 2018 for the 2018/19 year. The outcome of the general revaluation was a significant change in property valuations throughout the municipality. Overall, property valuations across the municipal district increased on average by 25.6% for the two years from 1 January 2016 to 1 January 2018. Of this increase, rateable residential properties have increased by 25.7% and rateable business properties by 24.7%.

The following table summarises the valuation changes between the 2016 and 2018 general revaluations for residential properties by suburb. Rates for individual properties will vary depending on their individual valuation outcomes.



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Suburb	Rateable Residential Valuation Change	Rateable Business Valuation Change
Alphington	18.8%	29.5%
Bundoora	15.8%	31.9%
Coburg	27.1%	63.2%
Fairfield	21.9%	15.8%
Kingsbury	23.7%	38.5%
Macleod	26.0%	35.3%
Northcote	25.6%	21.2%
Preston	25.5%	24.7%
Reservoir	31.0%	29.1%
Thornbury	21.4%	25.2%
Darebin average	25.7%	24.7%

Council has chosen not to make any changes to the existing rate differential.

6.1.5 Service charges – waste collection

The fundamental issue with funding waste services through general rates is that there is no correlation with consumption.

Waste minimisation may be viewed as an important Council objective. Councils are increasingly looking at their roles in terms of broader environmental responsibilities and sustainability, particularly given pressures for land in metropolitan areas and the role of landfill gas in greenhouse effects. If Council considers that waste minimisation is an important objective it follows that ratepayers should be made aware of the significant costs involved. Specific charges are the best means of providing transparency.

Council has the power to levy a service rate or service charge or combination service rate and charge to fund waste services. The most commonly used service rate or charge is that used to defray waste collection and recycling costs. Most Councils fund waste services through a separate service charge.

Waste services lend themselves to user charges. A unit charge is normally levied on each property that receives or can access the service. The recipient of the benefit of this service can clearly be identified as the property to which it is provided so it is more in the way of a private good rather than a public good.

Darebin currently has an optional green waste service which carries an annual service charge for those who elect to take this service but has no separate charge for general waste and recycled collection services. Council may consider the introduction of services charges for general waste and recycled collection services in future financial years.

6.2 Borrowings

In developing the SRP (see Section 14), borrowings was identified as an important funding source for capital works programs. In the past, Council has borrowed to finance large infrastructure projects and since then has been in a phase of debt reduction resulting in borrowings reduced to \$0 during 2015/16. With Council considering a number of substantial intergenerational capital works projects and environmental initiatives, it is timely to reconsider the issue of borrowings.

Loan borrowing is a legitimate and responsible financial management tool that provides Council an appropriate mechanism to enable it to implement its Council Plan objectives.

Borrowing allows for a timing mismatch in income and expenditure, where it allows the income to be offset and balanced with expenditure, over a longer period of time. Accordingly decisions to raise borrowings are not funding strategies, but rather financing options and strategies.

Borrowing provides cash, but it is important to recognise that this is not income. A borrowing creates an asset (available cash) and also a liability (obligation to repayment). The repayment of the principal itself results in a reduction of the liability, and a reduction of the asset (available cash). The interest though, is regarded as an expense.

It is not possible for Council to meet infrastructure outlay needs and treat different generations of ratepayers equitably (in terms of services provided relative to rates and charges levied) without the use of borrowing. Borrowing is a useful instrument for spreading the costs of an asset over its useful life or



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

time that the asset provides services to the ratepayers so that ratepayers who benefit from the assets, pay for their consumption over time, providing inter-generational benefits to the community.

Council is dependent on infrastructure assets which require large investment to deliver its service objectives and needs to be mindful of intergenerational equity in generating revenue to offset service costs. If Council as an infrastructure intensive organisation was to keep its level of borrowings very low, it is likely to under-invest in new infrastructure and asset renewal relative to what its operating income stream would allow.

It is important to note that borrowing would not allow Council to make acquisitions that it otherwise could not afford and that it is more cost effective to use surplus cash and investments rather than borrowing.

Deciding an appropriate borrowing level is a difficult task. Each Council is different and the level of debt that is appropriate for Darebin may not be acceptable for another Council.

To provide some context for Council's decision on an appropriate borrowing level, the average as at 30 June 2017 for all Victorian Councils of loans and borrowings as a percentage of rates is 20.75% compared with Darebin's 0.00%.

6.2.1 Council's current position

Council has determined that borrowings will be considered as a means of financing strategic infrastructure initiatives with reference to criteria including financing projects which are:

- iconic in nature
- of a size that could not otherwise be funded through the annual capital works program
- based on a sound business case including consideration of the following factors:
 - the purposes for which the borrowings are being sought including the level of demonstrated community need for the project and the expected life of the infrastructure
 - reasons why the project cannot be funded through normal operational income
 - a clear statement of how the repayments will be funded and the impact on funding otherwise available for recurrent services or capital works
 - any financial return to Council which can be used to meet the loan repayments.

Borrowings may also be required in the future to fund other liabilities Council may face, for example, should there be a future requirement to contribute additional amounts to the local government defined benefit superannuation fund.

Any future borrowings will be considered carefully in accordance with sound financial management principles and the relevant State Government prudential requirements for borrowing, which are set out below:

Prudential ratio	Calculation	Rationale	State Govt Limit
Liquidity (working capital)	Current Assets : Current Liabilities	Reflects ability to repay current commitments from cash or near cash assets	> 1.1 : 1
Debt commitment	Total loans as a percentage of rate revenue	Reflects total loan levels relative to Council rates	< 60%
Debt servicing	Total interest costs as a percentage of total revenue	Reflects the proportion of total revenue that is used to service loan interest	< 5%

Council will manage its debt and only undertake additional borrowings in accordance with the following principles:

- Council complies with the Local Government Prudential Guidelines at all times.
- Loans are only taken when Council's Long Term Financial Plan shows that debt management obligations can be met over the life of the loan.
- Loan funds are drawn only at the time when required.
- Loan funds should be considered when funding intergenerational infrastructure initiatives.

It is important that Council adopts a responsible borrowing strategy that ensures long term financial sustainability.



6.2.2 Essential Services Commission's position on borrowings¹

The Essential Services Commission (ESC) does not advocate for the local government sector to increase or reduce its debt level. Whether it is prudent or responsible to use debt finance depends on the circumstances of each municipality and the judgment of the Council.

The ESC's expectation is that a Council applying for a higher cap shows it has a well-considered debt policy (preferably consulted on with the community) that guides its decision whether to use debt to reduce the need for additional funding in the short term through increased rates revenue. If the Council adopts a debt position that is not consistent with its debt policy, then the application should clearly explain why.

As required by the legislation, a Council's application must demonstrate it considered the option of debt and the reasons for adopting or not adopting it.

Section 185E(3) of the Local Government Act 1989 states that:

An application under this section must specify —

- (a) a proposed higher cap for each specified financial year; and
- (b) the reasons for which the Council seeks the higher cap; and
- (c) how the views of ratepayers and the community have been taken into account in proposing the higher cap; and
- (d) how the higher cap is an efficient use of Council resources and represents value for money; and
- (e) whether consideration has been given to reprioritising proposed expenditure and alternative funding options and why those options are not adequate; and
- (f) that the assumptions and proposals in the application are consistent with the Council's long term strategy and financial management policies set out in the Council's planning documents and annual budget.

An application for a higher rate cap would need to demonstrate that the Council considered other suitable funding or financing options. It also needs to outline the decision reached (and reasoning for the decision) on those options (which should include) different rate increase scenarios. In demonstrating the preferred option, the Council should consider how a higher cap is in the long-term interests of the community and ratepayers. The Council, in consultation with the community, must decide priorities and desired outcomes; this decision is not the role of the ESC.

6.2.3 Borrowing Principles

The Darebin City Council Borrowing Strategy is underpinned by the following principles which will be considered as part of any decision to borrow:

1. The purpose for borrowing is consistent with Council's strategic objectives as detailed in the Council Plan.
2. Any borrowings will be considered carefully in accordance with sound financial management principles and the ability of Council to meet the relevant prudential requirements for borrowing set out by State Government.
1. Fair Go Rates System – Guidance for councils 2017-18
3. Borrowing is undertaken only when Council's Long Term Financial Plan shows that debt management obligations can be fully met over the life of the loan.
4. Loan funds are drawn only at the time when required and for the amount that is required.
 - Expenditure made using working capital during the financial year with borrowings entered into towards the end of the financial year.
 - Amount drawn down does not exceed funding requirements.
5. Management of borrowings will focus on sound cash management practices in that Council will not borrow at higher interest rates when unrestricted funds are invested at lower interest rates.



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

6. The nature of any borrowings (short or long term) and the interest rate (fixed or variable) will take into account the purpose of the borrowings and seek to minimise interest rate exposure.
7. Borrowing does not increase the amount of money available to spend. Borrowing does allow a higher level of expenditure in a given year, but as it must be repaid with interest it requires a reduction of expenditure in future years.
8. Borrowing is not to be used to finance ongoing recurrent operational expenditure.
9. Where borrowing is associated with the construction or purchase of an asset, the term of the loan is not to exceed the useful life of the asset.

For the 2018/19 year, Council has decided not to take out new borrowings.

It is likely in future years that borrowings will be required to fund future intergenerational infrastructure initiatives and the extension of the Solar Savers program as detailed in the Climate Change Action Strategy. The following table sets out future proposed borrowings, based on the forecast financial position of Council as at 30 June 2018 and does not reflect at this time any borrowings in future years and this will be updated as Council makes decisions on the delivery of strategies and infrastructure that require borrowings for implementation.

Year	New Borrowings	Principal Paid	Interest Paid	Balance 30 June
	\$'000	\$'000	\$'000	\$'000
2017/18	-	-	-	-
2018/19	-	-	-	-
2019/20	-	-	-	-
2020/21	-	-	-	-
2021/22	-	-	-	-

The table below shows information on borrowings specifically required by the Regulations.

	Forecast	
	Actual	Budget
	2017/18	2018/19
	\$'000	\$'000
Total amount borrowed as at 30 June of the prior year	-	-
Total amount proposed to be borrowed	-	-
Total amount projected to be redeemed	-	-
Total amount of borrowings as at 30 June	-	-

6.3 Infrastructure

Council is developing a more detailed understanding of its future infrastructure requirements based on the knowledge provided by various Asset Management Plans, which sets out future capital expenditure requirements of the Council by class of asset. Asset management plans predict infrastructure consumption, renewal needs and consider infrastructure needs to meet future community service expectations. The key aspects of Council's approach to infrastructure management are:

- A long term capital planning process which integrates with the Council Plan, Strategic Resource Plan and Annual Budget processes;
- Identification of capital projects through the preparation of asset management plans;
- Prioritisation of capital projects within classes on the basis of evaluation criteria;
- Methodology for allocating annual funding to classes of capital projects; and
- Business Case template for officers to document capital project submissions.

A key objective set out in the Strategic Resource Plan is to continue to focus on renewing community assets such as roads, footpaths, open space and buildings to ensure they are maintained at an appropriate standard to meet required service levels. This is measured by the amount of expenditure allocated to asset renewal projects included in Council's capital works program across the plan period.

Council has demands for capital expenditure for both new assets and renewal of existing assets.



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

The following table summarises Council's forward outlook on capital expenditure including funding sources for the next four years.

Year	Total Capital Program \$'000	Summary of funding sources			
		Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
2017/18	42,898	3,126	5	39,767	-
2018/19	52,203	1,040	1,670	49,493	-
2019/20	54,213	2,344	819	51,049	-
2020/21	72,480	2,259	520	69,701	-
2021/22	50,778	2,033	781	47,964	-

In addition to using cash generated from its annual operations, borrowings and external contributions such as government grants, Council has significant cash or investment reserves that are also used to fund a variety of capital projects.

These reserves are either 'statutory' or 'discretionary' cash reserves. Statutory reserves relate to cash and investments held by Council that must be expended on a specific purpose as directed by legislation or a funding body, and include contributions for public resort and recreation. Discretionary cash reserves relate to those cash and investment balances that have been set aside by Council and can be used at Council's discretion, even though they may be earmarked for a specific purpose.

Council will consider plans to rationalise underperforming assets and assets that are no longer required to support service delivery.

7. Outcomes

7.1 Financial outcomes

The following financial results, graph and indicators summarise the key financial outcomes for the next four years as set out in the SRP for the 2018-22 years. The attached Appendix includes the financial statements and other financial disclosures required by the Act and regulations.

	Forecast	Budget	Strategic Resource Plan Projections			Trend
	Actual 2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	+/-
Surplus/(deficit) for the year	13,053	14,524	21,040	23,102	25,259	+
Adjusted underlying result	5,278	6,836	10,474	12,365	14,348	+
Cash and investments balance	40,787	25,737	23,138	12,949	13,468	-
Cash flows from operations	34,707	37,645	46,814	54,549	55,693	+
Capital works expenditure	42,898	52,203	54,213	72,480	50,778	+

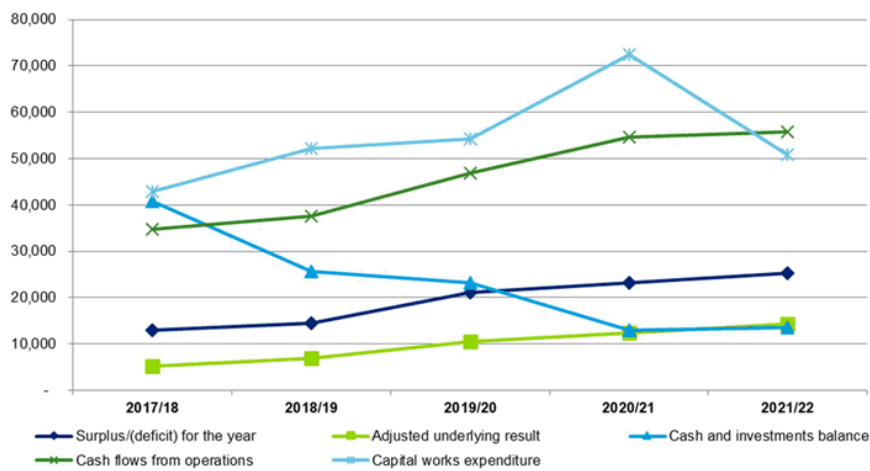
Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Financial resources (\$'000)



Indicator	Measure	Budget 2018/19	Strategic Resource Plan Projections			Trend +/-
			2019/20	2020/21	2021/22	
Operating position						
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	4.0%	5.8%	6.6%	7.4%	+
Liquidity						
Working Capital	Current assets / current liabilities	193.1%	173.3%	97.5%	98.0%	-
Unrestricted cash	Unrestricted cash / current liabilities	127.1%	100.2%	23.4%	24.1%	-
Obligations						
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	0.0%	0.0%	0.0%	0.0%	o
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue	0.0%	0.0%	0.0%	0.0%	o
Indebtedness	Non-current liabilities / own source revenue	1.1%	1.1%	1.1%	1.0%	o
Asset renewal	Asset renewal expenses / Asset depreciation	104.4%	137.2%	156.1%	144.6%	+
Stability						
Rates concentration	Rate revenue / adjusted underlying revenue	73.8%	72.7%	72.5%	72.2%	o
Rates effort	Rate revenue / CIV of rateable properties in the municipality	0.21%	0.20%	0.20%	0.20%	-
Efficiency						
Expenditure level	Total expenses/ no. of property assessments	\$2,360	\$2,423	\$2,486	\$2,551	o
Revenue level	Residential rate revenue / No. of residential property assessments	\$1,575	\$1,609	\$1,645	\$1,681	+



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Indicator	Measure	Budget 2018/19	Strategic Resource Plan Projections			Trend +/-
			2019/20	2020/21	2021/22	
Workforce turnover	No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year	9.3%	9.3%	9.3%	9.3%	o

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

Notes to indicators

1 Adjusted underlying result – An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Improvement in financial performance expected over the period but are reliant on savings being realised from service reviews and from revenue increases from sources other than rates and charges.

2 Working Capital – The proportion of current liabilities represented by current assets. Working capital is forecast to decrease significantly over the term of the SRP due to a run down in cash reserves to fund the capital program.

3 Debt compared to rates - Trend indicates Council's reducing reliance on debt against its annual rate revenue through redemption of long term debt and no additional borrowings currently forecast during the term of this SRP.

4 Asset renewal - This percentage indicates the extent of Council's renewal of assets against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.

5 Rates concentration - Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will become decrease its reliance on rate revenue compared to all other revenue sources.

The SRP supports Council achieving its goals within a framework of financial sustainability. Financial sustainability in the longer term means that planned long-term service and infrastructure levels and standards are met without unplanned increases in rates or disruptive cuts to services.

The key objectives set out in this SRP and the measures used to reflect these objectives are included below, together with the outcomes for each objective.

Service levelsObjective

We will maintain the scope and standard of ongoing services provided to the Darebin community and be flexible to address changing community needs with innovative services and facilities.

Measure

Allowance for continuity of services included within the annual budgets throughout the plan period.

Outcome

Funding for the maintenance of service levels throughout the four-year period has been included in the SRP. Annual service plans are prepared for each Council service area which set out the activities and initiatives that will be undertaken each year in support of the goals outlined in the Council Plan.

Asset renewalObjective

We will continue to focus on renewing our infrastructure such as roads, footpaths, open space and buildings to ensure these community assets are maintained at an appropriate standard to meet required service levels.

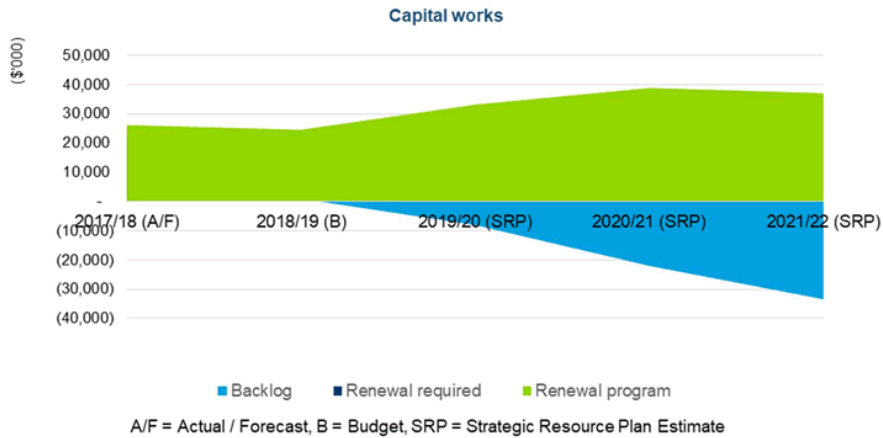
Measure

Increase in the amount of capital expenditure allocated to asset renewal projects in Council's capital works program, expressed as a percentage of the amount required to maintain the assets, as measured by depreciation.



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Outcome



The above graph indicates that total funding available for capital works exceeds depreciation in each of the four years. A negative monetary difference between depreciation and renewal expenditure is an indication that there is an increasing gap between renewal investment and assets requiring renewal.

This indication is predicated on the asset's life declining at rate that is the same as the straight line depreciation values reported in the financial statements. In reality, the renewal gap can only be reliably estimated when asset condition assessments and the quality of maintenance are also considered. The underlying renewal expenditure compared with depreciation is expected to remain above 100% for the term of the SRP.

Operating performance

Objective

We will ensure that Council delivers ongoing underlying surpluses that allow the funding of ongoing service delivery to the community, the timely renewal of community assets and the assets required for ongoing service delivery, and new community assets.

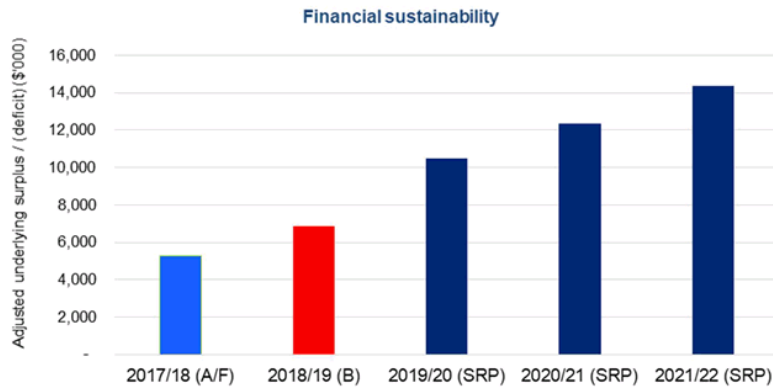
Measure

Achieve an underlying operating surplus throughout the term of the SRP. The underlying surplus is measured after adjusting for capital grants and contributions that are not necessarily ongoing funding sources and timing differences on grants for provision of services.



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Outcome



A/F = Actual / Forecast, B = Budget, SRP = Strategic Resource Plan Estimate

The adjusted underlying result, which is a measure of financial sustainability, shows an increasing adjusted underlying surplus.

Cash and liquidity

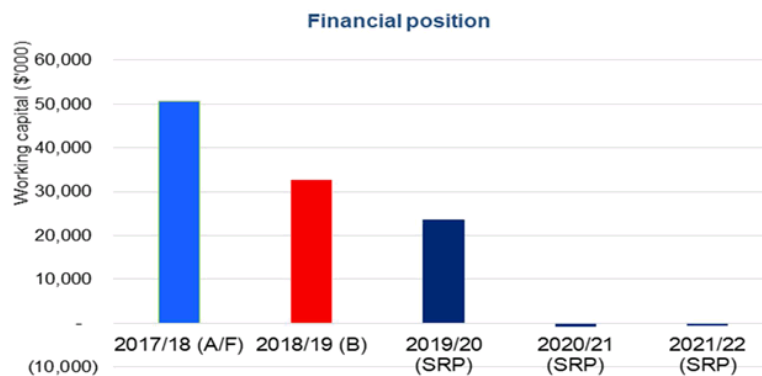
Objective

We will ensure Council holds sufficient cash and other assets in order to meet payment obligations to suppliers and employees as they fall due.

Measure

Achieve a working capital ratio of at least 1.10 : 1 in the plan.

Outcome



A/F = Actual / Forecast, B = Budget, SRP = Strategic Resource Plan Estimate

Working capital represents operating liquidity available to Council. The budgeted working capital at 30 June 2019 is a financially sound 193% of current (or short term) assets against current liabilities, representing Council's ability to meet its current obligations. This means that for every \$1.00 of current liabilities, Council has \$1.93 worth of current assets.



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

At the time of preparing this SRP, the working capital ratio will not be achieved in 2020/21 and 2021/22.

The financial position is expected to improve with net assets (net worth) to increase by \$14.62 million to \$1.39 billion although net current assets (working capital) will reduce by \$17.14 million to \$33.42 million as at 30 June 2019. This is mainly due to the use of cash reserves to fund the capital works program. (Net assets is forecast to be \$1.37 billion as at 30 June 2018).

Summary of financial outcomes

Based on the assumptions as set out in the above section and associated strategies, the financial objectives which underpin the SRP will have been achieved over the four year period with the exception of the cash and liquidity objective which based on current information will not be met in 2020/21 and 2021/22. It must be noted that any significant adverse change in the key assumptions, could result in the non-achievement other or all of the financial objectives.

Accordingly the financial outcomes must be considered in light of these assumptions. The SRP will be reviewed and updated each year.

7.2 Non-financial outcomes

In addition to the financial resources to be consumed over the planning period, Council will also utilise non-financial resources, in particular human resources. Appendix B "Non-financial Resources" includes a more detailed analysis of the human resources to be used over the four year period.

On the basis of continuing to provide the same level of service to the community, the level of human resources as measured in Equivalent Full Time (EFT) personnel has been assumed to remain generally constant over the four year period with employee costs increasing in line with wage indexation assumptions inclusive of base rate increases and banding level changes.

Issues which may impact on Council's ability to maintain its current resource level are labour market constraints in highly specialised areas such as traffic engineering and areas where demand is high such as urban planning, although the current economic conditions have resulted in greater availability of labour at the present time. Council also has an ageing workforce, particularly in areas with high levels of manual labour which may also impact on its ability to maintain adequate service levels in these areas.

The following table summarises the key non-financial outcomes for the next four years as set out in the SRP for years 2018-22 years. The attached Appendix A includes the non-financial statements and other non-financial disclosures required by the Act and Local Government (Planning and Reporting) Regulations 2014.

For the four years ending 30 June 2022	Budget Strategic Resource Plan Projections			
	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000
Staff expenditure				
Employee costs - Operating	(80,709)	(81,637)	(83,432)	(85,268)
Employee costs - Capital	(1,578)	(1,666)	(1,703)	(1,740)
Total staff expenditure	(82,287)	(83,303)	(85,135)	(87,008)
Staff numbers	EFT	EFT	EFT	EFT
Employees	769.2	765.2	765.2	765.2
Total staff numbers	769.2	765.2	765.2	765.2

7.3 Achievement of SRP objectives

The overall objective of the SRP is financial sustainability in the medium to long term, while still providing sufficient resources to achieve the Council Plan strategic objectives. The financial outcomes of the SRP are set out below under each of the key objectives which underpin the SRP over the next four years.

1. Maintain existing service levels (objective: achieved)

Service levels have been maintained throughout the four year period after allowing for the impact of inflation and other cost indexation (measure: net cost of services and expenditure level).



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

2. Meet Council's asset renewal requirements (objective: achieved)

Asset renewal is forecast to be above the target of 100 percent of depreciation for all four years covered by the SRP (measure: asset renewal).

3. Achieve ongoing adjusted underlying surpluses (objective: achieved)

The adjusted underlying result is a surplus and is forecast to increase moderately over the four year period (measure: underlying surplus).

4. Have sufficient cash and other assets to meet payment obligations (objective: achieved)

The working capital ratio is greater than 110% over the four year period (measure: working capital ratio).



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Appendix A – Financial statements and other disclosures



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Darebin City Council Budgeted Comprehensive Income Statement

For the four years ending 30 June 2022	Budget Strategic Resource Plan Projections			
	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000
Income				
Rates and charges	132,500	136,520	140,628	144,827
Statutory fees and fines	9,182	9,366	9,553	9,744
User fees	10,831	11,102	11,379	11,664
Grants - Operating	14,981	15,280	15,585	15,896
Grants - Capital	2,636	5,013	4,961	4,769
Contributions - monetary	5,700	6,633	6,450	6,830
Contributions - non-monetary	-	-	-	-
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	(412)	620	620	620
Fair value adjustments for investment property	-	-	-	-
Net gain/(loss) on disposal of investment property	-	-	-	-
Net gain/(loss) on disposal of intangible assets	-	-	-	-
Share of net profits/(losses) of associates and joint ventures	-	-	-	-
Other income	4,794	6,614	8,435	10,007
Total Income	180,212	191,147	197,611	204,356
Expenses				
Employee costs	(82,287)	(84,056)	(85,863)	(87,709)
Materials and services	(49,350)	(50,899)	(52,497)	(54,146)
Bad and doubtful debts	(1,267)	(1,050)	(1,028)	(1,072)
Depreciation and amortisation	(23,535)	(24,189)	(24,914)	(25,661)
Borrowing costs	-	-	-	-
Other expenses	(9,249)	(9,913)	(10,206)	(10,508)
Total Expenses	(165,688)	(170,107)	(174,510)	(179,097)
Surplus/(deficit) for the year	14,524	21,040	23,102	25,259
Other comprehensive income				
Items that will not be reclassified to surplus or deficit in future periods:				
Net asset revaluation increment /(decrement)	-	-	-	-
Share of other comprehensive income of associates and joint ventures	-	-	-	-
Items that may be reclassified to surplus or deficit in future periods	-	-	-	-
Total comprehensive result	14,524	21,040	23,102	25,259



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Darebin City Council Budgeted Balance Sheet

For the four years ending 30 June 2022	Budget	Strategic Resource Plan Projections			
		2018/19	2019/20	2020/21	2021/22
		\$'000	\$'000	\$'000	\$'000
Assets					
Current assets					
Cash and cash equivalents	25,737	23,138	12,949	13,468	
Trade and other receivables	14,680	15,033	15,793	16,138	
Other financial assets	23,847	14,308	-	-	
Inventories	67	67	67	67	
Non-current assets classified as held for sale	-	-	-	-	
Other assets	3,338	3,338	3,338	3,338	
Total current assets	67,669	55,884	32,148	33,011	
Non-current assets					
Trade and other receivables	4,227	4,247	4,267	4,287	
Investments in associates and joint ventures	3,142	3,142	3,142	3,142	
Property, infrastructure, plant & equipment	1,347,837	1,377,879	1,425,463	1,450,598	
Investment property	-	-	-	-	
Intangible asset	363	345	327	309	
Landfill rehabilitation intangible asset	-	-	-	-	
Total non-current assets	1,355,569	1,385,613	1,433,199	1,458,335	
Total assets	1,423,238	1,441,496	1,465,346	1,491,347	
Liabilities					
Current liabilities					
Trade and other payables	11,569	8,300	8,551	8,786	
Trust funds and deposits	5,034	5,135	5,237	5,342	
Provisions	18,435	18,804	19,180	19,563	
Interest-bearing loans and borrowings	-	-	-	-	
Total current liabilities	35,038	32,239	32,968	33,692	
Non-current liabilities					
Provisions	1,774	1,792	1,810	1,828	
Interest-bearing loans and borrowings	-	-	-	-	
Total non-current liabilities	1,774	1,792	1,810	1,828	
Total liabilities	36,812	34,030	34,778	35,519	
Net assets	1,386,426	1,407,466	1,430,568	1,455,827	
Equity					
Accumulated surplus	560,325	580,497	601,566	625,075	
Reserves	826,101	826,969	829,002	830,752	
Total equity	1,386,426	1,407,466	1,430,568	1,455,827	



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Darebin City Council Budgeted Statement of Changes in Equity

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2018/19				
Balance at beginning of the financial year	1,371,902	541,712	811,699	18,491
Surplus/(deficit) for the year	14,524	14,524	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfer (to)/from reserves	-	4,089	-	(4,089)
Balance at end of financial year	1,386,426	560,325	811,699	14,402
2019/20				
Balance at beginning of the financial year	1,386,426	560,325	811,699	14,402
Surplus/(deficit) for the year	21,040	21,040	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfer (to)/from reserves	-	(868)	-	868
Balance at end of financial year	1,407,466	580,497	811,699	15,270
2020/21				
Balance at beginning of the financial year	1,407,466	580,497	811,699	15,270
Surplus/(deficit) for the year	23,102	23,102	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfer (to)/from reserves	(0)	(2,033)	-	2,033
Balance at end of financial year	1,430,568	601,566	811,699	17,303
2021/22				
Balance at beginning of the financial year	1,430,568	601,566	811,699	17,303
Surplus/(deficit) for the year	25,259	25,259	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfer (to)/from reserves	(0)	(1,750)	-	1,750
Balance at end of financial year	1,455,827	625,075	811,699	19,053



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Darebin City Council Budgeted Statement of Cash Flows

For the four years ending 30 June 2022	Budget	Strategic Resource Plan Projections		
	2018/19	2019/20	2020/21	2021/22
	\$'000	\$'000	\$'000	\$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities				
Rates and charges	126,278	138,576	142,189	146,580
Statutory fees and fines	8,153	9,507	9,659	9,862
User fees	11,670	11,269	11,506	11,805
Grants - operating	12,346	15,510	15,758	16,089
Grants - capital	2,636	5,088	5,017	4,826
Contributions - monetary	5,700	6,633	6,450	6,830
Interest received	1,748	1,757	1,766	1,774
Dividends received	-	-	-	-
Trust funds and deposits taken	-	101	103	105
Other receipts	5,687	5,030	6,815	8,415
Net GST refund / payment	10,161	7,156	9,462	7,579
Employee costs	(82,286)	(89,485)	(89,340)	(91,294)
Materials and services	(64,448)	(54,187)	(54,623)	(56,359)
Trust funds and deposits repaid	-	-	-	-
Other payments	-	(10,142)	(10,210)	(10,520)
Net cash provided by/(used in) operating activities	37,645	46,814	54,549	55,693
Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment	(57,355)	(59,634)	(79,728)	(55,856)
Proceeds from sale of property, infrastructure, plant and equipment	660	682	682	682
Payments for investment property	-	-	-	-
Proceeds from investment property	-	-	-	-
Payments for intangible assets	-	-	-	-
Proceeds from intangible assets	-	-	-	-
Payments for investments	-	-	-	-
Proceeds from investments	4,000	9,539	14,308	-
Loan and advances made	-	-	-	-
Repayments of loans and advances	-	-	-	-
Net cash provided by/(used in) investing activities	(52,695)	(49,413)	(64,738)	(55,174)
Cash flows from financing activities				
Finance costs	-	-	-	-
Proceeds from borrowings	-	-	-	-
Repayment of borrowings	-	-	-	-
Net cash provided by/(used in) financing activities	-	-	-	-
Net increase/(decrease) in cash & cash equivalents	(15,050)	(2,599)	(10,189)	519
Cash and cash equivalents at the beginning of the financial year	40,787	25,737	23,138	12,949
Cash and cash equivalents at the end of the financial year	25,737	23,138	12,949	13,468



26

DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Darebin City Council Budgeted Statement of Capital Works

For the four years ending 30 June 2022	Budget	Strategic Resource Plan Projections		
	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000
Property				
Land	-	-	-	-
Land improvements	1,161	383	394	405
Total land	1,161	383	394	405
Buildings	14,806	27,274	45,686	24,397
Heritage buildings	-	-	-	-
Building improvements	3,955	-	-	-
Leasehold improvements	-	-	-	-
Total buildings	18,761	27,274	45,686	24,397
Total property	19,922	27,657	46,080	24,801
Plant and equipment				
Heritage plant and equipment	-	-	-	-
Plant, machinery and equipment	4,480	6,093	5,293	5,468
Fixtures, fittings and furniture	-	-	-	-
Computers and telecommunications	4,321	2,491	2,553	2,617
Library books	804	840	950	882
Total plant and equipment	9,605	9,424	8,796	8,967
Infrastructure				
Roads	6,845	6,420	6,602	6,848
Bridges	4,582	83	86	88
Footpaths and cycleways	4,552	4,135	4,249	4,036
Drainage	1,968	1,482	1,737	1,125
Recreational, leisure and community facilities	160	300	308	262
Waste management	-	-	-	-
Parks, open space and streetscapes	4,569	4,711	4,623	4,651
Aerodromes	-	-	-	-
Off street car parks	-	-	-	-
Other infrastructure	-	-	-	-
Total infrastructure	22,676	17,132	17,605	17,010
Total capital works expenditure	52,203	54,213	72,480	50,778
Represented by:				
New asset expenditure	16,005	13,983	20,132	2,482
Asset renewal expenditure	24,571	33,174	38,861	37,083
Asset expansion expenditure	1,705	818	4,041	2,717
Asset upgrade expenditure	9,922	6,237	9,447	8,496
Total capital works	52,203	54,213	72,480	50,778



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Darebin City Council Budgeted Statement of Human Resources

For the four years ending 30 June 2022	Budget	Strategic Resource Plan Projections		
	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000
Staff expenditure				
Employee costs - Operating	(80,709)	(81,637)	(83,432)	(85,268)
Employee costs - Capital	(1,578)	(1,666)	(1,703)	(1,740)
Total staff expenditure	(82,287)	(83,303)	(85,135)	(87,008)
Staff numbers	EFT	EFT	EFT	EFT
Employees	769.2	765.2	765.2	765.2
Total staff numbers	769.2	765.2	765.2	765.2



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Planned Capital Works

Summary of planned capital works expenditure for the four years ended 30 June 2022

Capital Works Area	Total	Asset expenditure type				Summary of funding sources			
		New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
2018/19									
PROPERTY									
Land	0	0	0	0	0	0	0	0	0
Land Improvements	1,161	0	685	476	0	0	0	1,161	0
Total land	1,161	0	685	476	0	0	0	1,161	0
Buildings	14,806	6,802	5,228	1,921	855	300	140	14,366	0
Heritage buildings	0	0	0	0	0	0	0	0	0
Building improvements	3,955	0	1,920	2,035	0	0	0	3,955	0
Leasehold improvements	0	0	0	0	0	0	0	0	0
Total Buildings	18,761	6,802	7,148	3,956	855	300	140	18,321	0
Total property	19,922	6,802	7,833	4,432	855	300	140	19,482	0
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment	4,480	140	3,987	353	0	0	659	3,821	0
Fixtures, Fittings and Furniture	0	0	0	0	0	0	0	0	0
Computers and Telecommunications	4,321	1,460	1,854	707	300	0	0	4,321	0
Library Books	804	114	550	140	0	18	0	786	0
Total plant and equipment	9,605	1,714	6,391	1,200	300	18	659	8,928	0
INFRASTRUCTURE									
Roads	6,845	1,133	3,579	1,658	475	648	0	6,197	0
Bridges	4,582	4,132	405	45	0	0	1,580	3,002	0
Footpaths and Cycleways	4,552	326	3,611	615	0	0	0	4,552	0
Drainage	1,968	25	1,105	838	0	0	0	1,968	0
Recreational, Leisure and Community Facilities	160	0	130	30	0	0	0	160	0
Parks, Open Space and Streetscapes	4,569	1,602	1,538	1,354	75	0	0	4,569	0
Off Street Car Parks	0	0	0	0	0	0	0	0	0
Other Infrastructure	0	0	0	0	0	0	0	0	0
Total infrastructure	22,676	7,218	10,368	4,540	550	648	1,580	20,448	0
TOTAL capital works expenditure 2018/19	52,203	15,734	24,592	10,172	1,705	966	2,379	48,858	0



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Capital Works Area	Total	Asset expenditure type				Summary of funding sources			
		New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
2019/20									
PROPERTY									
Land	0	0	0	0	0	0	0	0	0
Land Improvements	383	191	192	0	0	0	0	383	0
Total land	383	191	192	0	0	0	0	383	0
Buildings	27,274	11,458	13,486	1,747	582	1,925	819	24,530	0
Heritage buildings	0	0	0	0	0	0	0	0	0
Building improvements	0	0	0	0	0	0	0	0	0
Leasehold improvements	0	0	0	0	0	0	0	0	0
Total Buildings	27,274	11,458	13,486	1,747	582	1,925	819	24,530	0
Total property	27,657	11,649	13,678	1,747	582	1,925	819	24,913	0
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment	6,093	66	5,451	576	0	0	1,227	4,866	0
Fixtures, Fittings and Furniture	0	0	0	0	0	0	0	0	0
Computers and Telecommunications	2,491	249	1,744	498	0	0	0	2,491	0
Library Books	840	0	672	168	0	18	0	822	0
Total plant and equipment	9,424	315	7,867	1,242	0	18	1,227	8,179	0
INFRASTRUCTURE									
Roads	6,420	787	4,649	984	0	401	0	6,019	0
Bridges	83	0	83	0	0	0	0	83	0
Footpaths and Cycleways	4,135	214	3,355	566	0	0	0	4,135	0
Drainage	1,482	0	1,038	445	0	0	0	1,482	0
Recreational, Leisure and Community Facilities	300	75	150	75	0	0	0	300	0
Parks, Open Space and Streetscapes	4,712	942	2,356	1,178	236	0	0	4,712	0
Off Street Car Parks	0	0	0	0	0	0	0	0	0
Other Infrastructure	0	0	0	0	0	0	0	0	0
Total infrastructure	17,132	2,018	11,631	3,248	236	401	0	16,731	0
TOTAL capital works expenditure 2019/20	54,213	13,982	33,176	6,237	818	2,344	2,046	49,823	0



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Capital Works Area	Total	Asset expenditure type				Summary of funding sources			
		New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
2020/21									
PROPERTY									
Land	0	0	0	0	0	0	0	0	0
Land Improvements	394	197	197	0	0	0	0	394	0
Total land	394	197	197	0	0	0	0	394	0
Buildings	45,686	17,660	19,209	5,007	3,810	1,829	520	43,337	0
Heritage buildings	0	0	0	0	0	0	0	0	0
Building improvements	0	0	0	0	0	0	0	0	0
Leasehold improvements	0	0	0	0	0	0	0	0	0
Total Buildings	45,686	17,660	19,209	5,007	3,810	1,829	520	43,337	0
Total property	46,080	17,857	19,406	5,007	3,810	1,829	520	43,731	0
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment	5,293	70	4,728	495	0	0	1,037	4,256	0
Fixtures, Fittings and Furniture	0	0	0	0	0	0	0	0	0
Computers and Telecommunications	2,553	255	1,787	511	0	0	0	2,553	0
Library Books	950	0	760	190	0	18	0	932	0
Total plant and equipment	8,796	325	7,275	1,196	0	18	1,037	7,741	0
INFRASTRUCTURE									
Roads	6,602	728	4,964	910	0	430	0	6,172	0
Bridges	86	0	86	0	0	0	0	86	0
Footpaths and Cycleways	4,249	220	3,448	581	0	0	0	4,249	0
Drainage	1,737	0	1,216	521	0	0	0	1,737	0
Recreational, Leisure and Community Facilities	308	77	154	77	0	0	0	308	0
Parks, Open Space and Streetscapes	4,623	925	2,311	1,156	231	0	0	4,623	0
Off Street Car Parks	0	0	0	0	0	0	0	0	0
Other Infrastructure	0	0	0	0	0	0	0	0	0
Total infrastructure	17,605	1,950	12,179	3,245	231	430	0	17,175	0
TOTAL capital works expenditure 2020/21	72,481	20,132	38,860	9,448	4,041	2,277	1,037	68,647	0



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Capital Works Area	Total	Asset expenditure type				Summary of funding sources			
		New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
2021/22									
PROPERTY									
Land	0	0	0	0	0	0	0	0	0
Land Improvements	405	202	203	0	0	0	0	405	0
Total land	405	202	203	0	0	0	0	405	0
Buildings	24,397	0	17,648	4,264	2,485	1,579	780	22,038	0
Heritage buildings	0	0	0	0	0	0	0	0	0
Building improvements	0	0	0	0	0	0	0	0	0
Leasehold improvements	0	0	0	0	0	0	0	0	0
Total Buildings	24,397	0	17,648	4,264	2,485	1,579	780	22,038	0
Total property	24,802	202	17,851	4,264	2,485	1,579	780	22,443	0
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment	5,468	75	4,883	510	0	0	1,037	4,431	0
Fixtures, Fittings and Furniture	0	0	0	0	0	0	0	0	0
Computers and Telecommunications	2,617	262	1,832	523	0	0	0	2,617	0
Library Books	882	0	706	176	0	18	0	864	0
Total plant and equipment	8,967	337	7,421	1,209	0	18	1,037	7,912	0
INFRASTRUCTURE									
Roads	6,848	721	5,225	902	0	454	0	6,394	0
Bridges	88	0	88	0	0	0	0	88	0
Footpaths and Cycleways	4,036	226	3,255	555	0	0	0	4,036	0
Drainage	1,125	0	788	337	0	0	0	1,125	0
Recreational, Leisure and Community Facilities	262	65	132	65	0	0	0	262	0
Parks, Open Space and Streetscapes	4,651	930	2,325	1,163	233	0	0	4,651	0
Off Street Car Parks	0	0	0	0	0	0	0	0	0
Other Infrastructure	0	0	0	0	0	0	0	0	0
Total infrastructure	17,010	1,942	11,813	3,022	233	454	0	16,556	0
TOTAL capital works expenditure 2021/22	50,779	2,481	37,085	8,495	2,718	2,051	1,817	46,911	0



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

CITY OF DAREBIN

Summary of planned human resources expenditure for the four years ending 30 June 2022

	2019	2020	2021	2022
	\$'000	\$'000	\$'000	\$'000
Chief Executive				
-Permanent full time	900	920	940	960
-Permanent part time	74	76	77	79
Total Chief Executive	974	996	1,017	1,038
City Sustainability & Strategy				
-Permanent full time	11,792	12,052	12,317	12,588
-Permanent part time	1,493	1,526	1,560	1,594
Total City Sustainability & Strategy	13,285	13,578	13,876	14,183
Operations & Capital				
-Permanent full time	15,128	15,461	15,801	16,149
-Permanent part time	81	83	85	87
Total Operations & Capital	15,209	15,544	15,886	16,236
Community				
-Permanent full time	13,602	13,901	14,207	14,520
-Permanent part time	13,836	14,141	14,452	14,770
Total Community	27,438	28,042	28,658	29,290
Governance & Engagement				
-Permanent full time	11,839	12,099	12,366	12,638
-Permanent part time	1,941	1,984	2,027	2,072
Total Governance & Engagement	13,780	14,083	14,392	14,709
Total casuals and other	10,022	11,813	12,034	12,253
Capitalised labour	1,578	0	0	0
Total staff expenditure	82,287	84,056	85,863	87,709
	EFT	EFT	EFT	EFT
Chief Executive				
-Permanent full time	4.8	3.8	3.8	3.8
-Permanent part time	0.8	0.8	0.8	0.8
Total Chief Executive	5.6	4.6	4.6	4.6
City Sustainability & Strategy				
-Permanent full time	120.7	119.7	119.7	119.7
-Permanent part time	22.9	21.9	21.9	21.9
Total City Sustainability & Strategy	143.6	141.6	141.6	141.6
Operations & Capital				
-Permanent full time	177.8	177.8	177.8	177.8
-Permanent part time	1.0	1.0	1.0	1.0
Total Operations & Capital	178.8	178.8	178.8	178.8
Community				
-Permanent full time	138.0	138.0	138.0	138.0
-Permanent part time	170.7	170.7	170.7	170.7
Total Community	308.7	308.7	308.7	308.7
Governance & Engagement				
-Permanent full time	110.0	109.0	109.0	109.0
-Permanent part time	22.5	22.5	22.5	22.5
Total Governance & Engagement	132.5	131.5	131.5	131.5
Total staff numbers*	769.2	765.2	765.2	765.2

*Excludes casual staff



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Glossary

Act	means the <i>Local Government Act 1989</i>
Annual report	means a report of the Council's operations of the previous financial year and contains a report of operations, audited financial statements and an audited performance statement
Asset expansion expenditure	means expenditure that extends the capacity of an existing asset to provide benefits to new users at the same standard as is provided to existing beneficiaries
Asset expenditure type	means the following types of asset expenditure: (a) asset renewal expenditure; (b) new asset expenditure; (c) asset upgrade expenditure; (d) asset expansion expenditure
Asset renewal expenditure	means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability
Asset upgrade expenditure	means expenditure that: (a) enhances an existing asset to provide a higher level of service; or (b) increases the life of the asset beyond its original life
Australian Accounting Standards (AASB)	means the accounting standards published by the Australian Accounting Standards Board
Budget	means a plan setting out the services and initiatives to be funded for the financial year and how they will contribute to achieving the strategic objectives specified in the Council Plan
Capital works expenditure	means expenditure on non-current assets and includes new assets, asset renewal, asset expansion and asset upgrade
Council Plan	means a plan setting out the medium-term strategic objectives, strategies, strategic indicators and resources reflecting vision and aspirations of the community for the next four year
Financial resources	means income, expenditure, assets, liabilities, equity, cash and capital works required to deliver the services and initiatives in the budget
Financial statements	means the financial statements and notes prepared in accordance with the Local Government Model Financial Report, Australian Accounting Standards and other applicable standards as they apply to the general purpose financial reports and a statement of capital works and included in the annual report
Financial year	means the period of 12 months ending on 30 June each year
Human resources	means the staff employed by a Council



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

Indicator	means what will be measured to assess performance
Initiatives	means actions that are one-off in nature and/or lead to improvements in service
Major initiatives	means significant initiatives that will directly contribute to the achievement of the Council Plan during the current year and have a major focus in the budget
Minister	means the Minister for Local Government
Model budget	means the <i>Victorian City Council Model Budget</i> prepared annually by the Chartered Accountants in Australia and New Zealand
New asset expenditure	means expenditure that creates a new asset that provides a service that does not currently exist
Non-financial resources	means the resources other than financial resources required to deliver the services and initiatives in the budget
Non-recurrent grant	means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a Council's Strategic Resource Plan
Planning and accountability framework	means the key statutory planning and reporting documents that are required to be prepared by councils to ensure accountability to local communities in the performance of functions and exercise of powers under the Act
Performance statement	means a statement including the results of the prescribed service outcome indicators, financial performance indicators and sustainable capacity indicators for the financial year and included in the annual report
Recurrent grant	means a grant other than a non-recurrent grant
Regulations (LGR)	means the Local Government (Planning and Reporting) Regulations 2014
Report of operations	means a report containing a description of the operations of the Council during the financial year and included in the annual report
Services	means assistance, support, advice and other actions undertaken by a Council for the benefit of the local community
Statement of capital works	means a statement which shows all capital expenditure of a Council in relation to non-current assets and asset expenditure type prepared accordance to the model statement of capital works in the Local Government Financial Report
Strategic objectives	means the outcomes a Council is seeking to achieve over the next four years and included in the Council Plan
Strategic Resource Plan	means a plan of the financial and non-financial resources for at



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

	least the next four years required to achieve the strategic objectives in the Council Plan. Is also referred to as a long term financial plan
Strategies	means high level actions directed at achieving the strategic objectives in the Council Plan
Statement of human resources	means a statement which shows all Council staff expenditure and numbers of full time equivalent Council staff
Statements of non-financial resources	means a statement which describes the non-financial resources including human resources
Summary of planned capital works expenditure	means a summary of capital works expenditure in relation to non-current assets classified according to the model statement of capital works in the Local Government Financial Report, by asset expenditure type and funding source
Summary of planned human resources expenditure	means a summary of permanent Council staff expenditure and numbers of full time equivalent Council staff categorised according to the organisational structure of the Council



DAREBIN CITY COUNCIL Strategic Resource Plan 2018-2022

INTENTIONALLY BLANK



CONTACT US

274 Gower Street, Preston
PO Box 91, Preston, Vic 3072
T 8470 8888
F 8470 8877
E mailbox@darebin.vic.gov.au
darebin.vic.gov.au


National Relay Service
TTY dial 133 677 or
Speak & Listen 1300 555 727
or jprelay.com.au, then enter
03 8470 8888


Speak Your Language
8470 8470

8.2 ANNUAL REPORT ON MEMORANDUM OF UNDERSTANDING BETWEEN MERRI CREEK MANAGEMENT COMMITTEE AND DAREBIN CITY COUNCIL

Author: Coordinator Bushland Management

Reviewed By: General Manager Operations and Capital

PURPOSE

The purpose of this report is to advise Council of the Merri Creek Management Committee's performance against the key performance indicators set out in the Memorandum of Understanding (MOU) between Darebin City Council (DCC) and Merri Creek Management Committee (MCMC).

EXECUTIVE SUMMARY

Merri Creek Management Committee and Darebin City Council have just completed the first year of their Memorandum of Understanding 2017-2020. This report reviews the works undertaken in relation to the key performance indicators. The MOU covers operational works, strategic management and Waterwatch activities. The work encompasses the Merri Creek and its Environs. Merri Creek Management Committees operational, strategic and Waterwatch activities have been completed in line with the desired levels set out in the MOU.

Recommendation

That Council:

- (1) Note this Annual report on the Memorandum of Understanding between the Merri Creek Management and Darebin.
 - (2) Continue to fund the Memorandum of Understanding between the Merri Creek Management and Darebin for the financial year 2018/2019.
-

BACKGROUND / KEY INFORMATION

On the 15 May 2017 Council endorsed / adopted a Memorandum of Understanding with the Merri Creek Management Committee and Darebin City Council agreeing to 3 years of financial support for Merri Creek Management Committee. (**Appendix A**)

The Merri Creek Management Committee is an environmental coordination and management agency formed in 1989 to ensure the preservation of natural and cultural heritage of the creek and its environs. Members of this committee include all municipalities in the catchment: Darebin, Hume, Moreland, Whittlesea, Yarra and Mitchell and also includes the Friends of the Merri Creek and Friends of Wallan Creek who assist in guidance the activities that MCMC undertakes.

Member Councils including Darebin provide funding to MCMC to assist in the development and delivery of activities along the Merri Creek in relation to the above activities. This is guided by the Merri Creek and Environs Strategy and a Memorandum of Understanding built around this framework and key emerging issues the catchment faces.

Previous Council Resolution

At its meeting held on 15 May 2017, Council resolved:

That Council:

- (1) Adopts the Memorandum of Understanding between Merri Creek Management Committee and Darebin City Council agreeing to an additional 3 years of financial support for Merri Creek Management Committee.*
- (2) Authorises the Chief Executive Officer to execute the Memorandum of Understanding for the period from the 1 July 2017 for three years to 30 June 2020.*
- (3) Authorises the remaining funding from 1 April 2017 to 30 June 2017 from the previous MOU*
- (4) Receives a report annually on Council's financial contribution and project spending under the Memorandum of Understanding by the Merri Creek Management Committee (MCMC).*

COMMUNICATIONS AND ENGAGEMENT

Consultation

Merri Creek Coordinating Committee

Communications

There is no communications plan associated with this report.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 1 - A sustainable city

1.3 We will expand and improve our network of open spaces, parks and natural environments to provide the lungs for our city and reduce the impact of climate change.

Ongoing works by organisations such as the Merri Creek Management Committee protect, improve, enhance and help rehabilitate Darebin's waterways and surrounding open space.

Environmental Sustainability Considerations

The MOU is targeted at furthering environmental sustainability. It encompasses management of the natural environment through conservation work, water quality, education and advocacy of our precious natural resources.

Equity, Inclusion and Wellbeing Considerations

MCMC offers many public events at no cost to the community and allows all interested to participate. Geographically these cover sites from the south to the north within Darebin as well as extending north of the municipality allowing equity and inclusion of the community.

The Merri Creek and Environs Strategy section 1 is dedicated with a specific focus to Aboriginal Heritage.

MCMC have fostered strong relationships with Wurundjeri through participation and consultation with the Wurundjeri including implementing food harvesting and cool burn techniques. The Wurundjeri also take part in the MCMC's community events and education programs.

Cultural Considerations

The Merri Creek catchment is public open space that invites all users from all backgrounds. MCMC host many public events which all members of the community are able to attend.

Economic Development Considerations

There are no economic development considerations.

Financial and Resource Implications

This is currently in the 10 year financial plan. Council provided Merri Creek Management Committee \$175,864 in the financial year 2017/2018 and this funding will increase in line with Council's rate cap.

Legal and Risk Implications

The greatest risk is that of Merri Creek Management Committee becoming financially unviable resulting in significant risk to the care and long term sustainability of the Merri Creek and environs.

Merri Creek Management Committee have undertaken a thorough business review with all member councils and are currently in a consultation stage of a Strategic Plan.

DISCUSSION

The MOU was developed for MCMC to:

- Manage and maintain specified revegetation/regeneration sites within the Merri Creek Catchment
- Conduct water quality monitoring within the Merri Creek Catchment
- Participate in the strategic and statutory planning process
- Conduct community engagement and education
- Provide accurate, regular reports on KPIs as part of the Merri Creek Management Committee meeting cycle
- Prepare submissions to seek external grants to extend the objectives listed above
- Provide a clear and detailed report showing how Council and grant funds are spent.

In summary Darebin Council will:

- Provide a representative to advocate for the Merri Creek Management Committee and the Merri Creek Catchment.
- Hold two positions on Merri Creek Management Committee and attend all meetings.
- In financial year 2017/2018, provide \$175,864 in operational funding to support the deliverables. This funding will increase each financial year with an annual increase in line with Council's rate cap for 3 financial years of the agreement.

Key Performance Indicators

The key performance indicators for the management of Merri Creek Management Committee fall into four main categories: Operational Works, Strategic Management, Reporting and Waterwatch.

Operational Works

Physical and Community Engagement Works

- Carry out conservation and restoration programs works along the Merri Creek and its tributaries including but not limited to weed control, litter removal, revegetation, planting and monitoring. (**Appendix B**)
 - Merri Creek Management Committee have been managing 7 sites along the Merri Creek with approximately 1400 staff hours being completed in the last 12 months. The sites are located at Bartrop, BT Connor, Broadhurst Avenue, Capp and Robinson, Merri Park, Merri Parade and Northcote Gorge. All sites have had a large focus on weed control and biodiversity.
 - Works included-
 - Controlled burn at Ngarri dgarrang (Central Creek Grasslands),
 - Follow up weed control within 6 weeks
 - General maintenance including weed control, monitoring weed and indigenous vegetation populations, brush cutting to prevent weed incursion, rubbish removal. Sites are attended every 8 weeks minimum,
 - Preparation and planting at various sites including Merri Park and Merri Park wetland, Merri Parade creek boundary.
 - Planting of *Dianella amoena* for the movement of the Blue Banded Bee and the reintroduction of *Cullen Tanax* (the Tough Scurf Pea) a species not recorded since 1853 are two of the highlighted tasks.
- Develop and maintain skills and expertise in ecological restoration of waterway corridors, and share these with member organisations, community groups and other stakeholders within the Merri Catchment.
 - Currently four staff are undergoing post graduate study and these skills are being passed onto other staff and stakeholders through working on joint projects and at public events.
 - Merri Creek Management Committee have supported the Friends of Merri Creek, Friends of Edgars Creek, Friends of Edwardes Lake, Friends of Merri Park and the volunteers that attend in 147 events including, weeding, litter collection, fauna surveys, flora surveys and water quality.
 - Team volunteers contributed 22 days (170 hrs) to sites in Darebin, Hume, Moreland and Yarra
 - Merri ecological restoration volunteers contributed 161 hrs of work in Darebin
 - Green Army participants (council-based) contributed 87 person days
- Provide community education and support in the areas of conservation, revegetation and preservation of the Merri Creek Catchment.
 - Merri Creek Management Committee have held community days encompassing bird watching/ surveys, planting, weed and litter days.

- They also have many resources available on their webpage and this is updated regularly. The website provides information in relation to Waterwatch, flora and fauna, litter and events that may have impacted the creek. MCMC also have a quarterly newsletter the Merri Growler which highlights events past and present, flora and fauna information and other issues topical for the Creek and its environs.
- Further examples of community events and numbers are found in **Appendix D**.

Strategic Management

Communication and Advocacy Planning

- Seek and advocate for the consolidation and expansion of public open space along the Creek corridor.
- Darebin is in the lower section of the Merri catchment and much of the open space within the creek corridor has been highly developed. The biggest wins for Darebin residents and the creek corridor and its environs will be made in the growth corridors of the north. MCMC has been involved with Whittlesea and Hume Council to discuss an application for removal of reserve status and re-subdivision of a Melbourne Water Creekside parcel of land expressing concern about a proposal to sell public land close to Merri Creek.
 - MCMC advocated for Melbourne Water to finalise revegetation and weed control plans and commit to allocate the sale proceeds to Merri Creek restoration works in the close vicinity if the subdivision, rezoning and sale goes ahead.
 - The Friends of Merri Creek and the Merri Action Group (supported by MCMC) were successful in ensuring the VicTrack land between Merri Parade and Merri Creek was not sold for private development.
- Provide written comment on vegetation impacts and visual character of associated statutory planning referrals within the Merri Creek Catchment.
 - MCMC has provided comments on over 20 planning referrals in the last financial year including an appearance at VCAT where a proposal had a significant visual impact.
- Provide feedback on the development of master plans and strategic documents as they relate to the Merri Creek Catchment.
 - MCMC commented on Mitchell Shire's draft Council Plan indicating support for a feasibility study to establish a Southern Regional Park, enhancing accessibility and use of rivers and creeks.
 - MCMC attended a site meeting at Galada Tamboore with Parks Victoria, Melbourne Water and Hume to discuss bridge and track location. MCMC provided information to Melbourne Water confirming the occurrence of biodiversity values in Galada Tamboore.
 - MCMC has registered interest with Victorian Planning Authority for consultation on all Precinct Structure Plans in the northern growth corridor of the Merri catchment.
- Consult, coordinate, inform, advise and provide a forum for member organisations and other stakeholders to discuss and learn about conservation, protection and preservation of the Merri Creek Catchment.
 - MCMC's worked closely with the Wurundjeri Tribal Council in development of a grant application that focussed on cultural and environmental significance of the confluence area of Merri Creek and the Yarra River.

- MCMC provided information to the Australian translocation database on Merri Creek translocations of rare species such as Matted Flax-lily *Dianella amoena*, Tough Scurf-pea *Cullen tenax* and Plains Yam Daisy *Microseris scapigera*. 20 instances of translocations of rare species in the Merri between 2000 and 2015. The translocation data base is part of the National Environmental Science Program – Threatened Species Recovery Hub.
- The Merri Creek Exhibition (showcasing 30 years of revegetation) was displayed at the Yarra River Keeper and The Victorian Environment Friends Network seminar.
- Inform, educate and involve the community in projects involving the Merri Creek Catchment. Merri
 - Creek Management Committee has supported the Friends of Merri Creek, Friends of Edgars Creek, Friends of Edwardes Lake, Friends of Merri Park and the volunteers that attend in 147 events including weeding, litter collection, fauna surveys, flora surveys and water quality.

Reporting

The Merri Creek Management Committee reports back to Council at regular frequencies as outlined in the MOU.

Daily and Weekly Reporting

Daily and weekly reports have been received in accordance with the MOU.

Quarterly Reporting

- At the close of each quarter, the Merri Creek Management Committee provides a list of all applications for grants and external funding sources undertaken in the quarter. This list includes information on the source of the funding, criteria of the grant, amount requested and whether the application was successful.
- At the close of each quarter, the Merri Creek Management Committee provides a detailed list of any planning referrals for which they were asked to provide comment. The details include location of referral and nature of the comment provided.
- A copy of all Site Meeting Minutes of meetings with Darebin's Bushland Coordinator are included in the quarterly report.
- The quarterly report includes a quarterly works summary detailing site, task and task hours, total staff hours per site.
- Example of the quarterly report is attached. (**Appendix C**).

Waterwatch

This program provides hands-on river health education programs that supports the community to be actively involved in monitoring and protecting the health of rivers and creeks. MCMC have delivered catchment education / engagement as set out in the Waterwatch MOU. This funding is supplied by member councils including Darebin and Melbourne Water and MCMC have increased these funds through grant opportunities. MCMC gained \$40000 in additional funding.

OPTIONS FOR CONSIDERATION

- In light of the good works undertaken by the Merri Creek Management Committee including environmental works, community outreach and advocacy Council note this report and continue funding in accordance with the memorandum of Understanding.

- Council cease funding the Merri Creek Management Committee. This option would see the maintenance and restoration works fall to Council, loss of the advocacy function of the Committee and reduce the coordinated management of the creek and environs.

IMPLEMENTATION STRATEGY

Details

Details are included in the MOU (**Appendix A**).

Communication

Timeline

The next report on the activities of the Merri Creek Management Committee will be made to Council in July 2019 as stipulated in the Council resolution of 15 May 2017.

RELATED DOCUMENTS

- Memorandum of Understanding between Merri Creek Management Committee and Darebin City Council
- Council Minutes – 15 May 2017

Attachments

- MOU between Merri Creek Management Committee and Darebin City Council (**Appendix A**) [↓](#)
- Ecological Restoration Report May 2018 (**Appendix B**) [↓](#)
- MCMC Planning and Coordination Report May 2018 (**Appendix C**) [↓](#)
- Catchment Program Report (**Appendix D**) [↓](#)

DISCLOSURE OF INTEREST

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.

Memorandum of Understanding

This document represents an agreement between

Merri Creek Management Committee

and

Darebin City Council

1 July 2017 – 30 June 2020

Scope

This Memorandum of Understanding (MOU) outlines the key principles and agreements between Darebin City Council and Merri Creek Management Committee for management of various creek side remnant/ revegetation sites, Strategic and Statutory Planning input and community engagement for the Merri Creek Catchment and Waterwatch including water quality monitoring and related events, education and activities for the Merri Creek and the Darebin Creek Catchments. Darebin City Council commits to this partnership in order for MCMC to deliver activities and events on behalf of and for Darebin City Council, in line with Council's *Watershed – Towards a Water Sensitive Darebin Strategy and Implementation Plan 2015-2025*. and *Darebin's Natural Heritage Strategy 2015 – 2025*.

Objectives

The partner agencies will ensure deliverables outlined in this document are met. Darebin City Council and Merri Creek Management Committee are jointly committed to managing, protecting, promoting and ensuring the long term viability of the Merri Creek and its Environs. This Agreement seeks to provide a formalised framework to achieve these aims.

Terms of agreement

This agreement will apply for a term of three years from 1 July 2017 to 30 June 2020 contingent on both parties signing this agreement.

If Merri Creek Management Committee fails to meet the deliverables as detailed in this document or related documents, this agreement may be terminated by Council with thirty days written notice. In the event of this occurring, any unspent funds from this Agreement, must be returned to Council. This applies to both this Agreement and Schedule 1 – Waterwatch Agreement.

Before any payment or work commences under this MOU, Merri Creek Management Committee must provide Council with copies of:

- Certificates of currency for all insurances for Professional Indemnity and Public Liability.
- All Safe Work Method Statements/ Work Instructions (which shall be updated by Merri Creek Management Committee annually).

Council must be provided with current versions of the above documents for the term of this MOU. Merri Creek Management Committee must continue to provide Council with new copies of the above documents as they expire and are renewed or updated.

If Merri Creek Management Committee is wound up or cancelled, any unspent funds from this Agreement must be returned to Council, prior to any surplus assets being distributed to another, organisation, association or other body.

Resource contribution

The organisations involved will work actively to support the partnership and share resources and/or facilities to ensure the long term viability of the Merri Creek as a natural and educational area providing space for recreation, habitat for native flora and fauna, community engagement and protection of the Merri Creek. Roles and responsibilities for each organisation are outlined below; and in Schedule 1 – Waterwatch Agreement. Schedule 1 will be updated annually throughout the term of this MOU.

Merri Creek Management Committee will

- Manage and maintain specified Conservation Bushland and Conservation Parkland sites within the Merri Creek Catchment.
- Conduct Waterwatch water quality monitoring and related events, activities and education within the Merri Creek and Darebin Creek Catchments as per Schedule 1 – Waterwatch Agreement.
- Participate in the strategic and statutory Planning process.
- Provide accurate, regular reports on KPIs as part of the Merri Creek Management Committee meeting cycle.
- Prepare submissions to seek external grants to extend the objectives listed above.
- Provide clear and detailed reports showing how Council's contribution and grant funds are spent.

Darebin City Council will:

- Provide a representative to advocate for Merri Creek Management Committee and Merri Creek Catchment.
- Hold two seats on Merri Creek Management Committee Board of Directors and attend all meetings
- In Financial Year 2017/2018, provide \$175,864 in operational funding to support the day-to-day operations of the Merri Creek Management Committee. This funding will increase each year in line with Council's rate capping percentage until the expiration of this MOU.
- In financial year provide \$14937 to undertake the Waterwatch activities as detailed in Schedule 1 – Waterwatch Agreement, which is to be allocated across both the Merri Creek catchment and the Darebin Creek catchment, as directed and approved by Council. This funding will increase each year in line with Council's rate capping percentage until the expiration of this MOU.
- Ensure that Waterwatch funding is spent across both the Merri Creek and Darebin Creek catchments. In line with previous agreements and arrangements for Waterwatch activities across both creeks, some of the above funding may be required to be transferred to other organisations/bodies. This may occur by request from either party and with final approval for funding allocation from Darebin City Council.
- Ensure that MCMC is consulted on all Statutory and Strategic Planning matters within the Merri Creek Environmental Significance Overlay.
- Provide opportunities for Merri Creek Management Committee to quote on conservation and revegetation works along the Merri Creek Corridor.

- Provide a staff member, the Bushland Coordinator or their delegate, as the responsible authority to oversee and manage maintenance and enhancement works in creek land conservation areas.
- Provide a staff member, the Water and Waste Officer or their delegate for Waterwatch activity approval and liaison.
- Actively seek ongoing grant funding to further support Merri Creek Management Committee and the Merri Creek Catchment.

Schedule of Funding

Once the MOU is signed by both parties, and at the commencement of the financial year for the remainder of the agreement, Merri Creek Management Committee will invoice Darebin City Council for half of the operational and half of the Waterwatch funding specified below on 1 July. The remainder is to be invoiced on 1 January, which will be paid, subject to satisfactory completion of the works detailed in this document and Schedule 1 – Waterwatch Agreement.

- In the financial year 2017/2018 \$175,864 will be provided in operational funding to support the day to day operations of the Merri Creek Management Committee and their provision of the activities detailed in this document.

This funding will increase each year in line with Council's rate capping percentage until the expiration of this MOU.

- In the financial year 2017/2018 \$14,937 funding will be provided for Waterwatch activities as detailed in Schedule 1 – Waterwatch Agreement, to be allocated across both the Merri Creek catchment and the Darebin Creek catchment, as directed and approved by Council.

To ensure Waterwatch funding is spent across both the Merri Creek and Darebin Creek catchments, in line with previous agreements and arrangements for Waterwatch activities across both creeks, some of the above funding may be required to be transferred to other organisations/bodies. This may occur by request from either party and with final approval for funding allocation from Darebin City Council.

This funding will increase each year in line with Council's rate capping percentage until the expiration of this MOU.

Deliverables

Key performance indicators for the Merri Creek Management Committee fall into three main categories: Operational Works, Strategic Management and Waterwatch. These areas need to be reported on as part of the MOU.

Operational Works

Physical and Community Engagement Works

- Carry out conservation and restoration programs works along the Merri Creek and its tributaries including but not limited to weed control, litter removal, revegetation, planting and monitoring.
- Develop and maintain skills and expertise in ecological restoration of waterway corridors, and share these with member organisations, community groups and other stakeholders within the Merri Catchment.
- Provide community education and support in the areas of conservation, revegetation and preservation of the Merri Creek Catchment.

Strategic Management

Communication and Advocacy Planning

- Seek and advocate for the consolidation and expansion of public open space along the Merri Creek corridor.
- Provide written comment on vegetation impacts and visual character of associated statutory planning referrals within the Merri Creek Catchment.
- Provide feedback on the development of master plans and strategic documents as they relate to the Merri Creek Catchment.
- Consult, coordinate, inform, advise and provide a forum for member organisations and other stakeholders to discuss and learn about conservation, protection and preservation of the Merri Creek Catchment.
- Inform, educate and involve the community in projects involving the Merri Creek Catchment.

Waterwatch

Water Quality Monitoring, Events and Related Activities

See Schedule 1 – Waterwatch Agreement for details on related Waterwatch water quality monitoring, events and related activities, especially Point 1, Table 8.

Reporting

Reporting against this MOU is a required part of this Agreement. Reporting is an important component of this MOU as it allows Council to understand how funding is being spent and how MCMC is meeting the requirements of this Agreement.

Reporting for Operational Works and Strategic Management Works

Reporting for Operational Works and Strategic Management Works will take place at regular meetings of the Merri Creek Management Committee and as detailed below.

Daily & Weekly Reporting

- When physical works are to take place on Council land, a representative from Merri Creek Management Committee will phone or email Darebin's Bushland Coordinator or their delegate providing details about the nature of tasks to be undertaken. This should include the number of staff, anticipated number of hours and where multiple sites are stated, a breakdown of these per site.
- When physical works involve chemical weeding, the location and extent of spraying shall be reported as above (email on the morning of) and each fortnight in the form of a spray records including what chemical was used, how much of each chemical was used, the chemical mix rate, method of application, weather conditions, target species, and what (if any) follow-up is required.
- At the end of each fortnight where physical works have occurred, Merri Creek Management Committee will provide Darebin's Bushland Coordinator or their delegate with a detailed list of the locations where work occurred, dates when works have occurred, tasks undertaken and staff hours worked at each site. This report shall be provided to Darebin's Bushland Coordinator or their delegate by the Monday of the week following.
- All site meetings between Darebin's Bushland Coordinator or their delegate and Merri Creek Management Committee shall be minuted by the Merri Creek Management Committee. These minutes shall be forwarded on to all meeting attendees within 48 hours of the meeting.

Quarterly Reporting

- At the close of each quarter, the Merri Creek Management Committee will provide a quarterly report on Operational Works and Strategic Management Works which will include:
 - a list of all applications for grants and external funding undertaken in the quarter. This list will include information on the source of the funding, criteria of the grant, amount requested and whether the application was successful and any feedback received if unsuccessful.
 - activities from any successful grants must be reported on at regular meetings of the Merri Creek Management Committee and/or in the quarterly report at the close of each quarter.
 - a detailed list of any Planning referrals for which the Merri Creek Management Committee were asked to provide comment. The details should include the location of the referral and the nature of the comment provided.
 - a copy of all Site Meeting Minutes of meetings with Darebin's Bushland Coordinator or their delegate shall be included in the quarterly report.
 - a quarterly works summary detailing site, task and task hours, total staff hours per site.
 - a summary of all Strategic Management Works undertaken on Communication and Advocacy Activities as described above.
 - Update any renewals of Safe Work Method Statements/Work Instructions
 - Confirmation of the provision to Council of new Certificates of Currency for Public Liability and Professional Indemnity in the quarter they expire.

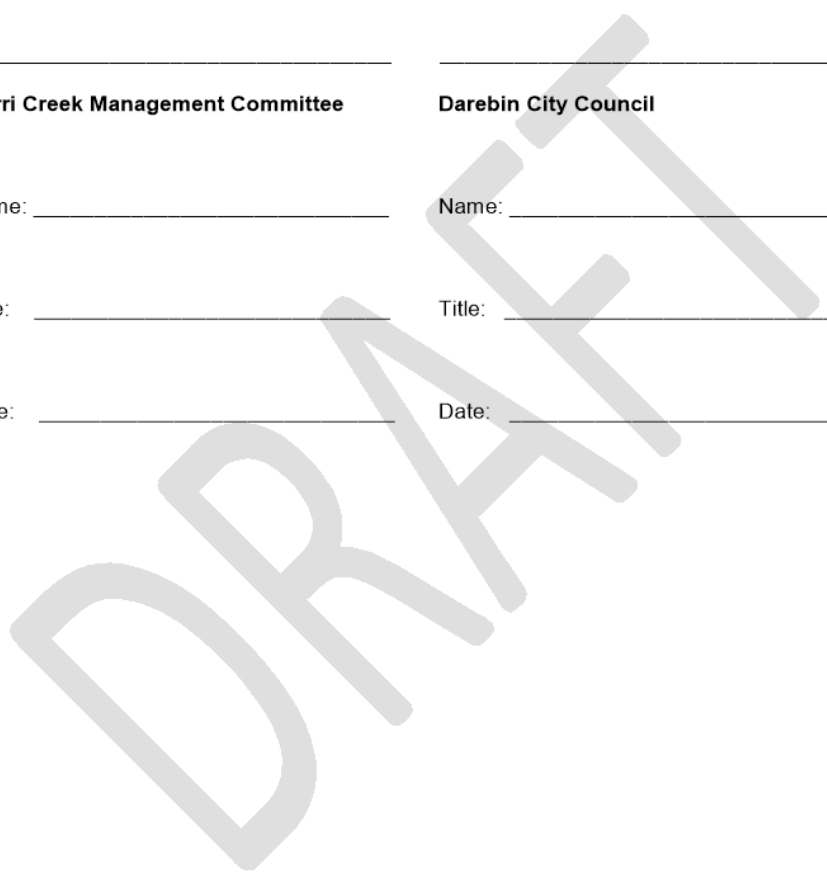
Reporting for Waterwatch

Reporting for Waterwatch water quality monitoring, activities and related events will take place as detailed in Schedule 1 – Waterwatch Agreement, especially as detailed in Point 8, Table 1.

Commitment

Darebin City Council and Merri Creek Management Committee agree to work collaboratively to jointly manage, protect, promote and ensure the long term viability of the Merri Creek. This Memorandum of Understanding will be in effect and operate according to the principles outlined in this agreement and its Schedule for three years, effective from 1 July 2017 until 30 June 2020.

_____	_____
Merri Creek Management Committee	Darebin City Council
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____



Attachment 5

MERRI CREEK MANAGEMENT COMMITTEE
Ecological Restoration Program Report
May 2018

‘Tis the Season for Ecological Burns

Report by Brian Bainbridge – Ecological Restoration Planner



After a number of false starts due to unsuitable conditions, MCMC finally began to complete ecological burns in native grasslands in April. At the time of writing, burns had been completed at Bababi Djinanang (Fawkner), Emma Street Grassland (Fawkner) and Ngarri-djarrang (Reservoir). A further burn will be conducted on a private property at Patullos Lane in Craigieburn. At least three projected burns were cancelled when forecast light winds failed to establish. The correct winds are essential in ensuring a burn behaves predictably and safely. Even failed burns have been valuable training experience for the many new team members and for our new burn captain, Michael Longmore.

We were pleased to have participation and support from the Wurundjeri Narrap Team on two of the occasions and to work with the Darebin Bush Crew for the Ngarri-djarrang burns.

Photo left: Burn at Ngarri Djarrang (Reservoir) in April showing the strip pattern of burning, with light winds driving flames into previously burnt area at right.

Billable Work & Charges

Compiled by Tony Faithfull – Strategic Projects Manager

A summary and details of billable Ecological Restoration work undertaken from 1 Oct 2017 to 30 March 2018 is attached on page 4.

In total, 4,718 hours of billable project work was undertaken by MCMC's Ecological Restoration Program representing \$366,000 of earned income.

Sixteen percent of this was delivering grant funded projects and 62% delivering Council funded works (34% Council Service Agreements and 28% Council Contracts). The first chart on p.3 shows the value added to council contributions through grants.

The remaining 21% involved delivering contracts for non-council clients. These include MetroTrains, the Level Crossing Authority, VicRoads, APA Group (gas) and AusNet (powerlines).

Community Events, Volunteer contribution and Green Army participation

Data recorded by Team Leaders into BillQuick Project management System

We are moving into the season for community events with our first activity being a Mother's Day planting on May 13th at Merri Park, Northcote. Check out the MCMC web calendar for a full view of upcoming events. www.mcmc.org.au

Individual volunteers with MCMC's team and Green Army participants made a significant contribution to MCMC's ecological restoration efforts between 1 January and 30 March 2018.

Team volunteers contributed **22 days (170 hrs)** to sites in Darebin, Hume, Moreland & Yarra.

Green Army participants (council-based) contributed **87 person days** (generally 5 hrs/day on site) on 12 separate occasions, working with the MCMC team on sites in Darebin, Moreland and Yarra (ParksVic), a total of **421 hrs**.

Nine volunteers from VINC assisted with a seed harvest day for the *Seven Seeds* project, contributing **36 hrs** to the project.

In total **627 hrs** was contributed to Merri ecological restoration: 161 hrs in Darebin, 21 hrs in Hume, 429 hrs in Moreland and 16 hrs in Yarra. Together with the **543 hrs** contributed by volunteers 1 Oct – 31 Dec 2017, this represents **20%** of the total worked hours (MCMC team hours plus volunteers/Green Army hours) on MCMC ecological restoration over the last 6 months.

Funding Applications

Details of recent funding applications made by MCMC's Ecological Restoration Program are listed in the Executive S.c minutes and the Finance S.c. minutes.

In summary since March, MCMC's Ecological Restoration Program has assisted Friends' groups with two grant applications and has made five contract bids. These include an application for a DELWP Biodiversity On-ground Action Community & Volunteer grant 2018 (outcome pending) and a contract with MetroTrains Melbourne to manage biosites (successful).

Flora and Fauna: Jan-April 2018 Report by Brian Bainbridge

Data logging

There were 8 sightings recorded in the fauna book from January through to the end of April 2018. In February MCMC's Ecological Restoration Planner, Michael Longmore, set up a Fauna Recorder on the MCMC One-Drive, allowing staff to log sightings in the field from their phones. These will be compiled together with the traditional 'Fauna Book' as we identify the most reliable way to ensure significant sightings are recorded.

Raptors

A couple of interesting raptor sightings were seen at urban grassland sites. At Bababi Djinanang in Fawkner staff observed a pair of Brown Goshawks soaring in circles above the grassland on 20th April. This kind of acrobatic and synchronised flying strengthens the pair bond between diurnal raptor couples. A Brown Goshawk was also observed downstream at Imaroo St Fawkner in February. The maturing woodland plantings along Merri Creek make excellent habitat for this species which specialises in ambush hunting of other birds. A grassland specialist raptor, the Brown Falcon, was observed at Ngarri-djarrang grassland in Reservoir in late April, the first noted by the staff at this site in a long time.

Reptiles

Eastern Brown Snakes were observed at Rushwood Drive in Craigieburn on 20th February and at the Collingwood Children's Farm in Abbotsford a day later.

Also at the Collingwood Children's Farm, MCMC team observed Eastern Water Dragons (*Intelegama leseuri*), members of a colony of this reptile that has been established since at least the late 1980s in the Yarra Bend area from escaped captive animals. A local resident forwarded a photo of a Water Dragon (of the northern subspecies '*leseurii*'- originating from NSW or Queensland) on the Merri at Roseneath Street, Clifton Hill, taken during a litter cleanup in March. A fascinating study on the evolutionary selection exerted on urban populations of this species is described in this article from February. <http://www.abc.net.au/news/2018-02-10/water-dragons-are-evolving-at-a-pace-we-can-witness/9418686>



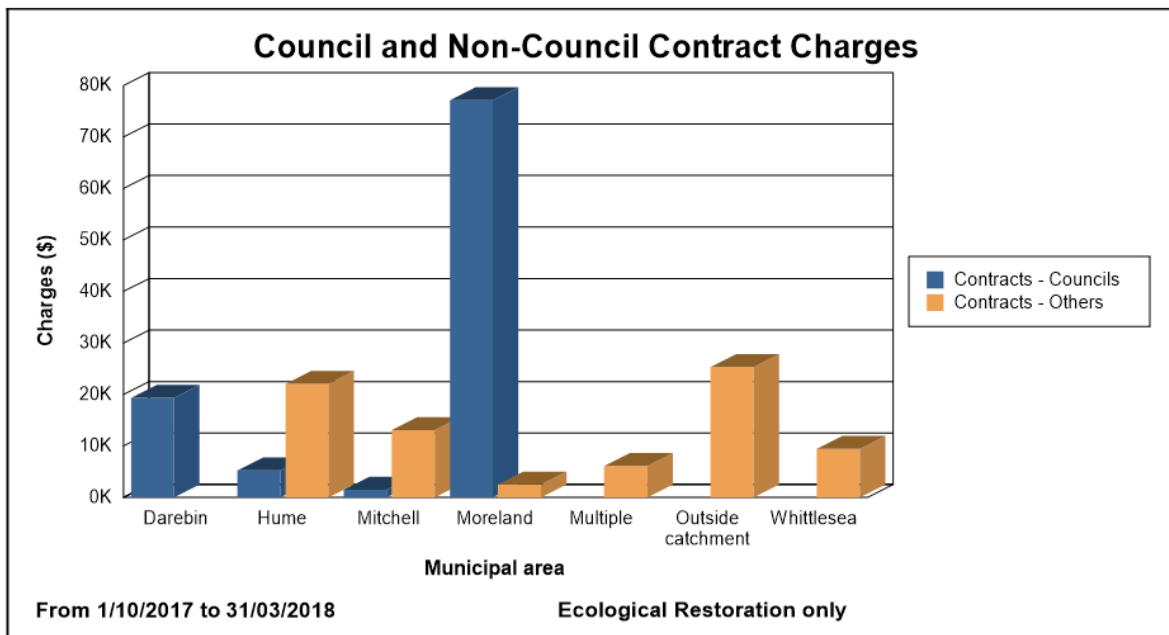
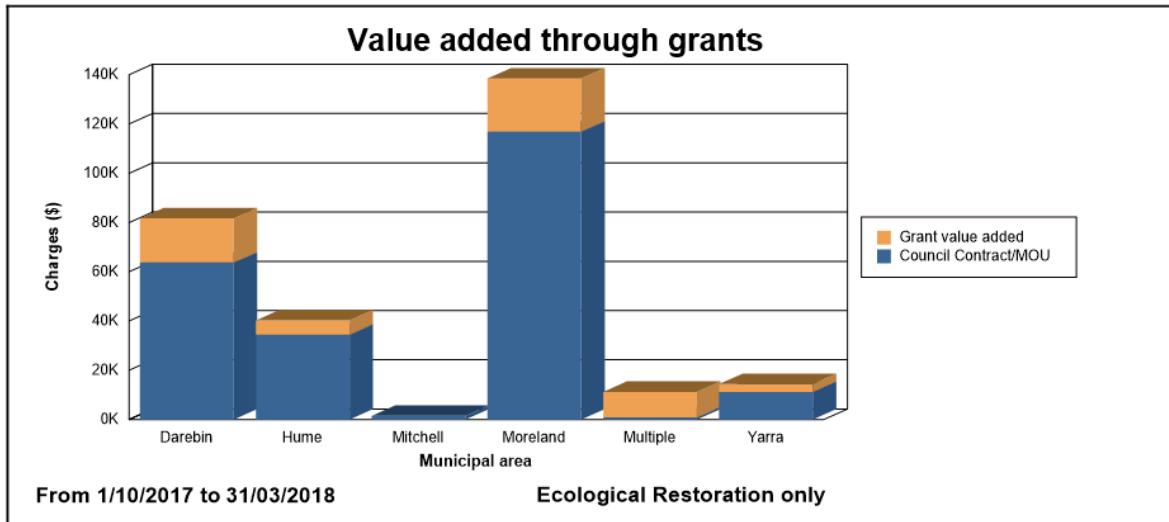
Photo left: Eastern Water Dragon, the dark stripe extending from behind the eye is characteristic of the northern subspecies.

Merri Creek Management Committee

Time and Expense summary by Municipality, Fund Type and Project MCMC

Ecological Restoration Charges Report

Covering the period 1/10/2017 to 31/03/2018



Summary by municipal area of Ecological Restoration charges

		Darebin	Hume	Mitchell	Morelanc	Multiple	Outside c	Whittles	Yarra	Total
Council Contract/MOU	Contracts - Councils	\$19,343	\$5,235	\$1,500	\$77,130	\$-	\$-	\$-	\$-	\$103,208
	Municipalities Service	\$44,425	\$29,237	\$-	\$39,847	\$832	\$-	\$-	\$11,254	\$125,595
	Total	\$63,768	\$34,472	\$1,500	\$116,976	\$832	\$0	\$0	\$11,254	\$228,803
Grant value added	Grants - Other	\$-	\$-	\$-	\$3,309	\$3,698	\$-	\$-	\$-	\$7,007
	Grants - State Government	\$5,509	\$4,670	\$-	\$15,448	\$-	\$-	\$-	\$-	\$25,626
	Grants to Friends	\$12,392	\$1,088	\$-	\$2,746	\$6,717	\$-	\$-	\$3,134	\$26,077
	Total	\$17,901	\$5,757	\$0	\$21,503	\$10,415	\$0	\$0	\$3,134	\$58,710
Non-Council	Contracts - Others	\$-	\$22,037	\$13,080	\$2,519	\$6,100	\$25,320	\$9,432	\$-	\$78,489
	Total	\$0	\$22,037	\$13,080	\$2,519	\$6,100	\$25,320	\$9,432	\$0	\$78,489
Total		\$81,669	\$62,267	\$14,580	\$140,998	\$17,348	\$25,320	\$9,432	\$14,388	\$366,002

Detailed Job by Job listing of Ecological Restoration charges

Covering the period 1/10/2017 to 31/03/2018

	<u>Charges</u>	<u>Services</u>	<u>Expenses</u>
Darebin			
Contracts - Councils			
PDCC17_8ND:Burn (Ngarri Djarrang Ecological Burn) for City Of Darebin	\$2,424.35	\$2,424.35	\$0.00
PDCC17_8ND:Edge (Ngarri Djarrang Manage the edge along house fences) for City Of Da	\$492.92	\$492.92	\$0.00
PDCC17_8ND:Weed (Ngarri Djarrang Weed Control) for City Of Darebin	\$5,522.55	\$5,522.55	\$0.00
PDCC17_8NDMont: (DCC Ngarri-djarrang Monitoring Plan 2016-17) for City Of Darebin	\$2,452.26	\$2,452.26	\$0.00
PDCC17_8NDPeri: (Darebin City Council Ngarri-djarrang perimeter mail) for City Of Darebin	\$5,751.81	\$5,751.81	\$0.00
PDCC17Disa: (Darebin City Council Disa Weed Orchid 2017) for City Of Darebin	\$2,079.98	\$2,079.98	\$0.00
PDCC18NDTher: (Darebin City Council Themeda Seed Collection 2017-18) for City Of Dare	\$619.40	\$0.00	\$619.40
Contracts - Councils	\$19,343	\$18,724	\$619
Darebin	\$19,343	\$18,724	\$619
Grants - State Government			
PMWB717_8:Estab (Melbourne Water BT to Brex 2017-18) for Melbourne Water	\$1,125.38	\$1,125.38	\$0.00
PMWB717_8:Plant (Melbourne Water BT to Brex 2017-18) for Melbourne Water	\$119.91	\$119.91	\$0.00
PMWB717_8:PM (Melbourne Water BT to Brex 2017-18) for Melbourne Water	\$83.77	\$83.77	\$0.00
PMWB717_8:Woody (Melbourne Water BT to Brex 2017-18) for Melbourne Water	\$1,114.25	\$1,114.25	\$0.00
PMWMP17_8:Plant (Melb. Water Merri Park 2017_8 COG Plant) for Melbourne Water	\$513.48	\$443.26	\$70.22
PMWMP17_8:PM (Melb. Water Merri Park 2017_8 COG PM) for Melbourne Water	\$278.88	\$278.88	\$0.00
PMWMP17_8:Prep (Melb. Water Merri Park 2017_8 COG Prep) for Melbourne Water	\$2,273.00	\$2,273.00	\$0.00
Grants - State Government	\$5,509	\$5,438	\$70
Darebin	\$5,509	\$5,438	\$70
Grants to Friends groups/others			
PBUZZ16_17:Comm (Beautiful Buzz) for Friends Of Merri Creek	\$2,949.11	\$2,949.11	\$0.00
PBUZZ16_17:Est (Beautiful Buzz) for Friends Of Merri Creek	\$2,832.16	\$2,832.16	\$0.00
PBUZZ16_17:Mon (Beautiful Buzz) for Friends Of Merri Creek	\$332.24	\$332.24	\$0.00
PMWklat15:P&L (Groves Koondalal MW FOMC 2015 P&L) for Friends Of Merri Creek	\$314.30	\$314.30	\$0.00
PSWOT18:Burn (Special Weed Orchid Terminators - CMA 2018) for Friends Of Merri Creek	\$5,817.67	\$5,241.67	\$576.00
PSWOT18:PM (Special Weed Orchid Terminators - CMA 2018) for Friends Of Merri Creek	\$146.78	\$146.78	\$0.00
Grants to Friends groups/others	\$12,392	\$11,816	\$576
Darebin	\$12,392	\$11,816	\$576
Municipalities Service Agreement/MOU			
PDDF17_8:Ander (Anderson Reserves DDF 2017_8) for City Of Darebin	\$4,365.52	\$4,365.52	\$0.00
PDDF17_8:Bart (Bartrop Street DDF 2017_8) for City Of Darebin	\$2,710.95	\$2,710.95	\$0.00
PDDF17_8:Bhurst (Broadhurst Avenue DDF 2017_8) for City Of Darebin	\$3,764.25	\$3,764.25	\$0.00
PDDF17_8:Brex (Brex Court DDF 2017_8) for City Of Darebin	\$2,775.49	\$2,775.49	\$0.00
PDDF17_8:BT (BT Connor Reserve DDF 2017_8) for City Of Darebin	\$6,804.97	\$6,804.97	\$0.00
PDDF17_8:Cham (Cunningham Street DDF 2017_8) for City Of Darebin	\$2,232.78	\$2,182.08	\$50.70
PDDF17_8:GROVES (Groves Land on Merri Parade DDF 2017_8) for City Of Darebin	\$2,182.08	\$2,182.08	\$0.00
PDDF17_8:MPRip (Merri Park Riparian DDF 2017_8) for City Of Darebin	\$6,032.14	\$6,032.14	\$0.00
PDDF17_8:MPWet (Merri Park Wetland inc. playground DDF 2017_8) for City Of Darebin	\$5,180.25	\$5,040.25	\$140.00
PDDF17_8:N/GOR (Northcote Gorge inc. mulched beds DDF 2017_8) for City Of Darebin	\$2,133.33	\$2,133.33	\$0.00
PDDF17_8:P&L (Planning and Liaison with DCC 2017_8) for City Of Darebin	\$1,842.65	\$1,842.65	\$0.00
PDDF17_8:Rob (Robinson Reserve DDF 2017_8) for City Of Darebin	\$4,400.79	\$4,316.79	\$84.00
Municipalities Service Agreement/MOU	\$44,425	\$44,151	\$275
Darebin	\$44,425	\$44,151	\$275
Hume			
Contracts - Councils			
PlafBurn17: (Laffin Reserve Burn Gorse Piles 2017) for Hume City Council	\$5,234.72	\$2,716.68	\$2,518.04
Contracts - Councils	\$5,235	\$2,717	\$2,518
Hume	\$5,235	\$2,717	\$2,518
Contracts - Others			
PGSMPublish17: (Golden Sun Moth Publication of Atricle) for Friends Of Merri Creek	\$698.37	\$698.37	\$0.00
PMTMBio18:Asmt (MTM preliminary bioisite works - Site Assessments) for Melbourne Metro Train	\$3,544.02	\$3,544.02	\$0.00

	<u>Charges</u>	<u>Services</u>	<u>Expenses</u>
Hume			
Contracts - Others			
PMTMBio18:S_DR (MTM preliminary works - Sunbury-Diggers Rest 3523) for Melbourne Metro T	\$3,069.99	\$3,069.99	\$0.00
PMTMBio18:SSUE (MTM preliminary works 2018 - 5th Sunbury E 3526) for Melbourne Metro Train	\$3,694.54	\$3,610.54	\$84.00
PMWElder17:fm (Melbourne Water White Elderberry Project) for Melbourne Water	\$879.68	\$879.68	\$0.00
PPaf2017:GSM (Patullus Lane 2017 GSM Monitoring) for The Owners Of Patullus Lane Property	\$2,006.84	\$2,006.84	\$0.00
PPaf2017:MainSp (Patullus Lane 2017 Maintenance of Spoil pile reveg) for The Owners Of Pa	\$1,762.99	\$1,762.99	\$0.00
PPaf2017:MOW (Patullus Lane 2017 Mow Fenceline) for The Owners Of Patullus Lane Property	\$1,144.44	\$1,144.44	\$0.00
PPaf2017:Reveg (Patullus Lane 2017 Reveg) for The Owners Of Patullus Lane Property	\$160.34	\$160.34	\$0.00
PPaf2017:TgtWd (Patullus Land 2017 Targeted Weed Control) for The Owners Of Patullus Lan	\$2,544.09	\$2,544.09	\$0.00
PPaf2018:Burn (Patullus Lane Contract 2018 (Year 5)) for The Owners Of Patullus Lane Propert	\$2,493.89	\$2,493.89	\$0.00
PPaf2018:Reveg (Patullus Lane 2017 Reveg) for The Owners Of Patullus Lane Property	\$38.25	\$38.25	\$0.00
Contracts - Others	\$22,037	\$21,953	\$84
Hume	\$22,037	\$21,953	\$84
Grants - State Government			
PLafCOG16:PM (Loving Laffan COG - Project management) for Melbourne Water	\$1,201.61	\$1,201.61	\$0.00
PLafCOG16:Woody (Loving Laffan COG - Woody weed control) for Melbourne Water	\$2,228.50	\$2,228.50	\$0.00
PModyr2:PM (Merri Models Year 2 Project Management) for Melbourne Water	\$1,239.39	\$1,239.39	\$0.00
Grants - State Government	\$4,670	\$4,670	\$0
Hume	\$4,670	\$4,670	\$0
Grants to Friends groups/others			
PMWai:PM (Melbourne Water Aitken Living Pathways 2018-19) for Friends Of Merri Creek	\$272.02	\$272.02	\$0.00
PMWai:Prep (Melbourne Water Aitken Living Pathways 2018-19) for Friends Of Merri Creek	\$568.25	\$568.25	\$0.00
PTSPIGSM16:RiHs (Threatened Species Protection Initiative - Golden Sun Moth Surveys 2016) fo	\$247.46	\$247.46	\$0.00
Grants to Friends groups/others	\$1,088	\$1,088	\$0
Hume	\$1,088	\$1,088	\$0
Municipalities Service Agreement/MOU			
PHSA17_8:AiHb (Aitken Creek Hathlyn Vicinity HSA 2015-16) for City Of Hume	\$6,372.61	\$6,372.61	\$0.00
PHSA17_8:AiRH (Aitken Creek Island Vicinity HSA 2015-16) for City Of Hume	\$7,240.43	\$7,231.98	\$8.45
PHSA17_8:Laffan (Laffan Reserve HSA 2015-16) for City Of Hume	\$5,480.96	\$5,480.96	\$0.00
PHSA17_8:P&L (Planning & Liaison HCC Service Agreement 2015-16) for City Of Hume	\$2,409.31	\$2,409.31	\$0.00
PHSA17_8:Rushw (Rushwood Drive HSA 2015-16) for City Of Hume	\$7,734.15	\$7,717.25	\$16.90
Municipalities Service Agreement/MOU	\$29,237	\$29,212	\$25
Hume	\$29,237	\$29,212	\$25

Mitchell

Contracts - Councils			
PTrainGrassD17: (Grass ID Training Mitchell) for Shire Of Mitchell	\$1,500.00	\$1,132.48	\$367.52
Contracts - Councils	\$1,500	\$1,132	\$368
Mitchell	\$1,500	\$1,132	\$368
Contracts - Others			
PSayGday:-Mon (Say G'Day Trail Rehabilitation) for Apt Management Services Pty Ltd	\$1,957.68	\$1,873.68	\$84.00
PSayGday:-Weed (Say G'Day Trail Rehabilitation) for Apt Management Services Pty Ltd	\$9,595.35	\$7,208.81	\$2,386.54
PTGrassD17SWG: (PTrainGrassSWGLandcare) for South West Goulburn Landcare	\$1,526.53	\$1,526.53	\$0.00
Contracts - Others	\$13,080	\$10,609	\$2,471
Mitchell	\$13,080	\$10,609	\$2,471

Moreland

Contracts - Councils			
P-Jones:Rept (Jones Park Pond report) for Moreland City Council	\$791.52	\$791.52	\$0.00
P-Jones:Veg (veg assessment) for Moreland City Council	\$2,172.87	\$2,172.87	\$0.00
PMMC17_8:Alb (Albion Street MMC 2017) for City Of Moreland	\$5,004.67	\$4,926.22	\$78.45
PMMC17_8:Ali (Allister Street MMC 2017) for City Of Moreland	\$547.23	\$547.23	\$0.00
PMMC17_8:Bly (Blyth Street MMC 2017) for City Of Moreland	\$2,154.45	\$2,154.45	\$0.00
PMMC17_8:BrC (Birchwood St entrance plots MMC 2017) for City Of Moreland	\$1,068.53	\$1,060.08	\$8.45

Ecological Restoration

1/10/2017 to 31/03/2018

Printed On: 3/05/2018

Page 4 of 7

	<u>Charges</u>	<u>Services</u>	<u>Expenses</u>
Moreland			
Contracts - Councils			
PMMC17_8:CERES (CERES MMC 2017) for City Of Moreland	\$2,606.56	\$2,606.56	\$0.00
PMMC17_8:Clara (Clara Street MMC 2017) for City Of Moreland	\$5,263.99	\$5,177.09	\$86.90
PMMC17_8:E/E (Emma-Hare St (Incl. Hare Grassland) MMC 2017) for City Of Moreland	\$4,737.27	\$4,737.27	\$0.00
PMMC17_8:EGl (Emma Street Grassland MMC 2017) for City Of Moreland	\$3,329.61	\$3,329.61	\$0.00
PMMC17_8:ERe (Emma Street Revegetation Plots MMC 2017) for City Of Moreland	\$1,104.96	\$1,104.96	\$0.00
PMMC17_8:Har (Hare Street Revegetation Plots MMC 2017) for City Of Moreland	\$1,580.84	\$1,580.84	\$0.00
PMMC17_8:JEm (Jukes-Emma Escarpment MMC 2017) for City Of Moreland	\$4,651.41	\$4,651.41	\$0.00
PMMC17_8:King (Kingfisher Gardens MMC 2017) for City Of Moreland	\$1,180.24	\$1,180.24	\$0.00
PMMC17_8:Kirk (Kirkdale Street MMC 2017) for City Of Moreland	\$2,229.25	\$2,145.25	\$84.00
PMMC17_8:M88 (Moomba 88 MMC 2017) for City Of Moreland	\$4,983.00	\$4,983.00	\$0.00
PMMC17_8:MaR (Mahoneys Riparian MMC 2017) for City Of Moreland	\$113.67	\$113.67	\$0.00
PMMC17_8:MBa (Moomba Batter MMC 2017) for City Of Moreland	\$3,571.47	\$3,571.47	\$0.00
PMMC17_8:MBw (Moomba Bowl MMC 2017) for City Of Moreland	\$4,188.72	\$4,188.72	\$0.00
PMMC17_8:MG (Manna Gum Escarpment MMC 2017) for City Of Moreland	\$4,071.11	\$4,071.11	\$0.00
PMMC17_8:MRo (Moomba Rocks 2017) for City Of Moreland	\$5,332.11	\$5,332.11	\$0.00
PMMC17_8:NSP (Jukes Rd ex-NSP site MMC 2017) for City Of Moreland	\$3,697.97	\$3,697.97	\$0.00
PMMC17_8:Park (Parkview Street MMC 2017) for City Of Moreland	\$3,607.10	\$3,537.10	\$70.00
PMMC17_8:Phi (Phillips Street MMC 2017) for City Of Moreland	\$3,675.86	\$3,675.86	\$0.00
PMMC17_8:Som (Sommerleyton Crescent 2017) for City Of Moreland	\$1,990.63	\$1,990.63	\$0.00
PMMC17Velo: (Moreland City Council - Velodrome Restitution) for City Of Moreland	\$2,618.31	\$2,618.31	\$0.00
PMMC18Velo: (Moreland City Council - Velodrome Restitution) for City Of Moreland	\$856.36	\$856.36	\$0.00
Contracts - Councils	\$77,130	\$76,802	\$328
Moreland	\$77,130	\$76,802	\$328
Contracts - Others			
PBlythREST17_8: (Restitution of Blyth Street Entrance Plot) for Cpb Black & Veatch Joint Ventu	\$1,472.26	\$1,322.26	\$150.00
PMeccarg17: (Muring Harvest 2017) for Friends Of Merri Creek	\$1,047.13	\$1,047.13	\$0.00
Contracts - Others	\$2,519	\$2,369	\$150
Moreland	\$2,519	\$2,369	\$150
Grants - Other			
PHH-2:Wur (Habitat Heroes HMS Trust Yr2 Wurundjeri Fac.) for Helen Macpherson Smith Trust	\$212.15	\$212.15	\$0.00
PHH-3:PM (Habitat heroes HMS Trust Yr3 Project Mgt & Report) for Helen Macpherson Smith Tru	\$1,392.02	\$1,392.02	\$0.00
PMCEF17-Lorne (Merri Creek Environment Fund - Planting up the Gap) for Mcef	\$911.54	\$911.54	\$0.00
PMCEF17:MEC (Merri Creek Environment Fund Caring for our Creek) for Mcef	\$479.14	\$479.14	\$0.00
PMCEF17-PPF (Merri Creek Environment Fund- Picking Pockets woody groom and mulch) fo	\$314.07	\$314.07	\$0.00
Grants - Other	\$3,309	\$3,309	\$0
Moreland	\$3,309	\$3,309	\$0
Grants - State Government			
PFawkCOG16:Est (Picking Fawkner's Pockets COG - Establishment weed) for Melbourne Wa	\$1,098.50	\$1,098.50	\$0.00
PFawkCOG16:PInt (Picking Fawkner's Pockets COG - Planting) for Melbourne Water	\$2,080.99	\$2,080.99	\$0.00
PFawkCOG16:PM (Picking Fawkner's Pockets COG - Project managment) for Melbourne Wc	\$1,117.24	\$1,117.24	\$0.00
PMWClA17_9:Comm (Clara St-Albion St Old Plantings New Niches CoG 2017-9) for Melbou	\$95.93	\$95.93	\$0.00
PMWClA17_9:Plant (Clara St-Albion St Old Plantings New Niches CoG 2017-9) for Melbourne	\$868.83	\$151.79	\$717.04
PMWClA17_9:PM (Clara St-Albion St Old Plantings New Niches CoG 2017-9) for Melbourne W	\$239.49	\$239.49	\$0.00
PMWClA17_9:Prep (Clara St-Albion St Old Plantings New Niches CoG 2017-9) for Melbourne	\$5,206.21	\$5,197.76	\$8.45
PMWImLy18_9:Plt (Melb. Water Diverse habitats, diverse community 2017_8 CG) for Melbour	\$3,312.65	\$195.35	\$3,117.30
PMWImLy18_9:PM (Melb. Water Diverse habitats, diverse community 2017_8 CG) for Melbou	\$291.28	\$291.28	\$0.00
PMWImLy18_9:Prp (Melb. Water Diverse habitats, diverse community 2017_8 CG) for Melbou	\$1,136.50	\$1,136.50	\$0.00
Grants - State Government	\$15,448	\$11,605	\$3,843
Moreland	\$15,448	\$11,605	\$3,843
Grants to Friends groups/others			
PBUzz16_17:PM (Beautiful Buzz) for Friends Of Merri Creek	\$671.17	\$671.17	\$0.00
PSS-Yr1:ongrd (Secret Seven Seed Production Areas 2017-2018) for Friends Of Merri Creek	\$2,075.00	\$2,075.00	\$0.00
Grants to Friends groups/others	\$2,746	\$2,746	\$0
Moreland	\$2,746	\$2,746	\$0
Municipalities Service Agreement/MOU			
PMSA17:ACES (MSA - A.C.E.S) for City Of Moreland	\$1,118.83	\$1,118.83	\$0.00

	<u>Charges</u>	<u>Services</u>	<u>Expenses</u>
Moreland			
Municipalities Service Agreement/MOU			
PMSA17: Bab (MCC Service Agreement Bababi Djinanang) for City Of Moreland	\$4,853.55	\$4,853.55	\$0.00
PMSA17: Comm (MSA Community Engagement 2016) for City Of Moreland	\$2,315.61	\$201.13	\$2,114.48
PMSA17: Ima (MCC Service Agreement Imaroo) for City Of Moreland	\$4,636.65	\$4,636.65	\$0.00
PMSA17: Lyn (MCC Service Agreement Lynch Rd) for City Of Moreland	\$3,937.90	\$3,937.90	\$0.00
PMSA17: MaW (MCC Service Agreement Mahoneys Woodlands 2016) for City Of Moreland	\$3,734.72	\$3,734.72	\$0.00
PMSA17: MEC (Merri Edgars Confluence (MEC)) for City Of Moreland	\$2,964.58	\$2,964.58	\$0.00
PMSA17: MRE (Murray Road Escarpment (MRE) North) for City Of Moreland	\$400.62	\$383.72	\$16.90
PMSA17: PandL (MSA planning & Liaison 2017) for City Of Moreland	\$94.76	\$94.76	\$0.00
PMSA17: She (MCC Service Agreement Sheoke Woodland 2016) for City Of Moreland	\$1,993.31	\$1,993.31	\$0.00
PMSA18: ACES (MSA - A.C.E.S) for Mamec	\$534.02	\$534.02	\$0.00
PMSA18: Bab (MCC Service Agreement Bababi Djinanang) for Mamec	\$4,505.29	\$4,505.29	\$0.00
PMSA18: Ima (MCC Service Agreement Imaroo) for Mamec	\$1,248.04	\$1,068.04	\$180.00
PMSA18: Lyn (MCC Service Agreement Lynch Rd) for Mamec	\$629.36	\$629.36	\$0.00
PMSA18: MaW (MCC Service Agreement Mahoneys Woodlands 2016) for Mamec	\$2,479.28	\$2,479.28	\$0.00
PMSA18: MEC (Merri Edgars Confluence (MEC)) for Mamec	\$1,102.36	\$1,102.36	\$0.00
PMSA18: MRE (Murray Road Escarpment (MRE) North) for Mamec	\$1,068.04	\$1,068.04	\$0.00
PMSA18: PandL (MSA planning & Liaison) for Mamec	\$1,071.74	\$1,071.74	\$0.00
PMSA18: She (MCC Service Agreement Sheoke Woodland 2016) for Mamec	\$1,158.04	\$1,068.04	\$90.00
Municipalities Service Agreement/MOU	\$39,847	\$37,445	\$2,401
Moreland	\$39,847	\$37,445	\$2,401

Multiple

Contracts - Others

PMTMBio18: Mthd (MTM preliminary works - propose methodology) for Melbourne Metro Train	\$1,085.71	\$1,085.71	\$0.00
PMTMBio18: RevV (MTM preliminary works - Desktop Review) for Melbourne Metro Trains	\$379.04	\$379.04	\$0.00
PMTMBio18: Train (MTM preliminary works - TPI training) for Melbourne Metro Trains	\$1,383.00	\$0.00	\$1,383.00
PSPAUS-EVMP: (SP Ausnet 22kV Easment Vegetation Management Plan) for Sp Ausnet	\$3,252.63	\$3,252.63	\$0.00
Contracts - Others	\$6,100	\$4,717	\$1,383
Multiple	\$6,100	\$4,717	\$1,383

Grants - Other

I-Myer-STP: PMT (PMT staff Myer strategic planning) for The Myer Foundation	\$2,977.92	\$2,977.92	\$0.00
PGIS17: 2Acquire (Acquire hardware, Software & Incorporate GT in2 Image cataloguing soft	\$180.00	\$180.00	\$0.00
PGIS17: 4Eval (GIS17 Project Evaluation) for Lord Mayor's Charitable Foundation	\$540.00	\$540.00	\$0.00
Grants - Other	\$3,698	\$3,698	\$0
Multiple	\$3,698	\$3,698	\$0

Grants to Friends groups/others

PBUZZ16_7-D: PM (Project Management for certificates and plants) for Friends Of Merri Creek	\$503.63	\$503.63	\$0.00
PSS-Yr1: Engag (Secret Seven Seed Production Areas 2017-2018) for Friends Of Merri Creek	\$6,039.50	\$4,164.50	\$1,875.00
PSS-Yr1: Event (Secret Seven Seed Production Areas 2017-2018) for Friends Of Merri Creek	\$174.17	\$174.17	\$0.00
Grants to Friends groups/others	\$6,717	\$4,842	\$1,875
Multiple	\$6,717	\$4,842	\$1,875

Municipalities Service Agreement/MOU

I-PC18: PMT (ERT P&C) for Mamec	\$831.99	\$831.99	\$0.00
Municipalities Service Agreement/MOU	\$832	\$832	\$0
Multiple	\$832	\$832	\$0

Outside catchment

Contracts - Others

PGreen17: PM (Greens Road Dandenong) for Melbourne Metro Trains	\$352.90	\$352.90	\$0.00
PGreen17: tgwd (Greens Road Dandenong) for Melbourne Metro Trains	\$2,117.82	\$2,117.82	\$0.00
PGreen17: Woody (Greens Road Dandenong 2017) for Melbourne Metro Trains	\$70.00	\$0.00	\$70.00
PMTMBio18: CP_N (MTM preliminary works 2018 - Calder Park 3570 (N)) for Melbourne Metro	\$4,312.56	\$4,144.56	\$168.00
PMTMBio18: CP_S (MTM preliminary works - Calder-Diggers 9568 (S)) for Melbourne Metro Train	\$1,802.53	\$1,802.53	\$0.00
PMTMBio18: Gini (MTM preliminary works - Ginter-Biosite 3597) for Melbourne Metro Trains	\$6,117.83	\$5,949.83	\$168.00

Ecological Restoration

1/10/2017 to 31/03/2018

Printed On: 3/05/2018

Page 6 of 7

	<u>Charges</u>	<u>Services</u>	<u>Expenses</u>
Outside catchment			
Contracts - Others			
PMTMBio18b:As1 (Metro Trains Melbourne preliminary works to June 2018) for Melbourne Met	\$1,900.89	\$1,900.89	\$0.00
PPak18Main:day1 (Pakenham East Rail Biosite - restoration works) for Liecpb Crossing Remo	\$2,400.01	\$2,400.01	\$0.00
PPak18Main:day2 (Pakenham East Rail Biosite - restoration works) for Liecpb Crossing Remo	\$1,598.05	\$1,598.05	\$0.00
PStAlbWeed17: (St Albans Rail Biosite weed control for burn contil) for Vicroads	\$4,647.76	\$4,577.76	\$70.00
Contracts - Others	\$25,320	\$24,844	\$476
Outside catchment	\$25,320	\$24,844	\$476
Whittlesea			
Contracts - Others			
PAPABroom17_20: (Broom Control ROW and Buffer) for Apt Management Services Pty Ltd	\$9,285.16	\$9,285.16	\$0.00
PWollrtART:18 (APA Wollert Artichoke Works) for Apt Management Services Pty Ltd	\$146.78	\$146.78	\$0.00
Contracts - Others	\$9,432	\$9,432	\$0
Whittlesea	\$9,432	\$9,432	\$0
Yarra			
Grants to Friends groups/others			
PMWCCF17_8:PM (Melbourne Water - Collingwood Childrens Farm 2017-18) for Collingwoo	\$821.16	\$821.16	\$0.00
PMWCCF17_8:WD (Melbourne Water - Collingwood Childrens Farm 2017-) for Collingwood	\$2,312.50	\$2,228.50	\$84.00
Grants to Friends groups/others	\$3,134	\$3,050	\$84
Yarra	\$3,134	\$3,050	\$84
Municipalities Service Agreement/MOU			
PYDF17_18:PandL (Yarra Direct Funded Planning and Liaison 2016_17) for City Of Yarra	\$47.38	\$47.38	\$0.00
PYDF17_18:YBP (Maintain Yarra Bend Park Merri Escarpment 2016-17) for City Of Yarra	\$11,206.67	\$11,189.77	\$16.90
Municipalities Service Agreement/MOU	\$11,254	\$11,237	\$17
Yarra	\$11,254	\$11,237	\$17
GRAND TOTAL	\$366,002	\$348,439	\$17,563

Filters used:

- Time Expense Date: 1/10/2017 to 31/03/2018
- Project Cost Centre: Ecological Restoration to Ecological Restoration
- Time Expense Billable: Billable to Billable

MERRI CREEK MANAGEMENT COMMITTEE

Planning & Coordination report: Mar - May 2018

MCMC receives funding from each of its member Councils to respond to issues affecting biodiversity, stream health, landscape, heritage and amenity along waterway corridors in the Merri catchment. This funding also supports our governance processes - servicing the MCMC Committee of Management and its various Sub-committees, our communication services - articles, event notifications and registration, Merri e-News, website and so on – and it pays for an important component of staff time to make grant applications. In 2017-18 Council funding for this purpose totals \$250,108 (*see breakdown on last page of this report*).

In addition, at times we access grants funding for important new initiatives for MCMC; for example the development of MCMC's Strategic Plan which is funded by a grant from The Myer Foundation.

The Planning & Coordination Report focusses on the first of these roles: liaison with stakeholders including those managing major infrastructure developments that potential impact the waterway corridors; liaison with funding bodies; responding to statutory and strategic planning matters; and the provision of specialist ecological advice to our members.

Federal Budget and Environment Initiatives

According to the Funding Centre newsletter (an initiative of OurCommunity.com.au), which MCMC subscribes to, the only environment initiative in the recent Federal Budget, aside from significant new funding for the Great Barrier Reef, is “\$23.1 million over four years from 2018-19 for the Australian Heritage Grants Program (AHGP). *The money will come from cuts to existing heritage programs and existing budgets*” [emphasis added].

1. Whole of MCMC & whole of catchment

1.1 Agency/organisation liaison

Melbourne Water – Healthy Waterways Strategy: Yarra Catchment

Melbourne Water is ‘refreshing’ its Healthy Waterways Strategy using a ‘co-design’ process. MCMC attended the third collaboration workshop for the Yarra Catchment on 16 March at which the focus was setting actions, performance objectives and targets. MCMC also discussed the targets and Merri issues with a private consultant (22.03.18) and submitted additional comments on the targets (12.04.18). The Draft Strategy is expected to be finalised and launched on 28 May 2018, with a 30-day period for further feedback. MCMC has registered to attend a workshop for the Yarra Catchment on the draft Strategy in June. MCMC has also registered for a workshop on collaborative implementation of the Strategy in late May (L.M).

Merri Creek Exhibition - Yarra River Keeper Association and The Victorian Environment Friends Network

The Merri Creek Exhibition was displayed at an event jointly run by the Yarra Riverkeeper Association and The Victorian Environment Friends Network. The full-day seminar was aimed at strengthening 'Friends' groups and fostering supportive relationships between groups. MCMC did not attend, but the Friends of Merri Creek Vice-president, Ann McGregor, attended and gave a presentation on how the FoMC had been so successful over the years (18.03.18).

Victorian Planning Authority

MCMC has registered interest with the Victorian Planning Authority (VPA) for consultation on all PSPs in the Northern Growth Corridor (Merri Creek Catchment). We were only alerted to a recent PSP (Craigieburn West) through the good work of a volunteer with the Victorian National parks Association (L.M 9.05.18).

Wurundjeri Tribe Council

Once again, as in previous years, MCMC's Ecological Restoration Team were delighted to have the involvement of the Wurundjeri Narrap Team in annual grassland burns (see Ecological Restoration May Quarterly Report).

1.2 Statutory & Strategic planning and other planning issues

MCMC comments on planning permit applications for developments within the Merri Creek Environmental Significance Overlay, and when needed makes representation at VCAT. Likewise comment is made on relevant planning scheme amendments and submissions are made to Panel hearings. These matters are listed in the relevant sections of this report.

1.3 Operational & Strategic Initiatives

A number of operational and strategic initiatives that were identified in the MCMC Business Model Review of 2015-16 are being undertaken with support from volunteers and a grant from The Myer Foundation. These include:

Operational Initiatives

1. MCMC Image library improvements – MCMC’s volunteer archivist, Leslie Fraser continues to work 2 days/week on digitising of images; volunteer cataloguers Janet Buick and Jane Miller are also cataloguing the images, half a day a week.
2. Improvements to GIS system including geographic thesaurus – this project has been partially funded by the Lord Mayor’s Charitable Foundation and is underway.
3. Improve management and storage of ecological records – 2. is a precursor to this and will require additional funding.
4. Upgrade/improve Website –Still to set up on-line shop. (T.F. Mar - May 18)

Strategic The development of MCMC’s Strategy is being overseen by the Project Steering Group, made up of reps from the MCMC Committee of Management. It is a standing agenda item for MCMC’s Committee of Management and its progress is reported in the minutes of these committees. The development of the Strategy is funded by a Myer Foundation capacity building grant.

2. Upper Merri: Headwaters to Kalkallo

2.1 Wallan STP discharge

MCMC received an annual update from Yarra Valley Water (YVW) on discharges from Wallan Sewage Treatment Plant (STP) to Taylors Creek, a tributary of Merri Creek (30.04.18). During the first season of operating under the new EPA licence, discharge from the plant took place from 7.08.17 to 22.09.17, avoiding discharge later in the season when and the Growling Grass Frog spawning season. There was a single water quality breach for ammonia (3.6 mg/l against a limit of 3 mg/l). An action plan to ensure this does not happen in future has been developed. For the coming 2018 winter season, it is anticipated that the STP will be discharging from approximately June to October. This won’t commence until stream flows increase and target dilution ratios can be achieved. YVW say they are confident that the issues with the water quality have been resolved and that the discharge will be fully compliant with the licence going forward (L.M).

2.2 Beveridge Township Development Plan

MCMC did not formally respond to this Plan (comments were due 16 May) as we had responded to an earlier opportunity to comment on a draft plan in August 2017, these comments had been taken on board in the latest iteration of the plan, and further comment was deemed not a priority (L.M).

2.3 805 Donnybrook Rd, Donnybrook - 717219

Planning permit application for a multi lot subdivision, creation of access to a road in Road Zone Category 1, removal of easement and works on land subject to Inundation Overlay and Incorporated Plan Overlay.

MCMC had no objection; the application is consistent with approved Lockerbie Precinct Structure Plan (PSP) and designated Growling Grass Frog Conservation Area. MCMC requested that stormwater treatment exceed best practice guidelines in order to limit degradation to Merri Creek (L.M 14.02.18).

2.4 Masterplanning for Merri Creek Corridor in Lockerbie PSP

MCMC and FoMC reps were briefed by Spire Landscape Architects on masterplanning for the Merri Creek corridor in the Lockerbie Precinct Structure Plan area (11.05.18). Spire is working on behalf of Stocklands. This is a massive new suburb north of Donnybrook Rd and east of the Hume Highway (see attached map). Friends of Merri Creek reps also attended. Both groups described their vision for Merri Creek, their vision for the Greater Merri – Wallan Park, their concerns about the impact of urban development on the creek especially in the vicinity of the proposed town centre where the width of the creek corridor is overly narrow, the importance of engaging and involving the local community in the creek parkland and the experience and expertise of both groups in this, positive collaborative experiences working with Wurundjeri, ecological expertise based on 30 years' experience of restoring Merri Creek, and in continuing to participate in planning for this part of the Merri Creek corridor. The next step in the process will be a workshop with representatives from all the stakeholders – Melbourne Water, DELWP, Wurundjeri, Hume, Whittlesea and Mitchell Councils, Bicycle Victoria, Yarra Valley Water (L.M); for FoMC – Ann McGregor, Nick Williams, Trevor Hausler & Rebecca Mayo).

3. Middle Reaches: Donnybrook Rd – Western Ring Rd

3.1 Growling Grass Frogs – Whittlesea Quarry

MCMC was pleased to receive a report from the City of Whittlesea on the latest Growling Grass Frog survey results from a former quarry site by Merri Creek in Epping which found successful breeding has occurred at this site for two consecutive years. The report 'Monitoring of a population of Growling Grass Frog *Litoria raniformis* and survey of vertebrate fauna at Epping, Victoria, December 2017' is by Peter N Homan. Whittlesea Council's monitoring and reporting is done as part of an EPBC controlled action requirement associated with the Melbourne Wholesale Market (L.M).

3.2 Growling Grass Frog Trust allocates funding to Craigieburn habitat

MCMC was delighted to hear that the Growling Grass Frog Trust Fund has agreed to allocate its funds to the creation of GGF habitat in the vicinity of Frog Court, Craigieburn, adjacent to Merri Creek. The Trust Fund was established in 2002 with \$100,000 funding from AGL after concerns their works on a gas pipeline had affected the water holding capacity of an ephemeral swamp known to be GGF habitat. The Friends of Merri Creek (but not MCMC) are members of the Trust (L.M).

4. Southern reaches – Mahoneys Rd – Clifton Hill

4.1 Celebrating Natural Heritage of Darebin – film launch & etc

MCMC staff were pleased to contribute to Darebin Council's new film celebrating Darebin's Natural Heritage. Brian Bainbridge appears in a segment of the film on the Ngarri-djarrang Native Grasslands (Reservoir) and participated in a panel discussion at the film's launch on 21.04.18. A week later, MCMC's Michael Longmore led a well-attended 'Explore Ngarri-djarrang' walk and talk, organised by Darebin Council as a complementary activity to the film launch (M.L 28.04.18). The film also features Leslie Fraser from the Friends of Merri Creek in a segment on Merri Park Northcote. Other sites featured are the Cherry St Reserve, Latrobe Wildlife Sanctuary and Bundoora Park. The film begins with a welcome from Wurundjeri Elder Uncle Bill Nicholson whose generous and thoughtful commentary also interleaves the five site segments.

The film can be seen here: <https://www.youtube.com/watch?v=4GxD0l2Dmlk&feature=youtu.be>

4.2 Diesel Spill - Sydney Rd/Ring Rd

On 8 May 2018 a significant diesel spill occurred on Sydney Rd after a tanker crashed into lights at the M80 Ring Rd intersection. After an inquiry from MCMC's manager, Melbourne Water reported to MCMC that they had inspected both Campbellfield Creek and Merlynston Creek and didn't observe any smell or runoff in the waterways including no smell. As a preventative measure they installed some booms downstream of the M80 on

Campbellfield Creek. On 10 May Melbourne Water provided a further update on Campbellfield Creek that the booms had been inspected and there was still no evidence of diesel in the creek. The booms will be left in over the weekend given the predicted rain and will be reinspected on Monday morning (L.M).

4.3 104B McBryde St Fawkner – subdivision of VicRoads land

MCMC's manager met with the Fawkner Residents Association and a community member with landscape design and artistic expertise, to discuss developing a visual representation of community suggestions for the future use of this parcel of VicRoads land next to Merri Creek. MCMC outlined what we see as key design requirements for the creek corridor such as use of suites of indigenous plants appropriate to original ecological communities, the need for screening planting of the industrial interface, and setbacks of a path from the escarpment as well as planting constraints associated with overhead powerlines and gas easements (L.M 27.02.18). A concept plan was produced and presented to Moreland Council by the Fawkner Residents Association's Joe Perri.

4.4 Sale of VicRoads land Leonard St & McBryde St Fawkner

In April MCMC received notification from Moreland Council about VicRoads' proposed sale of land at McBryde St and Leonard St and Council's request for feedback on community preferences for the future use of the land. Friends of Merri Creek and Fawkner Resident's Association organised a well-attended rally at the site on 5 May, followed by a 'Nature Safari' led by MCMC's Tony Faithfull. MCMC's manager attended and the event commenced with a very positive address from Moreland's Mayor, Cr John Kavanagh. Deputy Mayor and MCMC rep, Cr Natalie Aboud, also spoke and mentioned the many open space challenges facing Moreland Council – the need for new open space in southern parts of the municipality that are currently undersupplied and the need to retain parkland that's been managed as such for many years by Moreland when state agencies declare the land 'surplus'. Two other ward councillors also attended.

MCMC has submitted a letter to Council urging Council acquisition of the land for retention as an integral part of the Merri Creek Parklands (T.F & L.M 11.05.18).

4.5 Cape Ivy infestation – Merri Creek Brunswick Velodrome area

MCMC passed on a community complaint about Cape Ivy strangling a Melbourne Water revegetation plot near the Brunswick Velodrome (L.M 3.04.18). Melbourne Water promptly responded with assurances that treatment will be scheduled in the near future and follow-up maintenance programmed into the maintenance schedule for the stretch of Merri Creek between Normanby Rd/Moreland Rd and Arthurton Rd/Blyth St in Northcote/Brunswick East.

4.6 Melbourne Water sewer – vegetation reinstatement sites

MCMC's Ecological Restoration Planner, Michael Longmore, accompanied Melbourne Water on an inspection of two sites, one near Strettle St, Thornbury and one near Sumner Ave, Northcote to discuss and agree on treatment and vegetation reinstatement of areas near Merri Creek disturbed by the sewer improvement works (6.04.18).

4.7 17 Anderson Rd Thornbury D/594/2017

Application for planning permit for powder coating booth and curing oven within existing warehouse, and a 4m flue. The 4m flue triggers a permit requirement under the Environmental Significance Overlay (ESO).

MCMC view: The site is well screened by existing revegetation on adjacent Merri Creek parklands so MCMC has no objection. MCMC asked for information on potential amenity impacts (noise and emissions) on users of adjacent Merri Creek Parklands and Shared Trail. MCMC also drew attention to the need to check that the flue complies with height/distance restrictions associated with high voltage power lines that traverse rear of the private property (L.M. 20.02.18 & 26.02.18).

4.8 2A & 2B Cunningham St Northcote

MCMC attended a site meeting on 23.04.18 with the developers of this site about their plans for 20 two-story townhouses and for revegetation of the adjacent public land in lieu of a greater setback(T.F). MCMC provided brief written comments on the pre-application proposal in which we reiterated that MCMC would be looking for a minimum 30m setback and some public/semi-public open space on the creek-facing boundary, consistent with the standards in the Merri Creek Development Guidelines (L.M 27.04.18). A formal planning permit application to Darebin Council is expected very soon and MCMC will have a further opportunity to comment.

4.9 4 McLachlan St, Northcote D/898/2017

Application for planning permit for partial demolition and two-storey extension. MCMC view - No objection: property does not have a direct interface to the Merri Creek Parklands - being separated by a street and by other residences (L.M 9.04.18)

4.10 39 Winifred St, Northcote D/75/2018

Application for planning permit for removal of 3 exotic trees in backyard. MCMC view - No objection, the three trees are exotic and arborist's report recommends removal to allow other trees to grow and to limit damage to house. Property does not have a direct interface with Merri Creek parklands and amenity impact is zero (L.M 5.04.18).

5. MCMC Staff Post-graduate Study

Michael Longmore, Program Coordinator - Ecological Restoration, started a Masters in GIS & Remote Sensing at Charles Sturt University at the beginning of this year (part-time).

Chris Geary, Team Leader - Ecological Restoration, continued into his second year of a Masters in Geospatial Science at Curtin University (part-time).

Cam Walls, Team Member - Ecological Restoration, is finishing the last semester of a Grad Cert in Catchment & Waterway Management at the University of Melbourne

Angela Foley, Special Engagement Projects Coordinator, expects to submit her PhD thesis later this year to the University of Western Sydney after 6 years of part-time research. Her thesis title is - Traditional Owners on Country today: the art of place-making in the Merri Creek catchment, Victoria

MCMC Staff contribution to Planning & Coordination role:

Luisa Macmillan (L.M) – Manager; Katrina Roberg (K.R) – Ecological Restoration Program Manager (0.25); Brian Bainbridge (B.B) & Michael Longmore - Ecological Restoration Planners (0.1); Tony Faithfull (T.F) – Strategic Projects Manager (0.3). Ray Radford (R.R) Information Officer (0.5).

MCMC Planning & Coordination Council Funding: Oct 2017-Sept 18	
Councils	TOTAL (ex GST)
Darebin	\$54,696
Hume	\$51,820
Mitchell	\$6,890
Moreland	\$53,280
Whittlesea	\$58,213
Yarra	\$25,209
TOTAL	\$250,108

This Planning & Coordination funding supports just over 2 EFT staff positions

14% of the Planning & Coordination funding (= \$35,015) contributes to MCMC general overheads. These overheads include salaries for the Finance Officer (0.4), Admin Officer (0.5) & IT manager (0.3), and rent, utilities, insurance etc). The 14% 'overheads levy' is applied to all income that MCMC receives. This ensures that organisation-wide overhead costs are shared across all cost centres and projects.

Attachment 6

MERRI CREEK MANAGEMENT COMMITTEE

Catchment Program Report

May 2018

MCMC's Catchment Program staff develop and deliver waterway and biodiversity education and engagement projects.

Key funding for Catchment Education/Engagement is provided by Darebin, Moreland, Whittlesea and Yarra Councils. Grants from Eucalypt Australia, Sustainability Victoria and the EPA enabled MCMC to add value to Council funding for delivery in 2018.

Key funding for Waterwatch is provided by Darebin, Moreland, Whittlesea and Yarra Councils, and by Melbourne Water.

Billable Work & Charges

A summary and details of billable Catchment work undertaken from 1 Oct 2017 to 30 March 2018 is attached overleaf. In total, billable project work undertaken by MCMC's Catchment Program represented \$96,339 of earned income for the six month period.

Fifty percent of this was delivering grant-funded projects and 50% delivering Council funded works (49% through Council Service Agreements and 1% for a contract for Moreland Council that assessed frog diversity and significance at Jones Park in East Brunswick.

The chart on p.3 shows the value added to council contributions through grants. "Multiple" in the legend refers to projects that are delivered across multiple municipalities; for example Melbourne Water's Waterwatch funding and the 'Upstream Downstream Pollution' project.

A Busy Season for Festivals, Schools and Waterwatch training

An activities and participants report is attached after the Billable works report. It lists the wide variety of activities that were delivered from 1 Jan- 30 March 2018 on a municipality by municipality basis and individual projects. Over **50 separate events/sessions** were held with over **1,300 participants** from every education level, specific community groups and general community.

Funding Applications

Details of recent funding applications made by MCMC's Catchment Program are listed in the Executive S.c minutes and the Finance S.c. minutes.

In summary, since March MCMC's Catchment Program has prepared two expressions of interest for grants. One of these has lapsed; and the other, to Equity Trustees, we are yet to know the outcome.

Catchment Program Staff

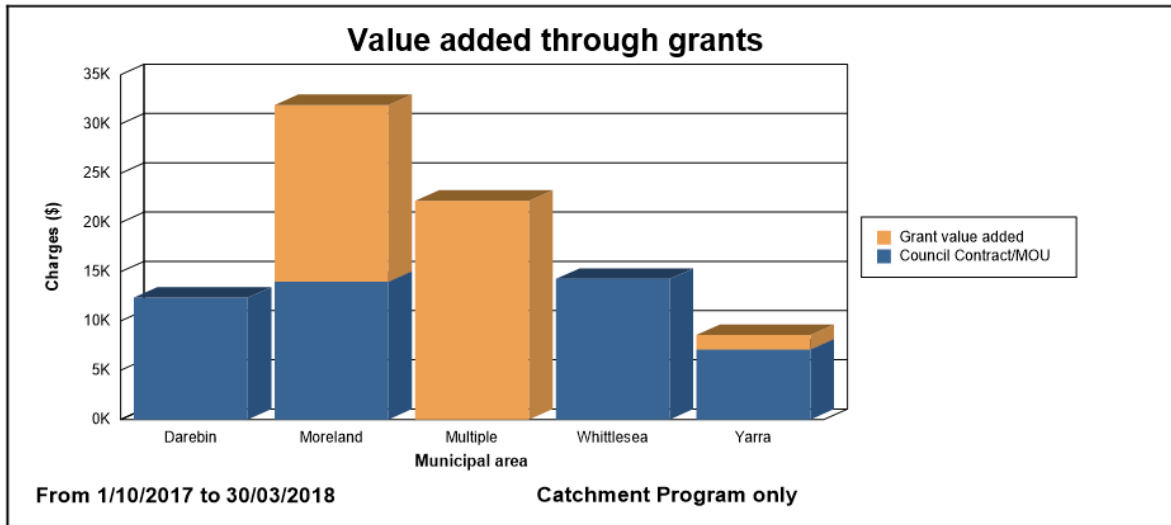
Angela Foley (AF), Special Engagement Programs Coordinator, coordinates and delivers MCMC's Catchment Education & Engagement activities, with assistance from Julia Cirillo (JB) MCMC's Waterwatch Coordinator. As her title suggests, Julia also coordinates the Waterwatch program, with casual assistance from Trevor Hausler (TH). MCMC's Manager Luisa Macmillan (LM) manages the Catchment Program.

Merri Creek Management Committee

Time and Expense summary by Municipality, Fund Type and Project MCMC

Catchment Program Charges Report

Covering the period 1/10/2017 to 30/03/2018



Summary by municipal area of Catchment Program charges

		Darebin	Morelanc	Multiple	Whittlese	Yarra	Total
Council Contract/MOU	Contracts - Councils	\$-	\$976	\$-	\$-	\$-	\$976
	Municipalities Service	\$12,397	\$13,022	\$-	\$14,282	\$7,117	\$46,819
	Total	\$12,397	\$13,998	\$0	\$14,282	\$7,117	\$47,795
Grant value added	Grants - Other	\$-	\$9,459	\$16,996	\$-	\$1,473	\$27,927
	Grants - State Government	\$-	\$8,469	\$-	\$-	\$-	\$8,469
	Grants to Friends	\$-	\$-	\$4,568	\$-	\$-	\$4,568
	Total	\$0	\$17,928	\$21,564	\$0	\$1,473	\$40,964
Non-Council	Other	\$-	\$-	\$7,580	\$-	\$-	\$7,580
	Total	\$0	\$0	\$7,580	\$0	\$0	\$7,580
Total		\$12,397	\$31,926	\$29,144	\$14,282	\$8,590	\$96,339

Detailed Job by Job listing of Catchment Program charges

Covering the period 1/10/2017 to 30/03/2018

	<u>Charges</u>	<u>Services</u>	<u>Expenses</u>
Darebin			
Municipalities Service Agreement/MOU			
C-DCC-18: (Catchment Ed Darebin) for City Of Darebin	\$2,890.00	\$2,890.00	\$0.00
WW-DCC18: (Waterwatch Darebin 17-18) for City Of Darebin	\$9,507.02	\$8,884.57	\$622.45
Municipalities Service Agreement/MOU	\$12,397	\$11,775	\$622
Darebin	\$12,397	\$11,775	\$622
Moreland			
Contracts - Councils			
P-Jones:frogs (frog survey & assessment) for Moreland City Council	\$975.61	\$975.61	\$0.00
Contracts - Councils	\$976	\$976	\$0
Moreland	\$976	\$976	\$0
Grants - Other			
C-EucAus2018: (EA National Eucalypt Day grant 2018) for Eucalypt Australia	\$2,728.76	\$2,228.76	\$500.00
C-SVLittMCC: (SV litter Moreland grant) for City Of Moreland	\$6,730.00	\$6,730.00	\$0.00
Grants - Other	\$9,459	\$8,959	\$500
Moreland	\$9,459	\$8,959	\$500
Grants - State Government			
C-SVLitt:grant (Sust Vic litter grant) for Sustainability Victoria	\$8,469.09	\$8,360.00	\$109.09
Grants - State Government	\$8,469	\$8,360	\$109
Moreland	\$8,469	\$8,360	\$109
Municipalities Service Agreement/MOU			
C-MCC-CE18: (Catchment Ed Moreland) for City Of Moreland	\$1,900.00	\$1,900.00	\$0.00
WW-MCC18: (Waterwatch Moreland 17-18) for Moreland City Council	\$11,122.45	\$10,588.75	\$533.70
Municipalities Service Agreement/MOU	\$13,022	\$12,489	\$534
Moreland	\$13,022	\$12,489	\$534
Multiple			
Grants - Other			
C-EucAusTPD: (C-EucAus Gum Teacher PD) for Eucalypt Australia	\$5,982.50	\$5,082.50	\$900.00
WW-MWmonitor18: (WW-MelbWatermonitor) for Melbourne Water	\$11,013.28	\$10,405.00	\$608.28
Grants - Other	\$16,996	\$15,488	\$1,508
Multiple	\$16,996	\$15,488	\$1,508
Grants to Friends groups/others			
WW-RRLC:17 (1st Yr rapid response litter cleanup) for Friends Of Merri Creek	\$4,568.00	\$4,568.00	\$0.00
Grants to Friends groups/others	\$4,568	\$4,568	\$0
Multiple	\$4,568	\$4,568	\$0
Other			
C-EPA17: (Upstream Downstream Pollution) for Epa Victoria	\$7,580.00	\$7,090.00	\$490.00
Other	\$7,580	\$7,090	\$490
Multiple	\$7,580	\$7,090	\$490
Whittlesea			
Municipalities Service Agreement/MOU			
C-WCC-18: (Whittlesea Catchment Ed) for City Of Whittlesea	\$3,100.00	\$3,100.00	\$0.00
WW-WCC18:SFCW (Storming for Cleaner Water - Whittlesea) for City Of Whittlesea	\$2,311.00	\$2,311.00	\$0.00
WW-WCC18:WW (Waterwatch Whittlesea 17-18) for City Of Whittlesea	\$8,871.40	\$8,829.40	\$42.00

	<u>Charges</u>	<u>Services</u>	<u>Expenses</u>
Whittlesea			
Municipalities Service Agreement/MOU	<u>\$14,282</u>	<u>\$14,240</u>	<u>\$42</u>
Whittlesea	<u>\$14,282</u>	<u>\$14,240</u>	<u>\$42</u>
Yarra			
Grants - Other			
<i>C-MYC:Yr 1 (Merri Yarra Confluence Yr1 2018) for City Of Yarra</i>	\$1,472.50	\$1,472.50	\$0.00
Grants - Other	<u>\$1,473</u>	<u>\$1,473</u>	<u>\$0</u>
Yarra	<u>\$1,473</u>	<u>\$1,473</u>	<u>\$0</u>
Municipalities Service Agreement/MOU			
<i>C-YCC18-CE: (Catchment Ed Yarra) for City Of Yarra</i>	\$1,520.00	\$1,520.00	\$0.00
<i>WW-YCC18: (WaterWatch Yarra 17-18) for City Of Yarra</i>	\$5,597.17	\$5,580.00	\$17.17
Municipalities Service Agreement/MOU	<u>\$7,117</u>	<u>\$7,100</u>	<u>\$17</u>
Yarra	<u>\$7,117</u>	<u>\$7,100</u>	<u>\$17</u>
GRAND TOTAL	<u><u>\$96,339</u></u>	<u><u>\$92,516</u></u>	<u><u>\$3,823</u></u>

Filters used:

- Time Expense Date: 1/10/2017 to 30/03/2018
- Project Cost Centre: Catchment Program to Catchment Program
- ≠ Project ID: Selected Items (3)

Merri Cree Management Committee **Events and participation by Cost centre**

Filters Used

- Expense Log Date 1/01/2018 to 31/03/2018
- Project Cost Centre Catchment Program to Catchment Program
- Project ID Overhead18 to C-Overhead18

Catchment Program Activities

Darebin					
Activity	Activity Description	Partner	Sessions	Participants	
Water Catch Darebin 17-18	WW-DCC18 or CITY OF DAREBIN				
20-Jan-18	Event Monitor Water Catch Monitor recruitment	Northcote WW group	1		
	Participant Adult Adult participants				2
1-Feb-18	Event City World Welland Day talk at Edgars Lake		1		
	Participant City Mixed age general community participants				19
25-Mar-18	Event Stall/Attend Water Catch Display at Edgars Lake Reservoir	Darebin Kite Festival	1		
	Participant City Mixed age general community participants				50
Water Catch Darebin 17-18 Total			3		71
Darebin Total			3		71

Moreland					
Activity	Activity Description	Partner	Sessions	Participants	
Catchment d Moreland	CMCC-CE18 or CITY OF MORELAND				
11-Jan-18	Event Education Printing with plants at Education Program	Brunswick Library	1		
	Participant City Mixed age general community participants				26
Catchment d Moreland Total			1		26
Sust Vic litter grant	CS Litter grant or SUSTAINABILITY VICTORIAN				
25-Jan-18	Event City Wellands as pollution interventions Guided walk Edgars Creek and Wellands in Coburg Nth	Rotary Club of Moreland	1		
	Participant Group Participants from Rotary Club of Moreland				15
5-Mar-18	Event Education Pollution and nearby nature educational excursion	St Pauls Primary School, Coburg	3		
	Participant Primary Primary school student participants				66
6-Mar-18	Event Education Pollution Educational Excursion Merri Edgars Confluence	St Pauls Primary School, Coburg	1		
	Participant Primary Primary school student participants				66
13-Mar-18	Event Education Early years guided walk - educational event	Brunswick Childrens Centre, Coburg	1		
	Participant Group Participants from a specific community Group				28
14-Mar-18	Event Education Early years guided walk - Educational Event	Brunswick Childrens Centre, Coburg	1		
	Participant Group Participants from a specific community Group				28
15-Mar-18	Event Education Early years guided walk - Educational Event	Brunswick Childrens Centre, Coburg	1		
	Participant Group Participants from a specific community Group				28
25-Mar-18	Event City Magical Gum Morning - Community Event hosted by MCMC		1		
	Participant City Participants from early years community or a specific community Group	Coburg			50
26-Mar-18	Event Education Wellands, pollution storm alert	Our Lady Help of Christians Primary, Brunswick	1		
	Participant Primary Primary school student participants				20
Sust Vic litter grant Total			10		301
Water Catch Moreland 17-18	WW-MCC18 or Moreland City Council				
20-Jan-18	Event Monitor Community Recruitment or new WW monitors on Merri Creek runs track odrome	East Brunswick Water Catch Group	1		
	Participant Adult Adult participants				2
15-Mar-18	Event Education Primary school students Grade 5/6 GGF project	Oak Park PS, Oak Park	1		
	Event Education Library after dark session - logs of Moreland	Glenrobin Library	1		

Merri Cree Management Committee Events and participation by Cost centre

	Ppant	Clty	Mixed age general community participants			35
	Ppant	Primary	Primary school student participants			28
19-Mar-18	Event	Education	Catchment issues, W and ater bug discovery	S dne Road Communit School, B runs ic		2
	Ppant	Secondary	Secondary school student participants			25
21-Mar-18	Event	Education	Water atch Educational Event	ustralian International cadem , Coburg orth		2
	Ppant	Primary	Primary school student participants, Grade 6			44
26-Mar-18	Event	Education	iodiversity o Merri Creek Merri Park Wellands	Our L ad Help o Christians Primar , B runs ic		1
	Ppant	Primary	Primary school student participants			1
27-Mar-18	Event	Education	Water atch Educational Event	ustralian International cadem , Coburg orth		3
	Ppant	Primary	Primary school student participants, Grade 6			55
28-Mar-18	Event	Monitor	Green Army W sampling session and data collection	Green rm , B lanca Tumino		2
	Ppant	Adult	Adult participants			16
Water atch Moreland 17 -18 Total					13	206
Moreland Total					<u>24</u>	<u>533</u>

Multiple							
	ctivity		ctivity Description	Partner	vents	Sessions	Participants
	Upstream Do	nstream Pollution	CEPA17 or EP V ictoria				
2-Mar-18	Event	Education	School Clean Up Australia Day	R oxburgh College		1	
	Ppant	Secondary	Year 12 secondary school student participants				10
4-Mar-18	Event	Clty	Community Clean Up Australia Day at Galada Tamboore hosted by MCMC			1	
	Ppant	Clty	Mixed age general community participants				13
6-Mar-18	Event	Education	Galada Tamboore excursion Pollution moves through the environment	St Pauls Primar School, Coburg		3	
	Ppant	Primary	Primary school student participants				66
16-Mar-18	Event	Education	ndustrial pollution impact ocus educational event	oxburgh College, R oxburgh Par		1	
	Ppant	Secondary	Secondary school student participants				8
19-Mar-18	Event	Education	Catchment and pollution lo s through Galada Educational Event	B everidge Primar School		4	
	Ppant	Primary	Primary school student participants				80
Upstream Do nstream Pollution Total					10	177	
	ctivity		ctivity Description	Partner	vents	Sessions	Participants
	C- uc	ust Gum Teacher PD	CEucAustPD or Eucal pt ustralia				
12-Feb-18	Event	Education	Pro essional developmenGum trees habitat values	B arr B ec elt Childrens Centre, Coburg		1	
	Ppant	Adult	Adult participants - kindergarten sta				4
6-Mar-18	Event	Education	Eucalypt education in the ield at Merri Edgars Wellands Coburg Galada Tamboore PD or educators	St Pauls Primar School, Coburg		1	
	Ppant	Adult	Adult participants -school sta				6
19-Mar-18	Event	Education	Eucalypt education in the ield PD or educators	B everidge Primar School		1	
	Ppant	Adult	Adult participants - school sta				10
C- uc ust Gum Teacher PD Total					3	20	
	ctivity		ctivity Description	Partner	vents	Sessions	Participants
	Water atch	community monitoring	WW-MWmonitor18 or MEL B OUR E W TER				
8-Mar-18	Event	Training	Water atch Training Event			1	
	Ppant	Adult	Adult participants				18
13-Mar-18	Event	Training	Water atch W sampling at Trin Warren elland	R MIT CaL M Program		1	
	PPant	Terliary	Terliary Student Participants				13
Water atch community monitoring Total					2	31	
	ctivity		ctivity Description	Partner	vents	Sessions	Participants
	1st Yr rapid response litter cleanup	WW-RRLC 17	or FR IE DS OF MER R I CR EEK				
17-Mar-18							

Merri Cree Management Committee **Events and participation by Cost centre**

Event	City	Supporting community group - Tara org litter clean up on Merri Creek	Tara Pathan - Kalra, Brunsic East	1	
Ppart	City	Mixed age general community participants			65
1st Yr rapid response litter cleanup Total				1	65
Multiple Total				16	293

Whittlesea					
Activity	Activity Description	Partner	Sessions	Participants	
Whittlesea Community Engagement WCC-18	or City of Whittlesea				
3-Mar-18	Event City	SkinArt local ater lie at Thomaso n alk and Talk Community Event Edgars Creek	1		
	Ppart Group	Participants rom Thomaso n community			40
16-Mar-18	Event Education	Managing urban storm ater	1		
	Ppart Secondary	Secondary school student participants			8
Whittlesea Community Engagement Total			2		48
Activity	Activity Description	Partner	Sessions	Participants	
Storming for Cleaner Water WW-WCC18 S CW	or City of Whittlesea				
3-Mar-18	Event City	Thomaso n Walk and Talk Community Event	1		
	Ppart Group	Participants rom Thomaso n community			40
Storming for Cleaner Water Total			1		40
Activity	Activity Description	Partner	Sessions	Participants	
Water Watch Whittlesea 17-18 WW-WCC18 WW	or City of Whittlesea				
22-Feb-18	Event Education	What lives in the creek	2		
	Ppart Child	Under 15 years old other than Primary, 2ndry, tertiary Students			40
18-Mar-18	Event Forum	City o Whittlesea Community Festival aterbugs, rog cra l activities	1		
	Ppart City	Mixed age general community participants			245
Water Watch Whittlesea 17-18 Total			3		285
Whittlesea Total			6		373

Yarra					
Activity	Activity Description	Partner	Sessions	Participants	
WaterWatch Yarra 17-18 WW-YCC18	or City of Yarra				
10-Jan-18	Event City	Waterbug art at Richmond library	1		
	Ppart City	Mixed age general community participants			15
17-Jan-18	Event City	Water watch storytime or young children at Nth Fit orth Fit ro librar , Cit o Yarra	1		
	Ppart City	Mixed age general community participants			35
14-Mar-18	Event PlanMeet	meeting ith teachers re CAL sludens WW project	1		
	Ppart Adult	Adult participants including school sla			2
20-Mar-18	Event Education	W sampling program ith student and leache	1		
	Ppart Secondary	Secondary school student participants			2
WaterWatch Yarra 17-18 Total			4		54
Yarra Total			4		54

Catchment Program Total	53	1,324
Grand Total	53	1,324

8.3 LANDFILL LEVY**Author:** Coordinator Water and Waste Strategy**Reviewed By:** General Manager City Sustainability and Strategy

PURPOSE

This report provides information to Council on withholding payment of the Landfill Levy and provides an update on past and potential future Landfill Levy advocacy.

EXECUTIVE SUMMARY

At its meeting of 20 March 2017 Council requested a report on options available to withhold its Landfill Levy payment and potential advocacy actions on the Landfill Levy.

As part of its contract, Council pays Hanson Landfill (Hanson) to dispose of waste at their landfill site. The Landfill Levy is part of this payment - it is not separated out. Hanson advised that if Council withheld Levy payment, Council would be in breach of its contract and Council's waste would no longer be accepted at the landfill. Hanson would still be legally required to pay the withheld amount of Levy to the State Government.

Council and others have advocated on the Levy for many years. Since its meeting of 20 March 2017, Council's advocacy has included requests for improved transparency on Levy spending/allocation and increased funding to councils for action on climate change, waste reduction, recycling and illegal dumping.

Actions since the 20 March 2017 meeting have included letters to the Premier of Victoria, the Minister for Energy, Environment and Climate Change and nine local MPs; driving Levy issues forward in meetings with state government, at workshops and in forums; and proposing/supporting motions to the Municipal Association of Victoria (MAV) 2017 and 2018 State Councils and the Metropolitan Waste and Resource Recovery Group's Local Government Forum (MWRRG LG Forum).

There is an opportunity for more coordinated local government regional or state wide advocacy. This could provide the opportunity for joint campaigns, more strategic communications and has the potential to be more effective.

To initiate a coordinated approach, it is proposed that Darebin lead the establishment of a council officer Landfill Levy Advocacy Working Group.

Recommendation

That Council:

- (1) Calls on the State Government to return Landfill Levy funds to communities via councils, to take action on the climate emergency, recycling, waste reduction, littering, impact of single use plastics, and illegal dumping.
- (2) Maintains its advocacy on the Landfill Levy and leads the establishment of a Landfill Levy Advocacy Working Group.

BACKGROUND / KEY INFORMATION

This report responds to Council's resolution of 20 March 2017 which requested, in part, that Council receive a report on options available for Council to withhold its Landfill Levy payment and potential advocacy actions on the Landfill Levy:

Previous Council Resolution

At its meeting of 20 March 2017, it was resolved that Council:

- 1) *Notes this report and work with other Councils, peak bodies and organisations to progress transparency and appropriate allocation of the landfill levy to target waste reduction and improved recycling and illegal dumping outcomes.*
- 2) *Writes and send a copy of this report to the Premier, relevant ministers and local MPs requesting better transparency regarding the spending and allocation of the landfill levy including increased funding to councils take action on climate change and to support waste reduction and programs to improve recycling and reduce illegal dumping.*
- 3) *Proposes a motion to the Municipal Association of Victoria (MAV) at the May State Council and the Metropolitan Waste and Resource Recovery Group's (MWRRG) Local Government Waste Forum, requesting improved transparency regarding the spending and allocation of the landfill levy including increased funding to councils to take action on climate change and support waste reduction and programs to improve recycling and reduce illegal dumping.*
- 4) *Receives a further report on potential advocacy actions available to Council following the MAV State Council meeting and receipt of the replies from the MP's listed above.*
- 5) *Notes an urgent agenda item, highlighting Councils' concerns, is to be submitted for the 23 March 2017 Strategies and Policy Advocacy Group (SPAG) meeting.*
- 6) *Receives a report on what options are available to Council in regards to withholding its landfill levy obligation and redirecting all or the part of funds towards Council initiated projects to take action on climate change and to reduce waste to landfill and increase recycling and resource recovery.*

All actions from Council's resolution of 20 March 2017 have been completed.

Council's Landfill Levy advocacy since this time has requested improved transparency on the Levy's spending/allocation and increased funding to councils for action on climate change, waste reduction, recycling and illegal dumping. Advocacy has occurred through:

- Letters:
 - to the Premier of Victoria
 - to the Minister for Energy, Environment and Climate Change and
 - to nine local MPs;
- Driving Levy issues forward:
 - in meetings with state government
 - at workshops and
 - in forums;
- Raising/proposing/supporting motions:
 - to the Municipal Association of Victoria (MAV) 2017 State Council
 - to the MAV 2018 State Council and

- to the Metropolitan Waste and Resource Recovery Group's Local Government Forum (MWRRG LG Forum).

Council has also received advice from Hanson Landfill that withholding payment of the Landfill Levy is a breach of contract and Council's waste would no longer be accepted at the landfill.

COMMUNICATIONS AND ENGAGEMENT

Consultation

The following organisations and Council staff were consulted for this report:

- Metropolitan Waste and Resource Recovery Group
- Hanson Landfill
- Municipal Association of Victoria
- Manager City Works and Contracts

Communications

This report recommends that advocacy actions largely be undertaken from a co-ordinated regional or state-wide approach and as part of a Landfill Levy Working Group. Communications would be developed and led by the Group.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 1 - A sustainable city

This is consistent with Council's Waste and Litter Strategy 2015- 2025

Environmental Sustainability Considerations

The Landfill Levy was established to have improved outcomes for diversion of resources from landfill and improved resource recovery. This purpose has been expanded to include reduced greenhouse gas emissions and effective adaptation to climate change. Allocation of the Landfill Levy to achieve these objectives has significant environmental sustainability outcomes.

Equity, Inclusion and Wellbeing Considerations

No issues for this report.

Cultural Considerations

No issues for this report.

Economic Development Considerations

No issues for this report.

Financial and Resource Implications

Advocacy on this issue would be achieved the using the current budget envelope.

Legal and Risk Implications

If Council were to withhold any payment for waste disposal at Hanson Landfill, the landfill has advised it would will no longer accept Council's waste for disposal as Council will be in breach of contract. This would create operational, financial, and significant reputational and legal risks.

DISCUSSION

Victorian Auditor General Report 25 July, 2018

The Victorian Auditor General Report into the Landfill Levy was tabled in Parliament 25 July 2018. It found some improvements with the Levy's financial transparency and some increased expenditure, but chiefly found a number of issues present in regard to governance, allocation and use of funds, evaluation, transparency, reporting, conflicts of interest and failure to meet the Environment Protection Act's objectives. It also found significant money remains in the Fund, unspent.

Council has recently been advised by DELWP that \$511.4 million remains unspent in the Fund at 30 June 2018.

Past Advocacy

Advocacy on the Landfill Levy has occurred over many years from Council and those such as other councils, the MAV, the MWRRG LG Forum, non-government organisations and others. Council's past advocacy has chiefly focussed on the cost of the Levy, the need for improved transparency on expenditure, the significant amount of unspent money in the Fund, the large investment councils have made to the Levy and the small return in funding that councils have received.

Since its meeting of 20 March 2017, Council's advocacy has continued on these issues but has largely focussed on the need for improved transparency and for increased funding to councils for action on: climate change, waste reduction and/or to improve recycling/illegal dumping.

Council has advocated for these issues through:

- Letters to the Premier, the Minister for Energy, Environment and Climate Change and nine local MPs. The response indicated no support from the Minister (**Appendix A**).
- Driving Levy issues forward in meetings with state government, at workshops and in forums.
- Motions to the MAV 2017 and MAV 2018 State Council. The response to the 2017 motion indicated no support from the Minister (**Appendix B**).
- Support for a motion the Metropolitan Waste and Resource Recovery Group's Local Government Forum (MWRRG LG Forum). The Minister's response indicated the LG Forum's priorities paper would be valuable to consider in future funding proposals and that DELWP's work with the MWRRG and others would prioritise options for future investment (**Appendix C**).

Future Advocacy

Council will continue to advocate on the Levy and will call on the State Government to return funds to communities via councils, to take action on the climate emergency, recycling, waste reduction, littering, impact of single use plastics, and illegal dumping.

In addition a more collaborative, regional or state wide approach is proposed as the key advocacy action for Council's focus moving forward.

If local government worked together across the region or the state, this could provide the opportunity for joint campaigns to be developed and rolled out concurrently. This would offer the potential for more strategic communications and more effective outcomes from our advocacy.

To initiate a coordinated approach, it is proposed that Darebin leads the establishment of a Landfill Levy Advocacy Working Group.

Withholding Landfill Levy Payment

1. As withholding payment of the Landfill Levy would result in Council breaching its contract and being unable to dispose of its waste to landfill, Council officers do not advise using this approach.
2. If Council withheld Landfill Levy payment, Hanson would still be legally required to pay that amount of Levy to the State Government.
3. Under the *Environment Protection Act 1970*, the Landfill Levy is collected by the State Government from landfill operators – not from Councils (unless they operate a landfill). Landfill operators must submit quarterly statements advising how much waste they have received, which determines the Levy amount payable. This is strictly monitored by the State Government.
4. As part of its contract, Council pays Hanson Landfill (Hanson) to dispose of waste at their landfill site. The Landfill Levy is part of this payment, it is not separated out. Hanson advised that if Council withheld the Landfill Levy component, Council would be in breach of its contract. Were this to occur, Hanson advised that Council's waste would be refused to be accepted at the landfill.
5. The MAV May 2018 State Council meeting passed a resolution which in part, required the MAV to obtain advice on the ability of councils to withhold payment of the Landfill Levy.
6. The MAV has advised that: *"The MAV Board [has] subsequently decided not to seek legal advice as the Act is clear regarding council's obligations to pay the Landfill Levy"*.

OPTIONS FOR CONSIDERATION

Landfill Levy Advocacy

It is proposed that Darebin Council maintain its advocacy on the Landfill Levy, and leads the establishment of a Landfill Levy Advocacy Working Group.

Landfill Levy Payment

Withholding payment is not a feasible option.

IMPLEMENTATION STRATEGY

Details

- Council Officers will liaise with other councils and the MAV to establish a Landfill Levy Advocacy Working Group.
- Council Officer/s will participate in the Landfill Levy Advocacy Working Group.
- Council will continue to pay waste disposal fees to Hanson Landfill as per contractual arrangements.

Communication

- Outcomes will be reported to Council through the Cr Email Bulletin.

Timeline

- Council Officers will liaise with the MAV by 31 August 2018.
- Council Officers will liaise with other councils from September 2018 onwards.

RELATED DOCUMENTS

- Council Minutes - 20 March 2017

Attachments

- Letter to Council from the Minister for Energy, Environment and Climate Change (**Appendix A**) [↓](#)
- Letter to the MAV from the Minister for Energy Environment and Climate Change (**Appendix B**) [↓](#)
- Letter to the MWRRG from the Minister for Energy, Environment and Climate Change (**Appendix C**) [↓](#)

DISCLOSURE OF INTEREST

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.

- boost the resource recovery infrastructure fund, bettering our ability to deal with waste (**\$7.6 million**);
- implement education and litter programs (**\$4.5 million**)
- develop markets for materials and energy recovered from waste (**\$2.5 million**);
- develop waste to energy policy (**\$500,000**); and
- improve the quality of waste data (**\$280,000**).

The Municipal and Industrial Landfill Levy and Sustainability Fund were not designed to solely support waste management, or for direct investment into local government. Landfill levy funds do support councils and environmental agencies to deliver programs that improve waste management and enable action on climate change. For example, the Illegal Dumping Strikeforce program reduces risk to human health and the environment from illegal dumping of waste by giving the Environment Protection Authority vital intelligence, enforcement and engagement resources]

The Sustainability Fund also supports grants programs managed by Sustainability Victoria, the Metropolitan Waste and Resource Recovery Group, and the Department of Environment, Land, Water and Planning. Local councils are eligible to apply for many of these grants, including the Resource Recovery Infrastructure Fund. The Victorian Government website includes a list of environmental grants programs at www.vic.gov.au/grants/environment.html.

DELWP has managed the Municipal and Industrial Landfill Levy and Sustainability Fund accounts since 2015. This followed recommendations by the Ministerial Advisory Committee on Waste and Resource Recovery Governance Reform to streamline administration of the Sustainability Fund, and improve transparency of landfill levy expenditure. The DELWP Annual Reports detail information about cashflow into and out of these accounts, including grants, and the end of financial year balance: www2.delwp.vic.gov.au/our-department/reports.

If you would like more information about this matter, please call Ian Campbell-Fraser, Director, Economics, Governance and Waste in the Department of Environment, Land, Water and Planning on 03 9637 8412 or email ian.campbell-fraser@delwp.vic.gov.au.

Thank you again for writing to me and I trust this information will be of assistance.

Yours sincerely



Hon Lily D'Ambrosio MP
Minister for Energy, Environment and Climate Change
Minister for Sustainable Development



Hon Lily D'Ambrosio MP

Minister for Energy, Environment and Climate Change
Minister for Suburban Development

8 Nicholson Street
East Melbourne, Victoria 3002
Telephone: 03 9637 9504
DX210098

Mr Rob Spence
Chief Executive Officer
Municipal Association of Victoria
GPO Box 4326
MELBOURNE VIC 3001

Ref: MIN033011


09 SEP 2017

Dear Mr Spence

MANAGEMENT OF LANDFILL LEVY REVENUE

Thank you for your letter of 12 July 2017 about the Victorian landfill levy. I apologise for the delay in my response.

The Municipal and Industrial Landfill Levy, as part of a broader suite of tools, is working to reduce the amount of waste that Victorians dispose of to landfill. Victorian landfills received 4.1 million tonnes of waste in 2014, down 18 per cent from 5 million tonnes in 2005, despite steady population growth during this time. Our resource recovery rate increased from 55 per cent to 67 per cent over the same period.

Landfill levy funds must be used in accordance with the *Environment Protection Act 1970* (sections 70E and 70F). These funds support our environment agencies to provide broad benefits to the Victorian community. This includes the Environment Protection Authority, Sustainability Victoria and the seven Waste and Resource Recovery Groups – key agencies that improve waste management and resource recovery practices in Victoria. Around \$106 million will be distributed to these agencies in 2017-18, with a further \$7 million to be distributed to other environmental agencies. Remaining landfill levy revenue is held in the Sustainability Fund.

Since its creation in 2005, the Sustainability Fund has supported local government, business and the community through a broad range of sustainability programs. The scope of programs that can be supported by the Sustainability Fund was broadened in 2010 to include initiatives that address climate change, in recognition of the growing impact that climate change is having on Victorian communities. The original objective of encouraging resource efficiency and supporting best practice waste management was preserved.

As you note in your letter, the Andrews Labor Government has substantially increased expenditure from the Sustainability Fund each year since forming government. The 2017-18 State Budget provides a record \$419 million in Sustainability Fund expenditure over five years, in contrast with less than \$15 million in new funding approved by the previous government over its four year term.

This planned expenditure will significantly draw down the balance of the Sustainability Fund, which was \$551.1 million at the beginning of this financial year. This year's budget includes the largest ever spend on waste and resource recovery, with \$30.4 million to:

- support implementation of the government's commitment to ban e-waste from landfill, assisting councils with collection infrastructure and processes (**\$15 million**)
- boost the resource recovery infrastructure fund, bettering our ability to deal with waste (**\$7.6 million**)
- develop markets for materials and energy recovered from waste (**\$2.5 million**)
- develop waste to energy policy (**\$500,000**)
- improve the quality of waste data (**\$280,000**).



The Department of Environment, Land, Water and Planning (DELWP) has managed the Municipal and Industrial Landfill Levy and Sustainability Fund accounts since 2015. This followed recommendations by the Ministerial Advisory Committee on Waste and Resource Recovery Governance Reform to streamline administration of the Sustainability Fund, and improve transparency of landfill levy expenditure.

The DELWP Annual Reports publish information about cashflow into and out of these accounts, including grants, and the end of financial year balance: <https://www2.delwp.vic.gov.au/our-department/reports>. Prior to 2015, the Municipal and Industrial Landfill Levy account was managed by the EPA and the Sustainability Fund was managed by Sustainability Victoria. Details of the past management of the account and fund can be accessed online:

- EPA annual reports: <http://www.epa.vic.gov.au/about-us/who-we-are/annual-reports-and-plans>
- Sustainability Victoria annual reports: <http://www.sustainability.vic.gov.au/who-we-are/business-plan-and-annual-report/previous-annual-reports>.

The Municipal and Industrial Landfill Levy and Sustainability Fund were not designed to solely support waste management, or for direct investment into local government. Landfill levy funds do support councils and environmental agencies to deliver evidence-based policy and programs that improve waste management and enable action on climate change. For example, the Illegal Dumping Strikeforce program reduces risk to human health and the environment from illegal dumping of waste by giving the EPA vital intelligence, enforcement and engagement resources.

The Sustainability Fund also supports grants programs managed by Sustainability Victoria, the Metropolitan Waste and Resource Recovery Group, and DELWP. Local councils are eligible to apply for many of these grants. A list of environmental grants programs is available online: <https://www.vic.gov.au/grants/environment.html>.

If you would like more information about this matter, please call Ian Campbell-Fraser, Director, Economics, Governance and Waste at the DELWP, on 03 9637 8412 or email ian.campbell-fraser@delwp.vic.gov.au.

Thank you once again for raising this matter with me.

Yours sincerely



Hon Lily D'Ambrosio MP
Minister for Energy, Environment and Climate Change
Minister for Suburban Development

31917



Hon Lily D'Ambrosio MP

Minister for Energy, Environment and Climate Change
Minister for Suburban Development

8 Nicholson Street
East Melbourne, Victoria 3002
Telephone: 03 9637 9504
DX210098

Cr Phillip Healey
Chair of the Metropolitan Local Government Forum
PO Box 1326
SOUTH MELBOURNE VIC 3205

Ref: MIN038060



Dear Cr Healey

SUSTAINABILITY FUND INVESTMENT IN WASTE AND RESOURCE RECOVERY

Thank you for your letter of 22 November 2017 about opportunities for government investment of the Sustainability Fund in waste and resource recovery.

The Andrews Labor Government has substantially increased expenditure from the Sustainability Fund each year since forming government. The 2017-18 State Budget provides a record \$419 million in Sustainability Fund expenditure over five years, in contrast with less than \$15 million in new funding approved by the previous government over a four year term. This year's budget includes the largest ever spend on waste and resource recovery, with \$30.4 million to:

- support implementation of the government's commitment to ban e-waste from landfill, assisting councils with collection infrastructure and processes (**\$15 million**);
- boost the Resource Recovery Infrastructure Fund, bettering our ability to recover resources from waste (**\$7.6 million**);
- undertake education and litter programs (**\$4.5 million**);
- develop markets for materials and energy recovered from waste (**\$2.5 million**);
- develop waste to energy policy (**\$500,000**); and
- improve the quality of waste data (**\$280,000**).

However, it is clear that further government investment will be needed to achieve our vision of a waste and resource recovery system where waste generation is minimised, resource recovery is maximised, and landfills are used only to dispose of waste that cannot be viably recovered.

The Department of Environment, Land, Water and Planning (DELWP) is collaborating with the Metropolitan Waste and Resource Recovery Group (MWRRG) and other entities in the Victorian Government waste and resource recovery portfolio to prioritise options for future investment in waste and resource recovery. I was pleased to hear that MWRRG has sought input from the Metropolitan Local Government Forum and its member councils to inform this process given the integral role local governments play in Victoria's waste and resource recovery system.

Thank you for providing me with this position paper outlining the Metropolitan Local Government Forum's priorities for future government investment in waste and resource recovery. This will be a valuable resource as I consider advice on future funding proposals from DELWP and the broader waste portfolio.



If you would like more information about this matter, please call Ian Campbell-Fraser, Director, Economics Governance and Waste in the Department of Environment, Land, Water and Planning on 03 9637 8412 or email ian.campbell-fraser@delwp.vic.gov.au.

Thank you once again for raising this important matter with me.

Yours sincerely



Hon Lily D'Ambrosio MP
Minister for Energy, Environment and Climate Change
Minister for Suburban Development

14 / 12 / 17

8.4 DELEGATIONS OF POWER, DUTIES AND FUNCTIONS TO COUNCIL STAFF

Author: Council Business and Governance Officer

Reviewed By: General Manager Governance and Engagement

PURPOSE

To seek Council's delegation of powers, duties and functions to Council staff.

EXECUTIVE SUMMARY

In seeking to achieve its purposes under the *Local Government Act 1989* (the Act), one of Council's powers is to delegate decision-making to appropriate levels within the organisation.

The Act allows both Council and the Chief Executive Officer to delegate to members of staff, by instrument of delegation, certain powers, duties and functions under any Act administered by Council.

In the context of local government, delegation is the giving of decision-making power by Council or the Chief Executive Officer to members of staff.

The previous instrument of delegation was approved by Council on 18 September 2017. This report takes into account recent legislative amendments and changes in positions within the organisation, and seeks approval by Council for the revised instrument of delegation.

Recommendation

That in the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* and the other legislation referred to in the attached instrument of delegation, Council resolves that:

- (1) There be delegated, to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the attached instrument of delegation, to members of Council staff, the powers, duties and functions set out in that instrument attached as **Appendix A**, subject to the conditions and limitations specified in that instrument.
 - (2) The instrument comes into force immediately when the common seal of Council is affixed to the instrument.
 - (3) On the coming into the force of the instrument, all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.
 - (4) The duties and functions set out in the instrument must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time-to-time adopt.
-

BACKGROUND / KEY INFORMATION

Under the *Local Government Act 1989* (the Act), one of Council's powers is to delegate decision-making to appropriate levels within the organisation.

Councils also have a range of powers, duties and functions under various other Acts, such as the *Planning and Environment Act 1987*, the *Road Management Act 2004*, the *Domestic Animals Act 1994* and many more.

Amendments to legislation are made from time-to-time and to ensure officers are operating and enforcing under the current legislation, Council is required to update delegations conferred on various positions within the organisation by Council.

Previous Council Resolution

At its meeting held on 18 September 2017, Council resolved:

'That in the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached Instrument of Delegation, Darebin City Council (Council) resolves that:

- (1) There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that Instrument attached as Appendix A, subject to the conditions and limitations specified in that Instrument.*
- (2) The Instrument comes into force immediately the common seal of Council is affixed to the Instrument.*
- (3) On the coming into the force of the Instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.*
- (4) The duties and functions set out in the Instrument must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.'*

COMMUNICATIONS AND ENGAGEMENT

Consultation

- Chief Executive Officer, relevant General Managers, Managers and Coordinators
- Maddocks Lawyers

Communications

Not applicable

ANALYSIS

Alignment to Council Plan / Council policy

Goal 6 - A well governed Council

Environmental Sustainability Considerations

Not applicable

Equity, Inclusion and Wellbeing Considerations

Not applicable

Cultural Considerations

Not applicable

Economic Development Considerations

Not applicable

Financial and Resource Implications

Not applicable

Legal and Risk Implications

If Council does not confer updated delegation on positions within the organisation, officers will not be able to fulfil the obligations of their roles, especially in relation to enforcement.

DISCUSSION

The delegation of Council powers to the members of Council staff is a long-established practice facilitated and regulated by the *Local Government Act 1989* to enable day-to-day statutory and operational decisions to be made. The proposed instrument of delegation is based on the model developed by Maddocks Lawyers and used by a majority of Victorian councils.

OPTIONS FOR CONSIDERATION

There are no options associated with this information.

IMPLEMENTATION STRATEGY**Details**

A copy of the instrument of delegation of Council powers to the members of Council staff will be published on the Darebin website, as required by the *Local Government (General) Regulations 2015*.

RELATED DOCUMENTS

- Delegations and Authorisations Service – Maddocks Lawyers
- Council Minutes – 18 September 2017

Attachments

- Instrument of Delegation - Council to Staff (**Appendix A**) [↓](#)

DISCLOSURE OF INTEREST

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.



Darebin City Council

Instrument of Delegation

to

Members of Council Staff



INSTRUMENT OF DELEGATION

MEMBERS OF COUNCIL STAFF

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that reference in the Schedule are as follows:

Acronym		Title
Admin – P&B	means	All Administration Staff – Planning and Building
BSO(B&P)	means	Business Support Officer (Business and Performance)
BSO(HP)	means	Business Support Officer (Health Protection)
CCC	means	Coordinator Civic Compliance
CEO	means	Chief Executive Officer
CIA&SP	means	Coordinator Infrastructure, Asset & Service Planning
CHP	means	Coordinator Health Protection
CIM&S	means	Coordinator Infrastructure Maintenance and Support
CSP	means	Coordinators Statutory Planning
CSTP	means	Coordinator Strategic Planning
CWO	means	Coordinator Waste Operations
GMC	means	General Manager Community
GMCS&S	means	General Manager City Sustainability and Strategy
GMG&E	means	General Manager Governance and Engagement
GMO&C	means	General Manager Operations and Capital
HPO	means	Health Protection Officer
LCTP	means	Legal Counsel – Town Planning
MA&CD	means	Manager Assets and Capital Delivery

Instrument of Delegation to members of Council staff (s6)

Acronym		Title
MBS	means	Municipal Building Surveyor
MCD	means	Manager City Development
MCF	means	Manager City Futures
MCS&C	means	Manager City Safety and Compliance
MCW	means	Manager City Works
ME&ST	means	Manager Environment and Sustainable Transport
MG&P	means	Manager Governance and Performance
PIO	means	Planning Investigation Officer
PSP	means	All Principal Statutory Planners
Service Manager or Coordinator	means	The Manager or Coordinator responsible for Council service or facility
SO	means	Subdivision Officer
SP	means	All Statutory Planners
SPA	means	Statutory Planning Assistants
SPIO	means	Senior Planning Investigation Officer
SSP	means	All Senior Statutory Planners
STP	means	All Strategic Planners
TLB&P	means	Team Leader Business and Performance
TLLL	means	Team Leader Local Laws
TE	means	All Transport Engineers

3. declares that:
- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on _____ 2018; and
- 3.2 the delegation:
- 3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 3.2.2 remains in force until varied or revoked;
- 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
- 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:

Instrument of Delegation to members of Council staff (s6)

- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
- 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a:
 - (a) policy; or
 - (b) strategy
 - (c) adopted by Council; or
- 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

Date:

The COMMON SEAL of)
DAREBIN CITY COUNCIL)
was affixed on)
with the authority of the Council:)

Sue Wilkinson
Chief Executive Officer

INDEX

DOMESTIC ANIMALS ACT 1994.....	1
ENVIRONMENT PROTECTION ACT 1970.....	1
FOOD ACT 1984.....	2
HERITAGE ACT 2017.....	6
LOCAL GOVERNMENT ACT 1989.....	6
PLANNING AND ENVIRONMENT ACT 1987.....	7
RAIL SAFETY (LOCAL OPERATIONS) ACT 2006.....	36
RESIDENTIAL TENANCIES ACT 1997.....	38
ROAD MANAGEMENT ACT 2004.....	39
PLANNING AND ENVIRONMENT REGULATIONS 2015.....	49
PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016.....	50
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010.....	51
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016.....	53
ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015.....	54

Instrument of Delegation to members of Council staff (s6)

DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.41A(1)	power to declare a dog to be a menacing dog	GMCS&S, MCS&C, CCC, TLB&P	Council may delegate this power to a Council authorised officer.

ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53M(3)	power to require further information	Not applicable	
s.53M(4)	duty to advise an applicant that an application is not to be dealt with	Not applicable	
s.53M(5)	duty to approve plans, issue a permit or refuse a permit	Not applicable	Refusal must be ratified by Council or it is of no effect.
s.53M(6)	power to refuse to issue a septic tank permit	Not applicable	Refusal must be ratified by Council or it is of no effect.
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	Not applicable	Refusal must be ratified by Council or it is of no effect.

Instrument of Delegation to members of Council staff (s6)

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	CHP, HPO	If section 19(1) applies.
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	CHP, HPO	If section 19(1) applies.
s.19(3)	power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	CEO	If section 19(1) applies. Only in relation to temporary food premises or mobile food premises.
s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b): (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	GMCS&S, CHP, HPO	If section 19(1) applies.
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	HPO	If section 19(1) applies.
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	CHP, HPO	If section 19(1) applies.
s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	HPO	Where Council is the registration authority.
s.19AA(4)(c)	power to direct, in an order made under s. 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Not delegated.	Note: the power to direct the matters under section 19AA (4) (a) and (b) is not capable of delegation and so such directions must be made by a Council resolution.
s.19AA(7)	duty to revoke order issued under section 19AA and give written notice of revocation, if satisfied that that order has been complied with	CHP, HPO	Where Council is the registration authority.
s.19CB(4)(b)	power to request a copy of records	CHP, HPO	Where Council is the registration authority.
s.19E(1)(d)	power to request a copy of the food safety program	CHP, HPO	Where Council is the registration authority.
s.19GB	power to request a proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	CHP, HPO	Where Council is the registration authority.

Instrument of Delegation to members of Council staff (s6)

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	CHP,HPO	Where Council is the registration authority.
s.19NA(1)	power to request food safety audit reports	CHP, HPO	Where Council is the registration authority.
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	CHP	
s.19UA	power to charge fees for conducting a food safety assessment or inspection	CHP,	Except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	CHP, HPO	Where Council is the registration authority.
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	CHP, HPO	Where Council is the registration authority.
s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	CHP, HPO	Where Council is the registration authority.
---	power to register, renew or transfer registration	CHP	Where Council is the registration authority. Refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A (2)).
s.38AA(5)	power to (a) request further information or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Not delegated.	Where Council is the registration authority. Fees are determined by Council in the annual budget process.
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	CHP	Where Council is the registration authority.
s.38A(4)	power to request a copy of a completed food safety program template	CHP, HPO	Where Council is the registration authority.
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	CHP, HPO	Where Council is the registration authority.

Instrument of Delegation to members of Council staff (s6)

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	CHP, HPO	Where Council is the registration authority.
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	CHP, HPO	Where Council is the registration authority.
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	CHP, HPO	Where Council is the registration authority.
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	CHP, HPO	Where Council is the registration authority.
s.38D(3)	power to request copies of any audit reports	CHP, HPO	Where Council is the registration authority.
s.38E(2)	power to register the food premises on a conditional basis	CHP	Where Council is the registration authority. Not exceeding the prescribed time limit defined under sub-section (5).
s.38E(4)	duty to register the food premises when conditions are satisfied	CHP, HPO	Where Council is the registration authority.
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	CHP, HPO	Where Council is the registration authority.
s.39A	power to register, renew or transfer food premises despite minor defects	CHP	Where Council is the registration authority. Only if the delegate is satisfied of matters in sub-section (2) (a) to (c).
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	CHP	Where Council is the registration authority.
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	CHP	Where Council is the registration authority.
s.40D(1)	power to suspend or revoke the registration of food premises	CHP	Where Council is the registration authority. In consultation with the GMSC&S. Action must be ratified by Council.
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	CHP, HPO	Where Council is the registration authority.

Instrument of Delegation to members of Council staff (s6)

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	CHP, HPO	Where Council is the registration authority.
s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	CHP	Where Council is the registration authority. <i>In consultation with the GMCS&S</i>

Instrument of Delegation to members of Council staff (s6)

HERITAGE ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.116	power to sub-delegate the Executive Director's functions, duties or powers	MCD	<p>Must first obtain the Executive Director's written consent.</p> <p>Council can only sub-delegate if the instrument of delegation from the Executive Director authorises sub-delegation.</p> <p>"Executive Director" means the Executive Director of Heritage Victoria.</p>

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.181H	Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge	CEO ¹	

¹ The only member of staff who can be a delegate in Column 3 is the CEO. If a CEO wishes to sub-delegate these powers, he or she must use the S13 Instrument Delegation of CEO powers, duties and functions to Members of Council Staff

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	power to prepare an amendment to the Victorian Planning Provisions	MCD, MCF	If authorised by the Minister.
s.4G	function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	GMCS&S, MCD, MCF	
s.4H	duty to make amendments to the Victorian Planning Provisions available	MCF, CSTP, STP	
s.4I	duty to keep the Victorian Planning Provisions and other documents available	MCF, CSTP	
s.8A(2)	power to prepare an amendment to the planning scheme where the Minister has given consent under section 8A	MCF, CSTP	
s.8A(3)	power to apply to the Minister to prepare an amendment to the planning scheme	GMCS&S, MCF, MCD	
s.8A(5)	function of receiving notice of the Minister's decision	GMCS&S, MCF, MCD	
s.8A(7)	power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	MCF, CSTP	
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Not delegated	
s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	MCF, CSTP	
s.12A(1)	duty to prepare a municipal strategic statement (including the power to prepare a municipal strategic statement under section 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	MCF, CSTP	
s.12B(1)	duty to review planning scheme	MCF, CSTP	
s.12B(2)	duty to review planning scheme at direction of Minister	MCF, CSTP	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12B(5)	duty to report findings of a review of planning scheme to Minister without delay	MCF, CSTP	
s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	MCD, MCF, CSP	
s.17(1)	duty of giving a copy of an amendment to the planning scheme	MCF, CSTP, STP, Admin - P&B	
s.17(2)	duty of giving a copy of a section 173 agreement	MCD, MCF, CSP, PSP, SSP, SP, STP	
s.17(3)	duty of giving a copy of amendment, explanatory report and relevant documents to Minister within 10 business days	GMCS&S, MCD, CSP, PSP	
s.18	duty to make an amendment etc. available	MCF, CSTP, STP	
s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	MCD, MCF	
s.19	function of receiving notice of preparation of an amendment to a planning scheme	GMCS&S, MCF, MCD	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s.20(1)	power to apply to Minister for exemption from the requirements of section 19	GMCS&S, MCD, MCF	
s.21(2)	duty to make submissions available	MCF, CSTP, STP	Relates to planning scheme amendments.
s.21A(4)	duty to publish notice in accordance with section	MCF, CSTP, STP	
s.22	duty to consider all submissions	Not delegated	Except submissions which request a change to the items in s.22(5)(a) and (b). Council/Planning Committee decision required.
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	MCF, CSTP,	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	MCF, CSTP, STP	
s.24	function to represent Council and present a submission at a panel hearing (including a hearing referred to in section 96D)	MCD, MCF CSP, CSTP, PSP, SSP, SP, STP	
s.26(1)	power to make a report available for inspection	MCD, MCF, CSP, CSTP, PSP, SSP, SP, STP	
s.26(2)	duty to keep the report of panel available for inspection	MCF, CSTP, STP	
s.27(2)	power to apply for exemption if the panel's report is not received	MCD, MCF	
s.28	duty to notify the Minister if abandoning an amendment	GMCS&S, MCD, MCF	Note: the power to make a decision to abandon an amendment cannot be delegated.
s.30(4)(a)	duty to say if an amendment has lapsed	MCF, CSTP, STP	
s.30(4)(b)	duty to provide information in writing upon request	MCF, CSTP, STP	
s.32(2)	duty to give more notice if required	MCF, CSTP, STP	
s.33(1)	duty to give more notice of changes to an amendment	MCF, CSTP, STP	
s.36(2)	duty to give notice of approval of amendment	MCF, CSTP, STP	
s.38(5)	duty to give notice of revocation of an amendment	MCF, CSTP, STP	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with a determination by VCAT	MCF, CSTP, STP	
s.40(1)	function of lodging copy of approved an amendment	MCF, CSTP, STP	
s.41	duty to make an approved amendment available	MCF, CSTP, STP	
s.42	duty to make a copy of the planning scheme available	MCF, CSTP, STP	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46AAA	duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	Not applicable	Where Council is a responsible public entity and is a planning authority. Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of Councils.
s.46AS(ac)	power to request the Victorian Planning Authority (VPA) to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	GMCS&S, MCD, MCF	
s.46AW	function of being consulted by the Minister	GMCS&S, MCD, MCF	Where Council is a responsible public entity.
s.46AX	function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy power to endorse the draft Statement of Planning Policy	GMCS&S, MCD, MCF	Where Council is a responsible public entity.
s.46AZC2	to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	GMCS&S, MCD, MCF, CSTP	Where Council is a responsible public entity.
s.46AZK	duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	GMCS&S, MCD, MCF, CSTP	Where Council is a responsible public entity.
s.46GI(2)(b)(i)	power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	GMCS&S, MF	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency.
s.46GJ(1)	function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	GMCS&S, MF	
s.46GK	duty to comply with a Minister's direction that applies to Council as the planning authority	GMCS&S, MCD, MCF	
s.46GN(1)	duty to arrange for estimates of values of inner public purpose land	GMCS&S, MCD, MCF, MF	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GO(1)	duty to give notice to owners of certain inner public purpose land	GMCS&S, MCD, MCF	
s.46GP	function of receiving a notice under s.46GO	GMCS&S, MCD, MCF, MF	Where Council is the collecting agency.
s.46GQ	function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	GMCS&S, MCD, MCF, MF	
s.46GR(1)	duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	GMCS&S, MCD, MCF, CSTP	
s.46GR(2)	power to consider a late submission duty to consider a late submission if directed to do so by the Minister	GMCS&S, MCD, MCF, CSTP	
s.46GS(1)	power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s.46GQ	GMCS&S, MCD, MCF, MF	
s.46GS(2)	duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	GMCS&S, MCD, MCF, MF	
s.46GT(2)	duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	GMCS&S, MCD, MCF, MF	
s.46GT(4)	function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	GMCS&S, MCD, MCF, MF	
s.46GT(6)	function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	GMCS&S, MCD, MCF, MF	
s.46GU	duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met	Not delegated.	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GV(3)	function of receiving the monetary component and any land equalisation amount of the infrastructure contribution power to specify the manner in which the payment is to be made	GMCS&S, MCD, MCF, MF	Where Council is the collecting agency
s.46GV(3)(b)	power to enter into an agreement with the applicant	GMCS&S, MCD, MCF, MF	Where Council is the collecting agency
s.46GV(4)(a)	function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	GMCS&S, MCD, MCF, MF	Where Council is the collecting agency
s.46GV(4)(b)	function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	GMCS&S, MCD, MCF, MF	Where Council is the collecting agency
s.46GV(7)	duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	GMCS&S, MCD, MCF, CSTP	
s.46GV(9)	power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	GMCS&S, MCD, MCF, MF	Where Council is the collecting agency
s.46GX(1)	power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	GMCS&S, MCD, CSP	Where council is the collecting agency
s.46GX(2)	duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	GMCS&S, MCD, CSP	Where Council is the collecting agency
s.46GY(1)	duty to keep proper and separate accounts and records	MF, MG&P	Where Council is the collecting agency
s.46GY(2)	duty to keep the accounts and records in accordance with the <i>Local Government Act 1989</i>	MF, MG&P	Where Council is the collecting agency
s.46GZ(2)(a)	duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	MF, MCD	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZ(2)(a)	function of receiving the monetary component	MF, MCD	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s.46GZ(2)(b)	duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	MF, MCD	Where Council is the collecting agency under an approved infrastructure contribution plan This provision does not apply where Council is also the relevant development agency
s.46GZ(2)(b)	function of receiving the monetary component	MF, MCD	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s.46GZ(4)	duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5)	GMCS&S, MF	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZ(5)	duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	GMCS&S, MF	Where Council is the collecting agency under an approved infrastructure contribution plan This provision does not apply where Council is also the relevant development agency
s.46GZ(5)	function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	MCD, MF, MG&P	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s.46GZ(7)	duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW	MF	Where Council is the collecting agency under an approved infrastructure contributions plan

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZ(9)	duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan responsible for the use and development of that land	MF, MG&P	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46FV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s.46GZ(9)	function of receiving the fee simple in the land	MG&P	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s.46GZA(1)	duty to keep proper and separate accounts and records	MF, MG&P	Where Council is a development agency under an approved infrastructure contributions plan
s.46GZA(2)	duty to keep the accounts and records in accordance with the <i>Local Government Act 1989</i>	MF, MG&P	Where Council is a development agency under an approved infrastructure contributions plan
s.46GZB(3)	duty to follow the steps set out in s.46GZB(3)(a) – (c)	MF, MG&P, MCD	Where Council is a development agency under an approved infrastructure contributions plan
s.46GZB(4)	duty, in accordance with requirements of the VPA to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	MF, MG&P, MCD	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s.46GZD(2)	duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b)	MF, MG&P, MCD	Where Council is a development agency under an approved infrastructure contributions plan
s.46GZD(3)	duty to follow the steps set out in s.46GZD(3)(a) and (b)	MF, MG&P, MCD	Where Council is a development agency under an approved infrastructure contributions plan
s.46GZD(5)	duty to make payments under s.46GZD(3) in accordance with ss.46GZD(5)(a) and 46GZD(5)(b)	MF	Where Council is the collecting agency under an approved infrastructure contributions plan

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZE(2)	duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	MF, MG&P	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s.46GZE(2)	function of receiving the unexpended land equalisation amount	MF	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s.46GZE(3)	duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZE(3)(a) and (b)	MF	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZF(2)	duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	MF, MG&P	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	MF, MG&P	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	s.46GZF(3)(a) function of receiving proceeds of sale	MF, MG&P	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s.46GZF(4)	duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5)	MF, MG&P	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZF6	duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)	MF	Where Council is the collecting agency under an approved infrastructure contributions plan

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZH	power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	MF	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZI	duty to prepare and give a report to the Minister at the times required by the Minister	MF, MG&P	Where Council is a collecting agency or development agency
s.46GZK	power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	MF, MG&P	Where Council is a collecting agency or development agency
s.46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB(2)	MF, MG&P	
s.46N(1)	duty to include a condition in a permit regarding payment of a development infrastructure levy	MCD, CSP, PSP, SSP	
s.46N(2)(c)	function of determining the time and manner for receipt of development contributions levy	MCD, MCF, CSP	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	MCD, MCF, CSP	
s.46O(1)(a) & (2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	MCD, MCF, CSP, MBS	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	MCD, MCF, CSP	
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	CHP, MCF, CSP	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	MCD, MCF	
s.46Q(1)	duty to keep proper accounts of levies paid	MCD, MCF	
s.46Q(1A)	duty to forward to the development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency or plan preparation costs incurred by a development agency	MCD, CSP	

A4557459

Page (16)

August 2018

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46Q(2)	duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc.	MCD, MCF, CSP,	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	MCD, CSTP, CSP, MA&CD	Only applies when levy is paid to Council as a 'development agency'.
s.46Q(4)(c)	duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s.46Q(4)(a)	MCD, CSP	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister.
s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	GMCS&S, MCD, MCF	Must be done in accordance with Part 3.
s.46Q(4)(e)	duty to expend that amount on other works etc.	MCD, MCF, MA&CD	With the consent of, and in the manner approved by, the Minister.
s.46QC	power to recover any amount of levy payable under Part 3B	MCD, MCF	
s.46QD	duty to prepare report and give a report to the Minister	GMCS&S, MCD, MCF	Where Council is a collecting agency or development agency.
s.46V(3)	duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	Not applicable	
s.46Y	duty to carry out works in conformity with the approved strategy plan	Not applicable	
s.47	power to decide that an application for a planning permit does not comply with that Act	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.49(2)	duty to make the register available for inspection	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.50(4)	duty to amend applications	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.50(5)	power to refuse to amend an application	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.50(6)	duty to make note of an amendment to an application in the register	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.50A(1)	power to make an amendment to an application	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.50A(3)	power to require an applicant to notify the owner and make a declaration that notice has been given	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.50A(4)	duty to note an amendment to an application in the register	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin – P&B	
s.51	duty to make a copy of an application available for inspection	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin – P&B	
s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.52(1)(b)	duty to give notice of the application to other municipal Councils where appropriate	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.52(3)	power to give any further notice of an application where appropriate	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.54(1)	power to require the applicant to provide more information	CHP, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.54(1A)	duty to give notice in writing of information required under section 54(1)	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(1B)	duty to specify the lapse date for an application	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.55(1)	duty to give copy application, <i>together with the prescribed information</i> to every referral authority specified in the planning scheme	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	MCD, CSP, LCTP, PSP	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.57(5)	duty to make available for inspection a copy of all objections	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.57A(4)	duty to amend an application in accordance with applicant's request, subject to section 57A(5)	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.57A(5)	power to refuse to amend an application	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.57A(6)	duty to note amendments to applications in the register	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57B(1)	duty to determine whether and to whom notice should be given	CMCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.57C(1)	duty to give copy of an amended application to a referral authority	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.58	duty to consider every application for a permit	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.58A	power to request advice from the Planning Application Committee	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.60	duty to consider certain matters	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s60(1A)	power to consider certain matters	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i> . In accordance with Council's Planning Committee Charter.

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of a permit	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without the Minister's consent	Not applicable	
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	Not applicable	
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.62(1)	duty to include certain conditions in deciding to grant a permit	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.62(2)	power to include other conditions	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss.46N(1) 46GV(7) or 62(5)	MCD, CSP, LCTP, PSP	
s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	This provision applies also to a decision to grant an amendment to a permit – see section 75.
s.64(3)	duty not to issue a permit until after the specified period	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	This provision applies also to a decision to grant an amendment to a permit – see section 75.
s.64(5)	duty to give each objector a copy of an exempt decision	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	This provision applies also to a decision to grant an amendment to a permit – see section 75.
s.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	This provision applies also to a decision to grant an amendment to a permit - see section 75A
s.65(1)	duty to give notice of refusal to grant permit to applicant and <i>person who objected under section 57</i>	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.66(1)	duty to give notice under section 64 or section 65 and copy permit to <i>relevant determining</i> referral authorities	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority.
s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit.
s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit.
s.69(1)	function of receiving application for extension of time of permit	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.69(1A)	function of receiving application for extension of time to complete development	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.69(2)	power to extend time	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.70	duty to make copy permit available for inspection	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.71(1)	power to correct certain mistakes	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.71(2)	duty to note corrections in register	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.73	power to decide to grant amendment subject to conditions	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	In accordance with Council's Planning Committee Charter.
s.74	duty to issue amended permit to applicant if no objectors	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.76A(1)	duty to give <i>relevant determining</i> referral authorities a copy of an amended permit and a copy of the notice	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority.
s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit.
s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit.
s.76D	duty to comply with direction of the Minister to issue an amended permit	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.83	function of being a respondent to an appeal	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.83B	duty to give or publish notice of an application for review	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	In accordance with Council's Planning Committee Charter.
s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.84(3)	duty to tell the Principal Registrar if Council decides to grant a permit after an application is made for review of its failure to grant a permit	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	"Principal Registrar" means the Principal Registrar of VCAT.
s.84(6)	duty to issue a permit on receipt of advice within 3 working days	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.84AB	power to agree to confining a review by the Tribunal	MCD, CSP, LCTP, PSP	
s.86	duty to issue a permit at order of the Tribunal within 3 working days	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	MCD, CSP, LCTP, PSP	
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	MCD, CSP, LCTP, PSP, SPIO, PIO	
s.91(2)	duty to comply with the directions of VCAT	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.91(2A)	duty to issue amended permit to owner if the Tribunal so directs	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.93(2)	duty to give notice of a VCAT order to stop development	MCD, CSP, LCTP, PSP, SSP, SP, SPIO, PIO	
s.95(3)	function of referring certain applications to the Minister	GMCS&S, MCD, CSP	
s.95(4)	duty to comply with an order or direction	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	Relevant Service Manager	In consultation with the MG&P and CSPM.
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Relevant Service Manager	In consultation with the MG&P and CSPM.
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	MCD, MCF, CSP	
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	MCD, MCF, CSP, LCTP, PSP, SSP, SP, SO, SPA	
s.96F	duty to consider the panel's report under section 96E	MCD	
s.96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	MCD, MCF, CSP, LCTP, PSP, SSP, SP, SO, SPA	
s.96H(3)	power to give notice in compliance with the Minister's direction	MCD, MCF, CSP	
s.96J	power to issue permit as directed by the Minister	MCD, MCF, CSP, LCTP, PSP, SSP, SP, SO, SPA	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96K	duty to comply with direction of the Minister to give notice of refusal	MCD, MCF, CSP, LCTP, PSP, SSP, SP, SO, SPA	
s. 96Z	duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate	GMCS&S, MCD	
s.97C	power to request the Minister to decide the application	GMCS&S, MCD, CSP	
s.97D(1)	duty to comply with directions of the Minister to supply any document or assistance relating to application	MCD, MCF, CSP, LCTP, PSP, SSP, SP, SO, SPA	
s.97G(3)	function of receiving from the Minister a copy of a notice of refusal to grant a permit or copy of any permit granted by the Minister	MCD, CSP	
s.97G(6)	duty to make a copy of permits issued under section 97F available for inspection	MCD, CSP, PSP, SSP, SP, LCTP, SO, SPA, Admin – P&B	
s.97L	duty to include Ministerial decisions in a register kept under section 49	MCD, CSP, PSP, SSP, SP, LCTP, SO, SPA, Admin – P&B	
s.97MH	duty to provide information or assistance to the Planning Application Committee	MCD, CSP, PSP, LCTP	
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	MCD, CSP	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	MCD, CSP, LCTP, PSP, SSP, SP, SO, SPA	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.97Q(4)	duty to comply with directions of VCAT	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.98(1)&(2)	function of receiving a claim for compensation in certain circumstances	GMCS&S, MCD	The owner or occupier may claim compensation from the Planning Authority for financial loss resulting from certain planning matters.
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	GMCS&S, MCD	
s.101	function of receiving a claim for expenses in conjunction with the claim	GMCS&S, MCD	
s.103	power to reject a claim for compensation in certain circumstances	GMCS&S, MCD	
s.107(1)	function of receiving a claim for compensation	GMCS&S, MCD	
s.107(3)	power to agree to extend the time for making a claim	GMCS&S, MCD	
s.114(1)	power to apply to the VCAT for an enforcement order	MP&B, CSP, LCTP, PSP, SSP, SP, SPIO, PIO	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	MCD, CSP, LCTP, PSP, SSP, SP, SPA	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	MCD, CSP, LCTP, SPIO, PIO	
s.123(1)	power to carry out work required by enforcement order and recover costs	MCD, CSP, LCTP	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	Not delegated.	Except Crown land. Council resolution required.
s.129	function of recovering penalties	MCD, MCS&C, CSP, LCTP, PSP, SSP, SP, SPA, SPIO, PIO, Admin – P&B, , TLB&P, BSO(B&P)	
s.130(5)	power to allow person served with an infringement notice further time	MCD, CSP, LCTP, PSP, SPIO, PIO, MH&C, MCS&C, CCC, TLB&P	
s.149A(1)	power to refer a matter to the VCAT for determination	MCD, CSP, LCTP	
s.149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a section 173 agreement	MCD, CSP, PSP	
s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B)power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	MCD, MCF, CSTP, STP	Where Council is the relevant planning authority.
s.171(2)(f)	power to carry out studies and commission reports	MCD, MCF, CSTP, STP	
s.171(2)(g)	power to grant and reserve easements	MCD, CSP	
s.172C	power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Not delegated.	Where Council is a development agency specified in an approved infrastructure contribution plan
s.172D1	power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s.46GV(4)	Not delegated.	Where Council is a collecting agency specified in an approved infrastructure contributions plan

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.172D(2)	power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s.46GV(4)	Not delegated.	Where Council is the development agency specified in an approved infrastructure contributions plan
s.173(1)	power to enter into an agreement covering the matters set out in section 174	CEO, GMCS&S, MCD, MCF	
s.173(1A)	power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Not delegated.	Where Council is the relevant responsible authority
---	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	MCD, CSP, LCTP, PSP	
---	power to give consent on behalf of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	MCD, CSP, LCTP, PSP	
s.177(2)	power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, GMCS&S, MCD, MCF	
s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, GMCS&S, MCD, MCF	
s.178A(1)	function of receiving application to amend or end an agreement	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin – P&B	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under section 178A(1)	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178A(5)	power to propose to amend or end an agreement	MCD, CSP, PSP, LCTP, SP, SO, SPA	
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	
s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	
s.178C(4)	function of determining how to give notice under s. 178C(2)	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	
s.178E(1)	duty not to make a decision until after 14 days after notice has been given	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	If no objections are made under section 178D. Must consider matters in section 178B.
s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	If no objections are made under s.178D. Must consider matters in s.78B.
s.178E(2)(c)	power to refuse to amend or end the agreement	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	If no objections are made under s.178D. Must consider matters in s.178B.
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	After considering objections, submissions and matters in s.178B

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	After considering objections, submissions and matters in s.178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	MCD, CSP, LCTP	After considering objections, submissions and matters in s.178B.
s.178E(3)(d)	power to refuse to amend or end the agreement	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	After considering objections, submissions and matters in s.178B.
s.178F(1)	duty to give notice of its decision under section 178E(3)(a) or (b)	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	
s.178F(2)	duty to give notice of its decision under section 78E(2)(c) or (3)(d)	MCD, CSP, LCTP	
s.178F(4)	duty not to proceed to amend or end an agreement under section 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	
s.178G	duty to sign an amended agreement and give a copy to each other party to the agreement	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	
s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	MCD, CSP, LCTP	
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	
s.179(2)	duty to make available for inspection copy agreement	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	MCD, CSP, LCTP	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	
s.182	power to enforce an agreement	MCD, CSP, LCTP , PIO	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.184F(1)	power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	MCD, CSP, PSP, LCTP, SSP, SP, SO, SPA	
s.184F(2)	duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	MCD, CSP, PSP, SSP, LCTP, SSP, SP, SO, SPA	
s.184F(3)	duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	MCD, CSP, PSP, SSP, LCTP, SSP, SP, SO, SPA	
s.184F(5)	function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA, Admin – P&B	
s.184G(2)	duty to comply with a direction of the Tribunal	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	
s.184G(3)	duty to give notice as directed by the Tribunal	MCD, CSP, PSP, SSPM, LCTP, SP, SO, SPA, Admin – P&B	

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.198(1)	function to receive applications for planning certificate	Not applicable.	In the metropolitan area, planning certificates are issued by the Department of Transport, Planning and Local Infrastructure.
s.199(1)	duty to give planning a certificate to the applicant	Not applicable.	In the metropolitan area, planning certificates are issued by the Department of Transport, Planning and Local Infrastructure.
s.201(1)	function of receiving an application for a declaration of underlying zoning	Not applicable.	
s.201(3)	duty to make a declaration	Not applicable.	
-	power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	MCD, CSP, LCTP, PSP, SSP, SP, SPA	
	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	MCD, CSP, LCTP, PSP, SSP, SP, SPA	
	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	MCD, CSP, LCTP, PSP, SSP, SP, SPA	
-	power to give written authorisation in accordance with a provision of a planning scheme	MCD, CSP, LCTP, PSP, SSP, SP, SPA	
s.201UAB(1)	function of providing the Victoria Planning Authority with information relating to any land within municipal district	MCD, MCF	
s.201UAB(2)	duty to provide the Victoria Planning Authority with information requested under subsection (1) as soon as possible	MCD, MCF	

Instrument of Delegation to members of Council staff (s6)

RAIL SAFETY (LOCAL OPERATIONS) ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.33	duty to comply with a direction of the Safety Director under this section	GMCS&S, GMO&C, ME&ST, MA&CD, MCW	Where Council is a utility under section 3. <i>Note - Safety Director means the Director, Transport Safety within the meaning of section 3 of the Transport Integration Act 2010.</i>
s.33A	duty to comply with a direction of the Safety Director to give effect to arrangements under this section	GMCS&S, GMO&C, ME&ST, MA&CD, MCW	Duty of Council as a road authority under the <i>Road Management Act 2004</i> .
s.34	duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under section 33(1)	GMCS&S, GMO&C, ME&ST, MA&CD, MCW	Where Council is a utility under section 3.
s.34C(2)	function of entering into safety interface agreements with the rail infrastructure manager	GMO&C, GMCS&S, ME&ST, MA&CD, MCW	Where Council is the relevant road authority.
s.34D(1)	function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	GMCS&S, GMO&C, ME&ST, MA&CD, MCW	Where Council is the relevant road authority.
s.34D(2)	function of receiving written notice of opinion	GMCS&S, GMO&C, ME&ST, MA&CD, MCW	Where Council is the relevant road authority.
s.34D(4)	function of entering into safety interface agreement with infrastructure manager	GMO&C, GMCS&S, ME&ST	Where Council is the relevant road authority.
s.34E(1)(a)	duty to identify and assess risks to safety	GMCS&S, GMO&C, ME&ST, MA&CD, MCW	Where Council is the relevant road authority.
s.34E(1)(b)	duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)	GMO&C, MCW, MA&CD	Where Council is the relevant road authority.
s.34E(3)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	GMO&C, MA&CD	Where Council is the relevant road authority.
s.34F(1)(a)	duty to identify and assess risks to safety, if written notice has been received under section 34D(2)(a)	GMO&C, MCW MA&CD	Where Council is the relevant road authority.

Instrument of Delegation to members of Council staff (s6)

RAIL SAFETY (LOCAL OPERATIONS) ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.34F(1)(b)	duty to determine measures to manage any risks identified and assessed, if written notice has been received under section 34D(2)(a)	GMCS&S, GMO&C, ME&ST, MA&CD, MCW	Where Council is the relevant road authority.
s.34F(2)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	GMCS&S, GMO&C, ME&ST, MA&CD,	Where Council is the relevant road authority.
s.34H	power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c)	GMCS&S, GMO&C, ME&ST, MA&CD, MCW	Where Council is the relevant road authority.
s.34I	function of entering into safety interface agreements	GMO&C, GMCS&S	Where Council is the relevant road authority.
s.34J(2)	function of receiving notice from the Safety Director	GMCS&S, GMO&C, ME&ST, MA&CD, MCW	Where Council is the relevant road authority.
s.34J(7)	duty to comply with a direction of the Safety Director given under section 34J(5)	GMCS&S, GMO&C, ME&ST, MA&CD, MCW	Where Council is the relevant road authority.
s.34K(2)	duty to maintain a register of items set out in subsections (a)-(b)	GMCS&S, GMO&C, ME&ST, MA&CD	Where Council is the relevant road authority.

Instrument of Delegation to members of Council staff (s6)

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.142D	function of receiving notice regarding an unregistered rooming house	MCD, HPO, BSO(HP)	
s.142G(1)	duty to enter required information in the Rooming House Register for each rooming house in municipal district	MCD, HPO, BSO(HP)	
s. 142G(2)	power to enter certain information in the Rooming House Register	MCD, HPO, BSO(HP)	
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	MCD, HPO, BSO(HP)	
s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	MCD	Where Council is the landlord.
s.262(1)	power to give tenant a notice to vacate rented premises	MCD	Where Council is the landlord.
s.262(3)	power to publish its criteria for eligibility for the provision of housing by Council	MCD, HPO	
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	MCD, HPO	
s.522(1)	power to give a compliance notice to a person	MCD, HPO	<i>Note - The Act applies to caravan parks and rooming houses.</i>
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	GMCS&S	
s.525(4)	duty to issue identity card to authorised officers	MCD	
s.526(5)	duty to keep record of entry by authorised officer under section 526	MCD, BSO(HP)	
s.526A(3)	function of receiving report of inspection	MCD, HPO, BSO(HP)	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	MCD	

A4557459

Page (38)

August 2018

Instrument of Delegation to members of Council staff (s6)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.11(1)	power to declare a road by publishing a notice in the Government Gazette	GMCS&S, GMG&E, GMO&C, MG&P	Obtain consent in circumstances specified in section 11(2).
s.11(8)	power to name a road or change the name of a road by publishing notice in the Victoria Government Gazette	Not delegated	Council resolution required
s.11(9)(b)	duty to advise the Registrar	GMCS&S, GMG&E, GMO&C, MG&P	<i>Note – “Registrar” refers to the Registrar of Titles.</i>
s.11(10)	duty to inform Secretary to Department of Environment, Land Water and Planning of a declaration etc.	GMCS&S, GMG&E, GMO&C, MG&P	Clause subject to section 11 (10A). <i>Note – “Secretary” refers to the Secretary of the Department of Transport, Planning and Local Infrastructure.</i>
s.11(10A)	duty to inform the Secretary to Department of Environment, Land Water and Planning or nominated person	GMCS&S, GMG&E, GMO&C, MG&P	Where Council is the coordinating road authority.
s.12(2)	power to discontinue road or part of a road	Not delegated.	Where Council is the coordinating road authority. Council resolution required.
s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	GMCS&S, GMG&E, GMO&C, MG&P, ME&ST	Power of the coordinating road authority where it is the discontinuing body. Unless subsection (11) applies.
s.12(5)	duty to consider written submissions received within 28 days of notice	GMCS&S, GMG&E, GMO&C, MG&P, ME&ST	Duty of the coordinating road authority where it is the discontinuing body. Unless subsection (11) applies.
s.12(6)	function of hearing a person in support of their written submission	GMCS&S, GMG&E, GMO&C, MG&P, ME&ST	Function of coordinating road authority where it is the discontinuing body. Unless subsection (11) applies.

Instrument of Delegation to members of Council staff (s6)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12(7)	duty to fix the day, time and place of meeting under subsection (6) and to give notice	GMG&E, MG&P, ME&ST	Duty of the coordinating road authority where it is the discontinuing body. Unless subsection (11) applies.
s.12(10)	duty to notify (*) of the decision made	GMG&E, MG&P, ME&ST	Duty of the coordinating road authority where it is the discontinuing body. Does not apply where an exemption is specified by the regulations or given by the Minister. (*) _submitters must be notified.
s.13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	GMCS&S, GMG&E, GMO&C, MG&P	Power of the coordinating road authority to obtain consent under section 13(3) and section 13(4) as appropriate.
s.14(4)	function of receiving notice from VicRoads	GMCS&S, ME&ST	
s.14(7)	power to appeal against a decision of VicRoads	GMCS&S, ME&ST	
s.15(1)	power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	GMCS&S, GMG&E	
s.15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	GMCS&S, GMG&E	
s.15(2)	duty to include details of arrangement in the public roads register	GMG&E, MG&P	
s.16(7)	power to enter into an arrangement under section 15	GMCS&S, GMG&E	
s.16(8)	duty to enter details of determination in the public roads register	GMG&E, MG&P	
s.17(2)	duty to register public road in the public roads register	GMG&E, MG&P	Where Council is the coordinating road authority.
s.17(3)	power to decide that a road is reasonably required for general public use	GMCS&S, GMG&E, MG&P	Where Council is the coordinating road authority.

Instrument of Delegation to members of Council staff (s6)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.17(3)	duty to register a road reasonably required for general public use in the public roads register	GMG&E, MG&P	Where Council is the coordinating road authority.
s.17(4)	power to decide that a road is no longer reasonably required for general public use	GMCS&S, GMG&E, MG&P	Where Council is the coordinating road authority.
s.17(4)	duty to remove road no longer reasonably required for general public use from the public roads register	GMG&E, MG&P	Where Council is the coordinating road authority.
s.18(1)	power to designate ancillary area	Not delegated.	Where Council is the coordinating road authority, and obtains consent in the circumstances specified in section 18(2). Council resolution required.
s.18(3)	duty to record designations in the public roads register	GMG&E, MG&P	Where Council is the coordinating road authority.
s.19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority	GMG&E, MG&P	
s.19(4)	duty to specify details of a discontinuance in the public roads register	GMG&E, MG&P	
s.19(5)	duty to ensure public roads register is available for public inspection	GMG&E, MG&P	
s.21	function of replying to a request for information or advice	GMG&E, MG&P, CIA&SP	The delegate must obtain consent in the circumstances specified in section 11(2).
s.22(2)	function of commenting on a proposed direction	GMCS&S, GMG&E	
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	GMCS&S, GMG&E	
s.22(5)	duty to give effect to a direction under this section.	GMCS&S, GMG&E	
s.40(1)	duty to inspect, maintain and repair a public road.	GMO&C, MCW, MG&P	
s.40(5)	power to inspect, maintain and repair a road which is not a public road	GMO&C, MCW, MG&P	

Instrument of Delegation to members of Council staff (s6)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	MG&P, MCW	
s.42(1)	power to declare a public road as a controlled access road	GMCS&S, ME&ST	Power of the coordinating road authority. Schedule 2 also applies.
s.42(2)	power to amend or revoke a declaration by notice published in the Victoria Government Gazette	GMCS&S, ME&ST	Power of the coordinating road authority. Schedule 2 also applies.
s.42A(3)	duty to consult with VicRoads before a road is specified	GMCS&S, ME&ST	Where Council is the coordinating road authority. If the road is a municipal road or part thereof.
s.42A(4)	power to approve the Minister's decision to specify a road as a specified freight road	Not delegated.	Where Council is the coordinating road authority. If the road is a municipal road or part thereof and where the road is to be specified a freight road. <i>Council resolution required.</i>
s.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	GMCS&S, GMO&C, ME&ST, MCW	Where Council is the responsible road authority, infrastructure manager or works manager.
s.48M(3)	function of consulting with the relevant authority for purposes of developing guidelines under section 48M	GMCS&S, ME&ST	
s.49	power to develop and publish a road management plan	Not delegated	<i>The power remains with the Council.</i>
s.51	power to determine standards by incorporating the standards in a road management plan	Not delegated	<i>The power remains with the Council.</i>
s.53(2)	power to cause notice to be published in the Victoria Government Gazette of the amendment etc of a document in the road management plan	GMO&C, MG&P	
s.54(2)	duty to give notice of a proposal to make a road management plan	GMO&C, MG&P	
s.54(5)	duty to conduct a review of the road management plan at prescribed intervals	GMO&C, MG&P	

Instrument of Delegation to members of Council staff (s6)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(6)	power to amend a road management plan	GMO&C, MG&P	
s.54(7)	duty to incorporate the amendments into the road management plan	GMO&C, MG&P	
s.55(1)	duty to cause notice of a road management plan to be published in the Victoria Government Gazette and newspaper	GMO&C, MG&P	
s.63(1)	power to consent to the conduct of works on a road	GMO&C, MA&CD, MCW, ME&ST, TLTE	Where Council is the coordinating road authority.
s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	GMO&C, MA&CD, MCW, CIM&S	Where Council is the infrastructure manager.
s.64(1)	duty to comply with clause 13 of Schedule 7	GMO&C, MA&CD, MCW	Where Council is the infrastructure manager or works manager.
s.66(1)	power to consent to a structure etc	GMCS&S, GMO&C, ME&ST, MA&CD	Where Council is the coordinating road authority.
s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	GMCS&S, GMO&C, MCD, MCF, ME&ST, MA&CD	Where Council is the coordinating road authority.
s.67(3)	power to request information	GMCS&S, GMO&C, MCD, MCF, ME&ST, MA&CD, TLTE, TE	Where Council is the coordinating road authority.
s.68(2)	power to request information	GMCS&S, GMO&C, MCD, MCF, ME&ST, MA&CD, TLTE, TE	Where Council is the coordinating road authority.
s.71(3)	power to appoint an authorised officer	CEO	
s.72	duty to issue an identity card to each authorised officer	GMG&E, MG&P	

Instrument of Delegation to members of Council staff (s6)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.85	function of receiving a report from an authorised officer	GMCS&S, GMO&C	
s.86	duty to keep a register regarding section 85 matters	GMCS&S, GMO&C	
s.87(1)	function of receiving complaints	GMCS&S, GMO&C	
s.87(2)	power to investigate complaints and provide a report	GMCS&S, GMO&C	
s.112(2)	power to recover damages in court	GMCS&S, GMO&C	
s.116	power to cause or carry out inspections	GMO&C, MA&CD, MCW	Relates to inspection following notice of a proposal to commence Court proceedings in relation to an incident arising out of a public road or infrastructure.
s.119(2)	function of consulting with VicRoads	GMCS&S, GMO&C, ME&ST, MA&CD, TLTE, TE	
s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	GMO&C, MA&CD, MCW	
s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	GMO&C, MA&CD, MC, ME&ST, TLTE, TE	
s.121(1)	power to enter into an agreement in respect of works	GMO&C, MA&CD, MCW, CIM&S, MG&P	
s.122(1)	power to charge and recover fees	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S, TLTE, TE	
s.123(1)	power to charge for any service	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	
Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	

Instrument of Delegation to members of Council staff (s6)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	GMCS&S, ME&ST	
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	GMCS&S, ME&ST	
Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	GMCS&S, ME&ST	
Schedule 2 Clause 5	duty to publish notice of a declaration	GMCS&S, ME&ST, MG&P	
Schedule 7, Clause 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the infrastructure manager or works manager.
Schedule 7, Clause 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the infrastructure manager or works manager.
Schedule 7, Clause 9(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure.
Schedule 7, Clause 9(2)	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the infrastructure manager or works manager.
Schedule 7, Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the infrastructure manager or works manager.

Instrument of Delegation to members of Council staff (s6)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the coordinating road authority.
Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the coordinating road authority.
Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the coordinating road authority.
Schedule 7 Clause 12(5)	power to recover costs	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the coordinating road authority.
Schedule 7, Clause 13(1)	duty to notify the relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the works manager.
Schedule 7 Clause 13(2)	power to vary a notice period	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the coordinating road authority.
Schedule 7, Clause 13(3)	duty to ensure the works manager has complied with the obligation to give notice under Schedule 7, Clause 13(1)	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the infrastructure manager.
Schedule 7 Clause 16(1)	power to consent to proposed works	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the coordinating road authority.

Instrument of Delegation to members of Council staff (s6)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 16(4)	duty to consult	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the coordinating road authority, responsible authority or infrastructure manager. The clause provides that if an application for consent is made by an infrastructure manager, the coordinating road authority must consult with the infrastructure manager and the responsible road authority before determining the application.
Schedule 7 Clause 16(5)	power to consent to proposed works	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S, TLTE, TE	Where Council is the coordinating road authority.
Schedule 7 Clause 16(6)	power to set reasonable conditions on consent for proposed works	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S, TLTE, TE	Where Council is the coordinating road authority.
Schedule 7 Clause 16(8)	power to include consents and conditions for proposed works	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S, TLTE, TE	Where Council is the coordinating road authority.
Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal for proposed works	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the coordinating road authority.
Schedule 7 Clause 18(1)	power to enter into an agreement in relation to proposed works	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the coordinating road authority.
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the coordinating road authority.
Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the coordinating road authority.

Instrument of Delegation to members of Council staff (s6)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	GMCS&S, GMO&C, ME&ST, MA&CD, MCW, CIM&S	Where Council is the coordinating road authority.
Schedule 7A Clause 2	power to cause street lights to be installed on roads	GMCS&S, ME&ST, MA&CD	Power of the responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road.
Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where the road is not an arterial road	GMCS&S, ME&ST, MA&CD	Where Council is the responsible road authority.
Schedule 7A Clause 3(1)(e)	duty to pay installation and operation costs of street lighting – where the road is a service road on an arterial road and adjacent areas	GMCS&S, ME&ST, MA&CD	Where Council is the responsible road authority.
Schedule 7A Clause (3)(1)(f),	duty to pay installation and a percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4	GMCS&S, ME&ST, MA&CD	Duty of Council as the responsible road authority that installed the light (re: installation costs) and where Council is the relevant municipal Council (re: operating costs).

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme.	GMCS&S, MCF, CSTP, STP	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	MCD, MCF, CSTP, CSP, PSP, SSP, SP, STP	
r.25(a)	duty to make copy of matter considered under section 60 (1A)(g) available for inspection free of charge	MCD, MCF, CSTP, CSP, PSP, LCTP, SSP, SO, SP, SPA, STP	Where Council is the responsible authority.
r.25(b))	function of receiving a copy of any document considered under section 60 (1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	MCD, MCF, CSTP, CSP, PSP, LCTP, SSP, SO, SP, SPA, STP, Admin - P&B	Where Council is not the responsible authority but the relevant land is within Council's municipal district.
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	MCF, CSTP, STP	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

Instrument of Delegation to members of Council staff (s6)

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.19	power to waive or rebate fee relating to an amendment to a planning scheme	MCD, CSP	
r.20	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	MCD, CSP	
r.21	duty to record matters taken into account and which formed the basis of the decision to waive or rebate a fee under regulation 19 or 20	MCD, CSP	

Instrument of Delegation to members of Council staff (s6)

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.7	function of entering into a written agreement with a caravan park owner	MCD, HPO	
r.11	function of receiving application for registration	MCD, HPO	
r.13(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations	MCD, HPO	
r.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	MCD, HPO	
r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	MCD	
r.13(4) & (5)	duty to issue certificate of registration	MCD, HPO, BSO(HP)	
r.15(1)	function of receiving notice of transfer of ownership	MCD, HPO	
r.15(3)	power to determine where notice of transfer is displayed	MCD, HPO	
r.16(1)	duty to transfer registration to new caravan park owner	MCD, HPO	
r.16(2)	duty to issue a certificate of transfer of registration	MCD, HPO, BSO(HP)	
r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	MCD	
r.18	duty to keep register of caravan parks	MCD, HPO, BSO(HP)	
r.19(4)	power to determine where the emergency contact person's details are displayed	MCD, HPO	
r.19(6)	power to determine where certain information is displayed	MCD, HPO	
r.22A(1)	duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	MCD, HPO	
r.22A(2)	duty to consult with relevant emergency services agencies	MCD, HPO	

Instrument of Delegation to members of Council staff (s6)

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	MCD, HPO	
r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	MCD, HPO	
r.25(3)	duty to consult with relevant floodplain management authority	MCD, HPO	
r.26	duty to have regard to any report of the relevant fire authority	MCD, HPO	
r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	MCD	
r.39	function of receiving notice of proposed installation of un-registrable movable dwelling or rigid annexe	MCD, HPO	
r.39(b)	power to require notice of proposal to install un-registrable movable dwelling or rigid annexe	MCD	
r.40(4)	function of receiving installation certificate	MCD, HPO, BSO(HP)	
r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	MCD	
Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from un-registrable movable dwelling	MCD, HPO	

Instrument of Delegation to members of Council staff (s6)

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.8(1)	duty to conduct reviews of the road management plan	GMO&C, MCW	
r.9(2)	duty to produce a written report of the review of the road management plan and make the report available	GMO&C, MCW	
r.9(3)	duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	GMO&C, CIM&S, MCW	Where council is the coordinating road authority.
r.10	duty to give notice of an amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act	GMO&C, MCW	
r.13(1)	duty to publish notice of amendments to road management plan	GMO&C, CIM&S, MCW	Where Council is the coordinating road authority.
r.13(3)	duty to record on the road management plan the substance and date of effect of any amendment	GMO&C, MCW	
r.16(3)	power to issue a permit	MA&CD, MCW, CIM&S, ME&ST, TLTE, TE	Where Council is the coordinating road authority.
r.18(1)	power to give written consent regarding damage to road	GMCS&S, ME&ST	Where Council is the coordinating road authority.
r.23(2)	power to make a submission to the Tribunal	GMCS&S, MCS&C, ME&ST, CCC, TLTE, TE	Where Council is the coordinating road authority. <i>Relates to hoardings and advertisements.</i>
r.23(4)	power to charge a fee for application under section 66(1) of the Road Management Act	GMCS&S, MCS&C, ME&ST, CCC	Where Council is the coordinating road authority.
r.25(1)	power to remove objects, refuse, rubbish or other material deposited or left on a road	MCW, CWO, ME&ST, CCC	Where Council is the responsible road authority.
r.25(2)	power to sell or dispose of things removed from a road or part of a road (after first complying with regulation 25(3))	MCW, CWO, ME&ST, CCC	Where Council is the responsible road authority.

Instrument of Delegation to members of Council staff (s6)

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.25(5)	power to recover in the Magistrates' Court, expenses from the person responsible	MCW, CWO, ME&ST, CCC	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.15	power to exempt a person from requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works	MA&CD	Where Council is the coordinating road authority and where consent given under section 63(1) of the Act.
r.22(2)	power to waive whole or part of fee in certain circumstances	MA&CD, ME&ST, TLTE, TE	Where Council is the coordinating road authority.

8.5 SIX MONTH PROGRESS REPORT FOR COMMUNITY ADVISORY COMMITTEES WITH COUNCILLOR REPRESENTATION

Author: Coordinator Planning and Reporting

Reviewed By: General Manager Governance and Engagement

PURPOSE

The purpose of the report is to provide Councillors with an update of the 19 Community Advisory Committees with Councillor representation.

EXECUTIVE SUMMARY

This report provides a six-month progress update for the 19 Community Advisory Committees with Councillor representation for the period 1 December 2017 to 31 May 2018.

The attached Committee reports provide the following information for each Community Advisory Committee:

- Committee summary
- progress of key issues and challenges
- progress of activities and outcomes
- future plans for the next six months.

Recommendation

That Council notes the six-month progress update from the 19 Community Advisory Committees for the period 1 December 2017 to 31 May 2018, attached in **Appendix A** to this report.

BACKGROUND / KEY INFORMATION

At the Statutory Meeting of Council on 13 November 2017, Councillors were appointed to Community Advisory Committees. This report provides a six-month progress update on Committee activities from 1 December 2017 to 31 May 2018.

Community Advisory Committees typically comprise one or more Councillors, Council officers and a number of community representatives. The community representatives may be local residents or stakeholders appointed in their own right, or representatives of service authorities, support agencies or community organisations.

The progress, advice and recommendations of Community Advisory Committees are reported to Council through formal officer reports (supplemented from time to time by verbal reports by Councillors).

This is the six-month progress update for the following Committees:

- Active and Healthy Ageing Community Board

- Darebin Aboriginal Advisory Committee
- Darebin Arts Ambassadors
- Darebin Bicycle Advisory Committee
- Darebin Disability Advisory Committee
- Darebin Domestic Animal Management Reference Group
- Darebin Education Committee
- Darebin Energy Foundation (now known as the Climate Emergency Darebin Advisory Committee)
- Darebin Environmental Reference Group
- Darebin Housing Committee
- Darebin Interfaith Council
- Darebin Nature Trust
- Darebin Women's Advisory Committee
- Darebin Youth Advisory Group
- Edwardes Lake Park Reference Group
- Municipal Emergency Management Planning Committee
- Northland Urban Renewal Precinct Steering Committee
- Preston Business Advisory Committee
- Darebin Sexuality, Sex and Gender Diversity Advisory Committee.

Previous Council Resolution

At its meeting held on 20 October 2014, Council resolved:

'That Council

(4) That officers report on all Committees to Council every six months.'

COMMUNICATIONS AND ENGAGEMENT**Consultation**

Please see each individual report for the staff consulted. Each report was compiled by the relevant responsible officer, Manager and General Manager.

Communications

Not Applicable

ANALYSIS**Alignment to Council Plan / Council policy**

Goal 6 - A well governed Council

Environmental Sustainability Considerations

Over the course of their discussion and deliberation, every Advisory Committee considers environmental implications as part of its recommendations. Committees with specific environmental terms of reference include the Darebin Environmental Reference Group (DERG) and the Darebin Bicycle Advisory Committee.

Equity, Inclusion and Wellbeing Considerations

Community Advisory Committees are one of a number of community engagement tools that ensure our community's voice, in all its diversity, is reflected in Council's services, programs and activities. They are a successful model for citizen engagement and democratic participation, advancing Council's commitment toward access, equity and inclusion for our community.

Cultural Considerations

There are no cultural considerations relating to this report.

Economic Development Considerations

Beyond the Advisory Committees that support economic development, policies, strategies and actions, this report has no economic development implications.

Financial and Resource Implications

There are no financial implications from this report. All activities and actions are conducted within current budgets.

Legal and Risk Implications

There are no legal risks associated with this report.

DISCUSSION

The attached reports provide the following information for each Community Advisory Committee:

- Committee summary;
- progress of key issues and challenges;
- progress of activities and outcomes; and
- future plans for the next six months.

Every committee has its own particular outcomes and challenges. Please see each individual reports for details.

OPTIONS FOR CONSIDERATION

Refer to each individual report for details.

IMPLEMENTATION STRATEGY

Details

It is proposed that the next six-month progress update for Community Advisory Committees will occur in March 2019.

Communication

Not applicable

Timeline

It is proposed that the next six month progress update for Community Advisory Committees will occur in March 2019.

RELATED DOCUMENTS

- Council Minutes – 20 October 2014 and 13 November 2017

Attachments

- Progress Report on Advisory Committees (**Appendix A**) [↓](#)

DISCLOSURE OF INTEREST

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.



1. ACTIVE AND HEALTHY AGEING ADVISORY BOARD**AUTHOR: Coordinator, Community Participation and Development****REVIEWED BY: General Manager, Community****COMMITTEE SUMMARY:**

The Active and Healthy Ageing Advisory Board (AHAAB) represents the interests of older adults in Darebin. The role of the committee is to inform and assist Council in understanding how issues, policies and drivers can impact on the health and wellbeing of older residents ageing in Darebin. Additionally the committee has a role in monitoring and reporting on the Darebin Active and Healthy Ageing Strategy 2011-2021.

Committee Members

- 13 community representatives
- 1 aged care professional representative
- 4 Darebin City Council Officers

Councillor Representative:

- Cr. Susanne Newton
- Cr. Gaetano Greco
- Cr. Lina Messina

PROGRESS REPORT**Key Issues and Challenges for 1 December 2017 to 31 May 2018**

Key challenges for this period include;

- Council's future role in service provision, which is a critical issue for committee members and the community.
 - Understanding the impact of federal reforms already implemented and projecting likely impact of future federal reforms on current and future services.
 - In May 2018 Council decided to appoint an independent panel to review how to create an Age Friendly Darebin, with the review to incorporate significant consultation with AHAAB members. This will be a key activity in the remainder of 2018 and into 2019.
 - Council's consultation activities in relation to the Needs of Older People in Darebin in 2017/18 saw participation from over 700 older people in Darebin. Some committee members would have preferred a different consultation approach in this phase which more explicitly engaged with issues around future service provision.
 - The process employed in the community consultation around the M40 Project on St Georges Road resulted in strong advocacy from AHAAB which triggered face to face meetings with staff from Melbourne Water. Ongoing work will continue in the future.
-

Key Activities / Outcomes for 1 December 2017 to 31 May 2018

- Annual review of the Active and Healthy Ageing Action Plan – December 2017
- Development of AHAAB priorities for 2018
- Sector reform updates regarding the NDIS and Aged Care Reforms.
- Input by AHAAB into the Review of the Needs of Older People in Darebin report.
- Input into various Council plans and projects including: the Northern Pipe Trail; Oakover Village Housing Diversity Report; Northern Urban Renewal Precinct and TW Blake Park Concept Plan and the Safe Travel and Walking Strategies.
- Discussion on the Aged Friendly Darebin Panel and mechanisms for AHAAB to contribute to this work.

FUTURE PLANS

- Input into the Age Friendly Darebin review, before the panel begins formal consultation.
- AHAAB will continue to be fully engaged in advocacy regarding the aged care reforms and Council's future role in the provision of aged services into the future.
- Continued advocacy around safer footpaths; consultation processes used for the M40 Project; Input into the Parking Management Strategy; Advocacy around safer public transport and reinstatement of more seating on trams and Housing.

RELATED DOCUMENTS

- 'Active and Healthy Ageing Advisory Board Terms of Reference – December 2016'
-



1. CLIMATE EMERGENCY DAREBIN ADVISORY COMMITTEE

AUTHOR: Climate Emergency Darebin Executive Officer

REVIEWED BY: General Manager City Sustainability and Strategy

COMMITTEE SUMMARY:

Climate Emergency Darebin is an Advisory Committee of Darebin Council. It supersedes an interim Committee, under the former name of Darebin Energy Foundation Interim Advisory Board.

The purpose of Climate Emergency Darebin (CED) is to help the Council to implement the Darebin Climate Emergency Plan, and make a highly effective contribution to the achievement of the overarching goals of the Climate Emergency Plan.

Committee Members

- 2 Councillors – The Darebin Mayor (ex officio), and another Darebin Councillor
- 6 community members
- The Council CEO (ex officio)

Councillor Representative:

- Cr Kim Le Cerf (Mayor)
- Cr Trent McCarthy

PROGRESS REPORT

Key Issues and Challenges for 1 December 2017 to 31 May 2018

- The Interim Committee (Darebin Energy Foundation Interim Advisory Board) met for the fourth and final time in January 2018. Key issues and challenges discussed and raised by the Interim Committee included:
 - Foundation name change to 'Climate Emergency Darebin'
 - Implementing the Climate Emergency response and the role of the Advisory Committee
 - Formation of a new formal Climate Emergency Darebin Advisory Committee
 - The legal structure of CED
 - Resourcing
 - Development of Terms of Reference (ToR) to clarify role and reporting/relationship with Council
 - The new CED Advisory Committee met for the first time in April 2018, and again in May, with issues and challenges raised and discussed including:
 - Role of CED
 - Initial priorities and work of CED
 - Planning day to progress CED work plan
 - Budget and resource allocation
 - Appointment of a CED employee, their role and terms of employment
 - CED and Council Staff working partnership – roles and interactions
-

Key Activities / Outcomes for 1 December 2017 to 31 May 2018

- Change off name from Darebin Energy Foundation to Climate Emergency Darebin
- Appointment of a new Climate Emergency Darebin Advisory Committee
- Creation of the Terms of Reference for the Climate Emergency Darebin Advisory Committee
- Process initiated for hiring a CED 3 -4 month casual employee
- Preparation for Strategic Planning days held
- Participation in Climate Emergency Communication & Engagement research session

FUTURE PLANS

- CED has planned to form several sub working groups which are now developing project proposals and detailed plans to work on several key areas:
 - Engagement and mobilisation
 - Communications
 - Advocacy
 - Research and Strategy
 - Governance
 - Funding
 - Drawdown
 - Quick win project
- Implementation and/or partnership with Council staff on key Climate Emergency projects
- Ongoing creation of internal processes and procedures, including communications and relationship between CED and Council
- Development of a Funding Plan
- Development of a Strategic Plan and an Operational Plan
- Hiring of a longer term CED employee
- Investigate legal models of CED to provide recommendation on future structure according to the ToR

RELATED DOCUMENTS

- Climate Emergency Darebin Advisory Committee Terms of Reference
-



1. DAREBIN ABORIGINAL ADVISORY GROUP**AUTHOR: Aboriginal Contact Officer****REVIEWED BY: General Manager Community****COMMITTEE SUMMARY:**

The purpose of the Darebin Aboriginal Advisory Committee (DAAC) is to provide Council with clear advice, direction and strategic opportunity and representation on behalf of the Darebin Aboriginal community and its organisations. The DAAC also provides strategic input into Council's projects, initiatives and to oversee the Council's plan and the Aboriginal Action plan and Aboriginal and Torres Strait islander action plan.

Committee Members

- 3 Darebin Councillors
- 8 Aboriginal community members

Councillor Representative:

- Cr Susan Rennie (Chairperson)
- Cr Susanne Newton
- Cr Gaetano Greco

PROGRESS REPORT**Key Issues and Challenges for 1 December 2017 to 31 May 2018**

Meetings were held in February and April 2018. Key items of discussion include:

- Solar Saver program update- planned roll out to key Aboriginal community organisations in Darebin.
 - Aboriginal and Torres Strait Islander Employment Strategy – ongoing discussion to review further employment pathway opportunities for Aboriginal and Torres Strait Islander employees at Darebin Council.
 - Federal electorate name change from Batman to Wonga.
 - Supporting Traditional Owner participation on the Committee.
 - Aboriginal Treaty and Constitutional reform – what it may mean for Council and Darebin Aboriginal community.
 - Ongoing work with Batman Park Renaming.
 - Review and renewal of Aboriginal Action plan.
 - Relocation of Aboriginal Radio 3KND.
-

Key Activities / Outcomes for 1 December 2017 to 31 May 2018

- Planning for event that celebrates for world's oldest living culture.
- DAAC members contributed collectively and individually by providing advice and direction to the development of the Lifelong Learning Strategy.
- Advised on mentor program developed in conjunction with Aboriginal and Torres Strait Islander Employment strategy.
- Draft development of Aboriginal Action Plan in progress.

FUTURE PLANS

- Provide advice and support to help increase employment pathways for Aboriginal and Torres Strait Islander people at Council.
- Provide ongoing advice and support on inclusive and culturally–appropriate event that celebrates Australia's history and culture.
- Provide ongoing advice on the development of the Aboriginal Action Plan.

RELATED DOCUMENTS

- Darebin Aboriginal Advisory Committee Terms of Reference
-



1. DAREBIN ARTS AMBASSADORS ADVISORY COMMITTEE**AUTHOR: Manager Creative Culture and Events****REVIEWED BY: General Manager Community****COMMITTEE SUMMARY**

In 2013 Council endorsed the establishment of the Darebin Arts Ambassadors Reference Group to advise Council on any matters relating to the arts in Darebin.

In relation to Darebin's arts and creative culture, Council has a primary responsibility for understanding and articulating the community's values and desired future for providing opportunities for cultural learning, arts participation and creative expression. Council also plays a significant role striking a balance between contributing to and supporting an evolving and dynamic creative sector as well as effectively addressing local needs through creative initiatives and programs.

Committee Members

The group will comprise of a total of 17 members. The following categories apply.

- Five resident participants inclusive of gender, CALD and age balance. Selection is based on demonstrated knowledge and experience in the arts and creative sector; understanding and interest in local government; and a commitment to advancing Darebin as a thriving creative centre.
- Five Creative Sector professionals working predominately in the arts and creative industries within Darebin.
- Five Council Staff; Manager Creative Culture, Coordinator Arts Programming, Coordinator Arts Participation and Coordinator Arts Integration.
- Two Councillors; Chair and Deputy Chair.

Councillor Representative:

- Cr. Newton
- Cr. Lawrence

PROGRESS REPORT**Key Issues and Challenges for 1 December 2017 to 31 May 2018**

Matters considered at the 5 December 2017 meeting included:

- Presentation by officers on the outcomes of the Arts Precincts review, namely the reviews of Northcote Town Hall and the Darebin Art Centre.
 - Update on the development and design on the mid-Art Strategy Review to be undertaken in early 2018
 - Festivals and events overview, including the design and delivery of Creative Darebin Networking Events and consultancy regarding the Future of Festivals in Darebin Framework.
-

-
- Noted the Creative Industries and Cultural Infrastructure Framework intended for Council adoption in March 2018.

Matters considered at the 21 February Meeting 2018 included:

- Proposed agenda items included a focus on the 2018 Arts Partnership Initiative, updates on the progress of actions arising from the 26 January Council Report and subsequent resolutions and presentation by event consultant on the Future of Festivals in Darebin Framework.
- The meeting did not achieve quorum and was subsequently cancelled.

Key Activities / Outcomes for 1 December 2017 to 31 May 2018

- Council adoption of the Cultural and Creative Industries Framework 2018 in March 2018.
- Arts Ambassador engagement and participation in various Council produced arts events, performances, festivals and exhibitions.
- Informing the development of the renewed public art policy.
- Artists Round Table at the Northland Urban Renewal Project - 'Community Hack'.

FUTURE PLANS

- Engagement with the mid-Arts Strategy Review, strategic workshop scheduled for August 2018.
- Influence and shape the newly supported local community event scheme to ensure wide appeal and take up by local community groups.
- Ongoing engagement and participation in local arts events, performances, festivals and exhibitions.
- Ongoing advocacy in alignment with the Arts Strategy and Creative Industries and Cultural Infrastructure Framework 2018.
- Refresh of the membership of the Darebin Arts Ambassadors (October 2018).

RELATED DOCUMENTS

- Darebin Arts Ambassador Terms of Reference (2016)
-



1. DAREBIN BICYCLE ADVISORY COMMITTEE

AUTHOR: Sustainable Transport Officer

REVIEWED BY: General Manager, City Sustainability & Strategy

COMMITTEE SUMMARY:

To provide strategic advice to Council on cycling issues affecting the community, and inform Council decision making in relation to policy, program, and service delivery.

Committee Members

- 11 general community members, including one local police officer and a representative of the Darebin Bicycle User Group
- Two council officers (Sustainable Transport Officer; Team Leader Transport Strategy)
- Two councillors

Councillor Representative:

- Cr. Stephanie Amir
- Cr. Susan Rennie

PROGRESS REPORT

Key Issues and Challenges for 1 December 2017 to 31 May 2018

- The Darebin Bicycle Advisory Committee held meetings in February, March and May.

The key issues and challenges discussed at these meetings were:

- Review of the 2013-18 Cycling Strategy and input into the development of a new strategy
- Vision and goal setting for a new strategy
- Barriers to cycling
- Bike network priorities
- Level of service approaches
- State government designated bike route priorities, and investment opportunities
- Darebin proposed bike friendly roads and priority bike streets
- Timing of strategy development to fit with other strategy development work

Issues raised or considered by the group included:

- Frustration with State Government investment in cycling
 - Concern about design of some existing cycling lanes adjacent to car doors and traffic
 - Concern about design of some new and existing road safety projects not being safe for cycling
-

Key Activities / Outcomes for 1 December 2017 to 31 May 2018

Members provided feedback and suggestions on a range of cycling programs and projects listed below.

- Infrastructure projects across the municipality:
 - Northern Pipe Trail Masterplan
 - Streets for People (Bicycle Friendly Roads)
 - Bridge upgrade projects
 - New bridge projects
 - GE Robinson Park and Crawley Road
 - Northern Regional Trails Strategy
 - Merri Creek Trail – Anderson Road and Normanby Avenue section
 - Chifley Drive
 - Bundoora Park shared path
 - Public Bike Repair Stations
 - Bike boxes at traffic lights
- Behaviour Change programs:
 - Octopus schools (Safe Walking to School)
 - Ride2Work Day
 - Bike Skills Workshops – small group programs for adults and school children, as well as one-on-one training.
 - Preston Market bike skills and bike parking
- Strategies:
 - Walking strategy review
 - Safe Travel strategy review
 - Parking strategy development – including how to incorporate bike parking

FUTURE PLANS

- The committee will continue to provide valuable advice on delivery of the Darebin Cycling Strategy 2013-18 and delivery of key bicycle projects, including the Northern Pipe Trail Master plan.

RELATED DOCUMENTS

- Darebin Bicycle Advisory Committee Terms of Reference
-



1. DAREBIN DISABILITY ADVISORY COMMITTEE**AUTHOR: Senior Team Leader Access and Inclusion****REVIEWED BY: General Manager Community****COMMITTEE SUMMARY:**

The Darebin Disability Advisory Committee (DDAC) is Council's advisory committee on issues relating to access and inclusion for people with disabilities living, working, studying or visiting Darebin. The purpose of the committee is to provide advice around best practice, and promote and advocate for, improved access and inclusion within Council and the wider community.

Committee Members**Community Representatives:**

- Eight residents with a disability or carers of people with a disability

Service Representatives:

- Melbourne Polytechnic Work Education Unit
- Encompass House

Council staff:

- Manager Aged and Disability
- Coordinator Community Participation & Development
- Senior Team Leader Access & Inclusion
- Metro Access Officer

Councillor Representative:

- Cr. Susanne Newton
- Cr. Julie Williams

PROGRESS REPORT**Key Issues and Challenges for 1 December 2017 to 31 May 2018**

The Committee held three meetings between December 2016 to May 2017 and the key issues covered included:

- Review of 2017 and planning for 2018
 - Housing Diversity report and Accessible housing
 - Safe Travel and Walking strategies
 - Northland Urban Renewal Precinct
 - Council Budget 2018 / 2019
 - Disability Access Capital Work projects
 - Accessible Parking, and Disability Parking permits
 - Information, Linkages and Capacity Building framework under the NDIS
 - Regulation of Mobility Scooters
-

The Committee had agreed not to commence any further recruitment due to the upcoming review of committees.

Key Activities / Outcomes for 1 December 2017 to 31 May 2018

In December 2017 DDAC members identified a list of topics and issues they would like to discuss, the aim is to work through this list and where possible look at avenues for action and/or advocacy on the following topics:

- Installation of accessible parking bays in Darebin
- Public awareness campaign on disability, with an emphasis on traders
- Social connection and inclusion of people with disability
- Physical access to public spaces and places
- The role and interaction between Building Services and accessibility and liveability of housing standards under the National Construction Code
- Increasing education and employment opportunities for people with disability
- Having ongoing input into Council precinct planning projects

Discussions have been had on all these topics in some form to date, and will continue to be considered.

DDAC has also written submissions into the Senate inquiry into the need for regulation of mobility scooters and motorised wheelchairs and the Parliamentary Inquiry into the Public Housing Renewal Program.

FUTURE PLANS

The committee will continue to meet in 2018, with a meeting in August, October and December.

The committee has recently agreed to commence some internal and external advocacy in relation to establishing minimum liveable housing standards in Darebin, and to call for more accessible transport, and enforceable transport standards. This work will be supported by the Access team.

The committee will also support Darebin in the development of possible Information, Linkages and Capacity Building initiatives under the NDIS.

RELATED DOCUMENTS

Darebin Disability Advisory Committee's Terms of Reference (October 2016)



1. DAREBIN DOMESTIC ANIMAL MANAGEMENT REFERENCE GROUP (DDAMRG)

AUTHOR: Co-ordinator Civic Compliance

REVIEWED BY: General Manager, City Sustainability and Strategy

COMMITTEE SUMMARY:

The Darebin Domestic Animal Management Reference Group (DDAMRG) was formed approximately four years ago to provide advice on issues relating to the reduction of euthanasia of dogs and cats. The Group is focussed on ensuring that Council achieves the target of 50% euthanasia rate for cats and 10% euthanasia rate for dogs. The Group was instrumental in providing input to the development of a Darebin Animal Management Plan adopted by Council on 16 October 2017.

Committee Members

There are currently 10 members of the committee, including 2 Councillors, 3 community representatives and representatives from the following organisations:

- Cr Kim Le Cerf (Mayor) – Chairperson
- Cr Julie Williams
- City of Darebin
- Maneki Neko Cat Rescue
- Getting 2 Zero
- Forever Friends Animal Rescue
- RSPCA

PROGRESS REPORT

Key Issues and Challenges for 1 December 2017 to 31 May 2018

- Provision of advice and assistance into the development of strategies related to the key themes arising from the new Domestic Animal Management Plan including:
 - Increasing pet registration and reviewing new technology
 - Reducing nuisance complaints – dogs and cats
 - Increasing desexing rates
 - Reducing dog attacks/menacing/dangerous
 - Reducing euthanasia rates
 - Establishing new relationships with other stakeholders
 - Identifying better ways for residents, local veterinarians, Council and Rescue Groups to work collaboratively
- The high number of cats being collected is continuing to concern Rescue Groups.
- Continuing to develop proactive measures to manage the domestic animal population.
- Continuing to increase ownership, registration and identification of pets.
- Ongoing focus on reducing the number of animals entering the shelter.

- Continuing support for mobile de-sexing events
- Identifying better ways for residents, local vets, Council and rescue organisations to work collaboratively.
- Investigating high volume desexing events at the Epping Animal Welfare Facility

Key Activities / Outcomes for 1 December 2017 to 31 May 2018

- Adoption of the 2017-2021 Domestic Animal Management Plan on 16 October 2017.
- The Epping Animal Welfare Facility commenced operation on the 16 October 2017 and was officially opened by the Mayors of the Cities of Darebin, Moreland and Whittlesea on 15 February 2018.
- Members of the reference group were invited to inspect the Epping Animal Welfare Facility prior to the official opening
- A report was tabled for budget consideration to provide the 1st year pet registration for free.
- Council commissioned a report on why dog walkers do or don't have their dog on a lead which was presented to the reference group for consideration.
- The Pet Expo was held on 25 March and was deemed to be very successful, attracting a much larger audience than previous years with 17 stall-holders including a variety of rescue organisations.
- Council entered into an agreement with Bundoora Vet Clinic to hold stray animal after-hours for collection on the next business day.
- Darebin and Moreland City Council entered into an agreement which provides Moreland the shared use of Darebin's holding facility in Reservoir.
- The Reference Groups focus continues to be on cat management and strategies to reduce the overpopulation. The major issue of cats relates to unowned or partially owned cats which are not de-sexed.
- The focus needs to be on cats. The problem is much bigger for the following reasons:
 - Supply exceeding demand;
 - The ability of cats to breed extremely quickly; and
 - Feeding unwanted cats without taking full responsibility for them.

FUTURE PLANS

- Providing advice in relation to the provision of Pound and collection services at the Epping Animal Welfare Facility.
- Assist in developing strategies to implement year 2 initiatives outlined in the 2017-2021 DAM Plan
- Promotion of animal adoption and fostering initiatives.
- Assisting Council with forming a position in relation to the mandatory desexing of cats.
- Assessment and evaluation of community cat programs.

RELATED DOCUMENTS

- Darebin Domestic Animal Management Terms of Reference
- Domestic Animal Management Plan 2017-2021



1. DAREBIN EDUCATION COMMITTEE

AUTHOR: Community Renewal Officer

REVIEWED BY: General Manager Community

COMMITTEE SUMMARY:

The Darebin Education Committee is an Advisory Committee to Council. The main purpose is to oversee and advise on the implementation of the recommendations arising from the 2014 Darebin Education Inquiry.

Committee Members

Education Representatives:

- Department of Education and Training (DET) – 1 representative
- Darebin Schools – 10 representatives
- Inner Local Learning and Education Network (INLLEN) – 2 representatives
- High School for Preston – 1 representative
- Victorian Council of School Organisations Inc. (VICCSO) – 1 representative
- Darebin City Council – 5 representatives

Councillor Representative:

- Councillor Kim Le Cerf
- Councillor Gaetano Greco

PROGRESS REPORT

Key Issues and Challenges for 1 December 2017 to 31 May 2018

- Clarification of the role of the Committee.
- Integration of wellbeing practice and development of resiliency in students as part of teaching and whole-of-school approach.
- Promoting teaching and learning of Darebin specific Aboriginal history and culture.
- Primary to secondary transition, a key challenge across Darebin schools especially for students who experience educational disadvantage and their families.
- Career and employment pathways and alternatives for all students, including workplace opportunities within Council.

Key Activities / Outcomes for 1 December 2017 to 31 May 2018

- Review and update of *Essentials for Darebin Schools – A quick guide to Opportunities and contacts at Darebin City Council*.
 - Completion by four primary schools (90+ educators) of the Berry Street Education Model (BSEM), a trauma-informed program which supports the resiliency of students.
 - Second network of four Darebin schools commenced the BSEM. This network includes schools from all three sectors - Government, Catholic and Independent.
-

-
- Darebin Kite Festival artist and participation opportunities – prioritised six schools where there is significant educational disadvantage.
 - Collaboration with Victorian Aboriginal Health Service (VAHS) on the schools' launch of film, book and curriculum material of *Deadly Dan at the League* – a place-based health promotion resource.
 - Delivered a Council Careers Fair for Year 10 students. Over 60 Council staff and 230+ students from five Darebin secondary schools attended showcasing the breadth of careers available in Local Government.

FUTURE PLANS

- Continue to facilitate school participation in the Berry Street Education Model (BSEM) resiliency program and integrate evaluation outcomes of the 4 schools who have completed BSEM professional development.
- Continue to promote Aboriginal history and culture in schools including facilitating Darebin Spiritual Healing Trail tours as school excursion, incursions of *Deadly Dan at the League resource* and coordinate the *Because of Her, we can* Schools' Conference.
- Continue to support initiatives which strengthen primary to secondary transition, including promoting the *Guide for Parents – preparing for Secondary School in Darebin* resource and community event, and ongoing support for Reservoir Transition Cluster.
- Continue to support career and employment pathways in Darebin Council for Year 10 students including workplace experience.
- Promotion of local resources and opportunities to schools which address important social, cultural and environmental priorities within the City of Darebin, including the Islamic Museum of Australia.

RELATED DOCUMENTS

- Darebin Education Committee Terms of Reference.
-



1. DAREBIN ENVIRONMENTAL REFERENCE GROUP**AUTHOR: Environmental Education and Promotions Officer****REVIEWED BY: General Manager City Sustainability and Strategy****COMMITTEE SUMMARY:**

The purpose of the Darebin Environmental Reference Group (DERG) is:

- To facilitate community action and to assist in strengthening links and partnerships between the Darebin community and Council's contribution to environmental sustainability.
- To provide an avenue of community consultation regarding policy, strategies and matters pertaining to environmental sustainability in Darebin and to operate as a "sounding board" for key strategies and policies.
- Provide community feedback and assistance to Council regarding local environmental issues.
- To contribute to the content of environmental forums and events.

Committee Members

- 12 community members

Councillor Representative:

- Cr. Kim Le Cerf (Mayor)
- Cr. Trent McCarthy

PROGRESS REPORT**Key Issues and Challenges for 1 December 2017 to 31 May 2018**

Meetings were held in February and April 2018. Key items of discussion include:

- Lifelong Learning Strategy – DERG provided input into this draft strategy
 - Solar Saver program - update
 - Natural Heritage Strategy / launch of the Natural Heritage film and how this might be used to engage community in natural heritage
 - No Extinctions Policy
 - Food Waste Trial – details of trial, and how this might inform development of municipal wide model
 - Open Space Strategy – how DERG might give input into this strategy
 - Recycling Crisis – what is happening, council's response
 - Council budget – funds allocated to projects, initiatives / Council priorities
 - Climate Emergency Conference – details and purpose of conference
 - Climate Emergency Communications and Engagement Research – details and purpose
-

Key Activities / Outcomes for 1 December 2017 to 31 May 2018

- Input provided to draft Lifelong Learning Strategy
- Comment on the launch of Darebin's natural heritage film and how the film might achieve natural heritage related community engagement goals
- Comment on the 2018/2019 draft Council budget
- Feedback was provided on Council's Climate Emergency Conference
- Participation in Council's Climate Emergency Research (via a workshop)

FUTURE PLANS

DERG meeting agenda items for consideration – 2018/2019		
Issue	What is it	Proposed meeting
Open Space Strategy - including Biodiversity Assessment	Review of strategy, with emphasis on biodiversity	Update at November meeting
Safe travel and walking strategy	Development of strategy	April meeting
Climate emergency conference and climate emergency communications and engagement research	Input on conference	June/August meetings
Solar Saver Progress and special charge scheme	Updates	Ongoing
Environmental Procurement	Review of procurement policy	update yet to be scheduled
Environmental Engagement and education Strategy	Development of strategy	update yet to be scheduled
Urban Food Production Strategy	Review of strategy	August meeting
Parking strategy	Development of strategy	November meeting
Sustainability Awards	Award program - schedule for November 29, 2018; deferred until February 2019	February 2019 meeting
Waste Strategy	Review of strategy	November 2018
Darebin organisational Carbon management Plan	Development of plan	update yet to be scheduled
Darebin Nature Trust	Trust recommendation	update yet to be scheduled
Policy and action plan for single-use plastic elimination	Update on implementation	update yet to be scheduled

RELATED DOCUMENTS

- Darebin Environmental Reference Group Terms of Reference
-



1. DAREBIN HOUSING ADVISORY COMMITTEE**AUTHOR:** Community Planner, City Futures**REVIEWED BY:** General Manager City Sustainability & Strategy**COMMITTEE SUMMARY:**

The Darebin Housing Advisory Committee has been created to provide timely advice to Council about social, affordable and appropriate housing in the municipality. It functions without a regular meeting schedule, meeting as required in response to emerging issues and key activities that require consideration and direction.

Committee Members

- 24 housing and community support services are represented on the committee.
- Two Darebin City Council Officers for executive support

Councillor Representative:

- Cr Susanne Newton
- Cr Gaetano Greco

PROGRESS REPORT**Key Issues and Challenges for 1 December 2017 to 31 May 2018**

There has been no meeting of the Darebin Housing Advisory Committee during this period. Council is aware of the resourcing limitations of housing associations and has generally been careful to call meetings only when there are specific needs for advice.

A consultation meeting was held with members of the Committee regarding the Housing Diversity Report for Oakover Village. This was not a formal committee meeting, although all the organisations that are members of the committee were invited.

Key Activities / Outcomes for 1 December 2017 to 31 May 2018

There has been no meeting of the Darebin Housing Advisory Committee during this period. Input into the Housing Diversity Report for Oakover Village was received from a number of organisations who are members of the Committee.

FUTURE PLANS

- In 2018-19, Council is reviewing its housing and housing affordability policies and this committee will provide input and advice to help develop these.
- Council is also exploring opportunities to facilitate affordable housing on its own land and will seek advice of this committee in relation to these opportunities.

-
- Advocacy for more affordable housing remains a high priority for Darebin Council and it will seek feedback from this committee.
- Council will seek feedback from the committee on the best way to consult with and seek advice from the housing and community support services represented on the committee to inform its 2018-19 meeting schedule and forward agenda.

RELATED DOCUMENTS

- Darebin Housing Advisory Committee Terms of Reference (A1594061)



1. DAREBIN INTERFAITH COUNCIL

AUTHOR: Coordinator Equity and Diversity Unit

REVIEWED BY: General Manager Community

COMMITTEE SUMMARY:

The Darebin Interfaith Council (DIFC) seeks to promote activities that foster interfaith dialogue and collaboration relevant to the interfaith community within the municipality of Darebin.

During the period from December 2017 to May 2018, DIFC met on:

- Thursday 9th February
- Thursday 4th June

Committee Members:

The DIFC Committee is made up of representatives from various faith organisations who represent the religious diversity of Darebin.

Councillor Representatives:

- Cr Gaetano Greco - Chair
- Cr Susan Rennie - Proxy

PROGRESS REPORT

Key Issues and Challenges for 1 December 2017 to 31 May 2018

- Management of community relations around the Preston Mosque.
- Ensure planning for Ramadan, IFTAR, Eid El Fitr; Mosque Open Day and the delivery of RESPECT attracted positive and safe responses from the community and the media.
- Existing partnerships remained active and productive in the delivery of Council's commitment to a diverse and safe city.
- Promotion of interfaith events encouraging dialogue and understanding as a response to threats to social cohesion arising from violent extremisms and the rise of far right groups.

Key Activities / Outcomes for 1 December 2017 to 31 May 2018

- Advice and feedback on the implementation of the interfaith projects including the Darebin Community Inclusion Plan (DCIP) and Darebin SPEAK project.
 - Supported the implementation of the Memorandum of Understanding with the Islamic Society of Victoria / Preston Mosque.
 - Promoted the Mosque Open Day, Ramadan and Eid al-Fitr Morning Community prayers at the Preston Mosque.
-

-
- Engaged in consultation regarding the Darebin's Climate Emergency Conference agenda including proposed session to discuss interfaith perspectives and actions on climate emergency.

FUTURE PLANS

- Participation in the Climate Emergency Conference in September 2018: contribution of Interfaith communities.
- Darebin SPEAK: provision of ongoing advice.
- Darebin RESPECT: support the implementation of a 2nd Stage of Respect Guide for Muslim Leaders on Preventing Violence Against Women Project.

RELATED DOCUMENTS

- Darebin Interfaith Council Terms of Reference
 - Multicultural Action Plan 2017 – 2019
-



1. DAREBIN NATURE TRUST**AUTHOR:** Coordinator Public Places and Design**REVIEWED BY:** General Manager City Sustainability & Strategy**COMMITTEE SUMMARY:**

The Darebin Nature Trust is a 12 month interim advisory committee tasked with reviewing the Open Space Strategy, increasing biodiversity across Darebin and strategically acquiring land to add to the public open space network.

Committee Members

- 9 Community Members
- 4 Councillors City of Darebin
- 4 Council Officers City of Darebin

Councillor Representative:

- Chair, Cr. Kim Le Cerf (Mayor)
- Cr. Trent McCarthy
- Cr. Steph Amir
- Cr. Susanne Newton

PROGRESS REPORT**Key Issues and Challenges for 1 December 2017 to 31 May 2018**

- Establishment of the Darebin Nature Trust took place during this period. The first members were selected and appointed by Council on 12 June 2018.

Key Activities / Outcomes for 1 December 2017 to 31 May 2018

- Following an Expression of Interest period, the community membership of the Darebin Nature Trust was adopted by Council on 12 June 2018.
- First meeting of the Trust is scheduled for 7 August 2018 at the Preston Town Hall.

FUTURE PLANS

- Darebin Nature Trust will focus on setting the goals for the short and long term for the group, solidifying the governance structure of the group and providing feedback into the Open Space Strategy. Council will seek feedback on its approach to auditing biodiversity across the City during 2018-19 and input into development of a No Local Extinctions Policy.

RELATED DOCUMENTS

- Darebin Nature Trust Terms of Reference.
-



1. DAREBIN SEX, SEXUALITY AND GENDER DIVERSE ADVISORY COMMITTEE

AUTHOR: Human Rights Officer

REVIEWED BY: General Manager Community

COMMITTEE SUMMARY:

Darebin's Sexuality, Sex and Gender Diversity (SSGD) Advisory Committee was established in 2012 to support Council's commitment to recognising sexual orientation and sex and gender diversity as significant aspects of community diversity, and enhance Council's capacity to address barriers to equality that lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) residents face.

Committee Members

- 10 community members
- 1 representative Rainbow Families Victoria
- 1 representative Senswide LGBTIQ Employment Services
- 1 Council officer for executive support
- 1 Council officer to co-facilitate discussion when/as needed

Councillor Representative:

- Cr Steph Amir
- Cr Suzanne Newton

PROGRESS REPORT

Key Issues and Challenges for 1 December 2017 to 31 May 2018

The Committee met in February and May 2018. Key issues for this period include:

- Formation of new relationships between new and longer-standing committee members.
- Discussion on Council's Equity-related goal and activities in Council Plan.
- Advocating for more/better data on the LGBTQ communities of Darebin.
- Strengthening the trans and gender diverse components of Council's LGBTIQ work.
- Community engagement – how can Council best engage with LGBTIQ communities?
- Amplifying Council's messages of equality, respect and inclusion in the public realm.

Key Activities / Outcomes for 1 December 2017 to 31 May 2018

- Welcome and induction for new members including agreement on guiding principles for working together.
 - Planning for and participation in Midsumma Festival 2018, specifically a Council stall on Carnival day and a contingent in Pride March (both undertaken in partnership with Banyule, Yarra and Moreland Councils).
-

-
- - Planning for and participation in Council's IDAHOBIT event (International Day Against Homophobia, Biphobia and Transphobia).
 - Planning for Council's first-time recognition of International Transgender Day of Visibility
 - Advice and feedback to Your Community Health on a proposed new LGBTIQ health clinic at YCH's Northcote site.

FUTURE PLANS

- Assist Council to undertake gendered community safety audits, beginning with Northern Pipe Trail.
- Assist with review of Sexuality, Sex and Gender Diversity Action Plan.
- Planning for Midsumma Festival and Transgender Day of Visibility 2019.
- Presentations from local agencies.

RELATED DOCUMENTS

- Terms of Reference for Darebin Sexuality, Sex and Gender Diverse Advisory Committee
-



1. DAREBIN WOMEN'S ADVISORY COMMITTEE**AUTHOR:** Preventing Violence Against Women Officer**REVIEWED BY:** General Manager Community**COMMITTEE SUMMARY:**

Darebin Women's Advisory Committee (DWAC) was initially established in 2009 as a conduit between women in Darebin and Council. Its purpose has evolved to:

- advise Council on issues and barriers to equality affecting women in Darebin, notably by providing a gender lens on issues, policies, services or program
- promote and advocate for gender equity and women's full and equal participation
- promote and advocate for the elimination of violence against women

Committee Members

- 12 community members
- Two Darebin City Council Officers for executive support

Councillor Representative:

- Cr Kim Le Cerf
- Cr Lina Messina

PROGRESS REPORT**Key Issues and Challenges for 1 December 2017 to 31 May 2018**

The committee met in February and May 2018. Key issues for this period include:

- Advice and feedback to Council on services, programming and policies.
- Applying a gender lens on Council's Community Safety Audits to create safer cities for women.
- Discussion on Council's current preventing violence against women and gender equity initiatives.

Key Activities / Outcomes for 1 December 2017 to 31 May 2018

- Feedback on Council's Health and Wellbeing Plan 2017-2021
 - Feedback on Council's Women's Leadership Program
 - Supporting the development of Council's first partnership program with Global Sisters, to deliver the Sister School business education program
 - Planning Council's 2018 International Women's Day event on 8 March, *Molly Hadfield Social Justice Oration*
-

FUTURE PLANS

- Assist with Council to undertake gendered community safety audits with relevant public realm and community safety initiatives.
- Assist with the review of the Gender Equity and Preventing Violence Against Women Action Plans.
- Planning for the 2019 International Women's Day celebrations.
- Presentations from local agencies.

RELATED DOCUMENTS

- Darebin Women's Advisory Committee Terms of Reference (A3948737)



1. DAREBIN YOUTH ADVISORY GROUP**AUTHOR: Coordinator Youth Services****REVIEWED BY: General Manager Community****COMMITTEE SUMMARY:**

The Darebin Youth Advisory Group was established in 2013 as a key action of the Darebin Youth Engagement Strategy 2012–2017. The Advisory Group's purpose is to provide advice and guidance to Council on youth-related issues in Darebin. Council acknowledges the need to consider and understand the issues, policies and drivers that influence young people within the City of Darebin.

Committee Members

- 10 young people aged between 12–25 years who live, work, study or reside in Darebin
- Darebin Council – Coordinator Youth Services
- Darebin Council – Manager, Families Youth and Children

Councillor Representative:

Cr. Steph Amir, Cr. Susan Rennie (Proxy)

PROGRESS REPORT**Key Issues and Challenges for 1 December 2017 to 31 May 2018**

- The Youth Advisory Group was an endorsed activity of the 2012 – 2017 Youth Engagement Strategy. In December 2017 the Strategy expired along with the Youth Advisory Group.
- Following the implementation of the Young Citizen Jury in 2017, Officers discussed with Council at the 4 December 2017 meeting that the Young Citizen Jury model was a more appropriate model than the Youth Advisory Group, providing enhanced outcomes for young people's civic participation.

Key Activities / Outcomes for 1 December 2017 to 31 May 2018

- There are no activities or outcomes to report between 1 December 2017 and 31 May 2018 as no meeting took place.

FUTURE PLANS

- It is recommended that the Youth Advisory Group be officially discontinued and replaced with the Young Citizen Jury reporting to Council annually in November via a council report.
- No future councillor representation is anticipated to be required as part of the Young Citizen Jury.

RELATED DOCUMENTS



Nil



1. EDWARDES LAKE PARK REFERENCE GROUP**AUTHOR:** Urban Designer, Public Places**REVIEWED BY:** Manager City Futures**COMMITTEE SUMMARY:**

The Committee is to serve as a reference group for the development of a master plan for Edwardes Lake Park.

Committee Members

- Five local residents
- Three representative from local Community Organisations
- Three Council officers (Manager Parks and Vegetation, Coordinator Public Places and Urban Designer/Project Manager).

Councillor Representative:

- Cr. Gaetano Greco
- Cr. Tim Laurence
- Cr. Susanne Newton

PROGRESS REPORT**Key Issues and Challenges for 1 December 2017 to 31 May 2018**

- No meetings of the reference group were held during 2017-18

Key Activities / Outcomes for 1 December 2017 to 31 May 2018

- No meetings of the reference group were held during 2017-18
 - The master plan development was substantially done during 2016-17, with significant input and advice from the reference group. Since then, the key concepts developed have not changed.
 - During 2017-18, further geotechnical investigations were completed to understand risks rising from the Site's history as a former tip. Feasibility work to better understand what upgrades are required for the Athletics Track.
 - During 2017-18 some 'easy wins' arising from the earlier work that the reference group informed have been delivered in Edwardes Lake Park, including replacement of old park furniture and installation of the compacting solar bins to manage the litter issues at the park.
-

FUTURE PLANS

- The next meeting of the group will be scheduled for August/September.
- The reference group will be asked to review and input into the draft Edwardes Lake Park Master Plan ahead of release for wider community comment in late 2018.
- Feedback will be sought on how to best engage the community in regards to the draft Edwardes Lake Park.

RELATED DOCUMENTS

- Edwardes Lake Park Reference Group Terms of Reference



1. MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

AUTHOR: Manager, City Works & Contracts (Municipal Emergency Resource Officer)

REVIEWED BY: General Manager Operations & Capital

COMMITTEE SUMMARY:

This Committee is formed pursuant to Section 21(3) and (4) of the *Emergency Management Act 1986*:

(3) A municipal council must appoint a municipal emergency planning committee constituted by persons appointed by the municipal council being members and employees of the municipal council, response and recovery agencies and local community groups involved in emergency management issues.

(4) The function of a municipal emergency planning committee is to prepare a municipal emergency management plan for consideration by the municipal council.

Committee Members

- Mayor (Chairperson)
- Municipal Emergency Manager (MEM)
- Municipal Emergency Resource Officer (MERO)
- Deputy Municipal Emergency Resource Officer (D/MERO) x 2
- Municipal Recovery Manager (MRM)
- Deputy Municipal Recovery Manager (D/MRM)
- Municipal Community Safety Manager (MCSM)
- Municipal Fire Prevention Officer (MFPO)
- Municipal Emergency Response Coordinator (MERC)
- MEMPC Executive Officer (PA to Director Culture, Leisure and Works)
- Emergency Management Planning Officer (Shared roll with MCC & DCC)

Agency Representation:

- | | |
|---|---------------------------------|
| • VicPol | • CentreLink/Medicare |
| • SES Victoria | • VicRoads |
| • Ambulance Victoria | • Salvation Army |
| • Metropolitan Fire Brigade | • VicRoads |
| • Department of Health and Human Services | • Victorian Council of Churches |
| • Red Cross | • DIVRS |
| • Darebin Community Health | • BOC |

Councillor Representative:

Cr Kim Le Cerf (Mayor)

PROGRESS REPORT

Key Issues and Challenges for 1 December 2017 to 31 May 2018

- Reviewed and updated sections of the Municipal Emergency Management Plan (MEMP). The MEMP was reviewed by representatives from the SES, Police, MFB and the Department of Health and Human Services, and corrections incorporated.
- Identify any emergency management issues that had arisen.
- Debriefed on any incidents that occurred since the last meeting.
- Reviewed and updated all sub-plans annually.

Key Activities / Outcomes for 1 December 2017 to 31 May 2018

- Co-ordination and attendance across Darebin in the relief and recovery of various storm events.
- Share Resource for Moreland & Darebin Council's appointed and working on updating sub plans & MEM Plan
- The Audit Certificate was presented to the Mayor and MEMPC on the 24 May 2017, by Ray Jasper & John Chaplain of Vic SES – the MEMP "*Complied with Conditions*".
- Completing the actions from the Audit by MEMP committee

FUTURE PLANS

- Maintain the MEMP to ensure currency.
- Continue ongoing meetings with all emergency authorities and agencies.
- Updating Council's CERA in preparation for next audit – to revote on risk assessment hazards by MEMPC.
- Updating of the Municipal Fire Management Plan to ensure it is current for next audit.
- Review of the Municipal Emergency Recovery Plan is in progress.
- Updated the Technical Resources Sub Plan
- Provide refresher training to MEMPC members in AIMS
- Undertaking & participating in at least 2 exercises.

RELATED DOCUMENTS

- Municipal Emergency Management Plan
 - MEMPC - Terms of Reference
 - EMMV (Emergency Management Manual Victoria)
 - *Emergency Management Act* 3 December 2013
-



1. NORTHLAND URBAN RENEWAL PRECINCT STEERING COMMITTEE

AUTHOR: Manager City Futures

REVIEWED BY: General Manager City Sustainability and Strategy

COMMITTEE SUMMARY

The Northland Urban Renewal Precinct Steering Committee will work collectively to provide a clear direction for the efficient and timely delivery of the ongoing work program. The Committee has a five point priority focus as follows:

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

Committee Members

The Committee comprises of 19 members as follows:

- Darebin Mayor as Committee Chair
- 3 x Darebin ward Councillors
- 2 x Banyule ward Councillors
- 2 x Council Directors/General Managers (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
- 1 x Community Infrastructure (Health sector)
- 1 x Victorian Planning Authority
- 1 x Department of Environment, Land, Water and Planning
- 1 x Department Health and Human Services (Housing)
- 1 x Program Manager

Councillor Representative:

- Mayor/Cr. Kim Le Cerf
 - Cr. Amir
 - Cr. Messina
 - Cr. Williams
-

PROGRESS REPORT

Key Issues and Challenges for 1 December 2017 to 31 May 2018

Matters considered at the 16 November 2017 Steering Committee meeting included:

- Community engagement approach: Officers to recommend an approach to Council that re-engages the wider community with the project at a more regular basis, including innovative engagement efforts to set the vision, broader parameters and the formation of a community representative group.
- Report the findings of the engagement efforts back to Council.
- TW Blake Community Concept Plan: Re-engage with the community to test the concept of becoming a multi-use space. Prepare a plan that outlines the community engagement when preparing more detailed plans for components.

Key Activities / Outcomes for 1 December 2017 to 31 May 2018

- An Engagement Plan was adopted by Council on the 19 March 2018. It outlines the general engagement activities as a road map up until mid-2019, explaining purpose and level of engagement activities per engagement phase.
- Wider community engagement activities as part of Phase 1 were undertaken between April and June 2018. Efforts included dropping 8,000 postcards within 800m of the precinct, 2,500 letters to businesses and landowners, a designated project website and online survey, ongoing and targeted social media efforts, translations of letters into 9 languages, 6 pop-up sessions at different locations and an ideas hack with community members.
- The findings and recommendations will be presented to Council on the 13 August 2018.

FUTURE PLANS

- The Steering Committee aims to meet three times a year to review and monitor progress on individual projects within the NURP Program.
- The next Steering Committee is planning to occur around mid-August 2018. The next report with recommendations from the Committee will go to Darebin Council in either December 2018 or beginning 2019.

RELATED DOCUMENTS

- Updated Terms of Reference (June 2016)
-



1. PRESTON BUSINESS ADVISORY COMMITTEE**AUTHOR: Economic Development Coordinator****REVIEWED BY: General Manager City Sustainability and Strategy****COMMITTEE SUMMARY:**

The Preston Business Advisory Committee (PBAC) is an advisory committee to Council. The purpose of the PBAC is to provide ongoing input, advice and feedback in the promotions, marketing and administration of the Preston Central Special Rate Levy; and develop Preston Central as a business hub as one of Darebin's Principal Activity Centres.

Committee Members:

- Five business representatives, liable for the special rate (2 spaces currently available)
- One representative from the Preston Market
- Two community representatives (associate members)
- Two associate business representatives (associate members)
- One resident
- Two Council officers

Councillor Representatives:

- Cr. Lina Messina and
- Cr Julie Williams

PROGRESS REPORT**Key Issues and Challenges for December 2017 to May 2018**

Issues for Preston Central include:

- Parking availability and restrictions.
- Safety of business owners and shoppers.
- A need to enhance the diversity of retail offerings.
- Increased number of vacant shops in High Street.
- Need to improve presentation standards of the shopping strip and need for beautification.
- Engaging more local business owners as Committee members

Key Activities / Outcomes for December 2017 to May 2018

- Rebranded Preston Central and developed a new website.
 - Commenced Social Media for Preston Central (Facebook, Instagram and Twitter).
 - Commenced a visual merchandising program to improve façade and presentation.
 - Delivered Christmas decorations, partnered in the #darebinxmas digital campaign and created an activation for families.
 - Sponsored and participated in the Darebin Connect event.
-

-
- Held Lunar New Year celebrations and delivered 35 store blessing of shops within Preston Central.
 - Commencement of the People of Preston (PoP) which focuses on telling real stories of traders, residents and visitors in Preston.
 - The development and finalisation of a Business Plan.

FUTURE PLANS

- Develop and deliver a marketing plan for 2018/19
- Promote the benefits of Preston Central in the lead up to a Special Rate renewal.
- Review Terms of Reference and governance of the Special Rate Levy.

RELATED DOCUMENTS

- Preston Business Advisory Committee Terms of Reference 7 June 2017.
-

8.6 CT201842 - SUPPLY AND INSTALLATION OF SOLAR PV SYSTEMS FOR THE DAREBIN SOLAR SAVER PROGRAM 2018 - 2021**Author:** Energy Project Officer**Reviewed By:** General Manager City Sustainability and Strategy

PURPOSE

To recommend:

- Appointment of a panel of contractors for each of two streams of work for contract number CT201842 for the supply and installation of Solar PV Systems for the Darebin Solar Saver Program.
- Appointment of a contractor (selected from the panel of contractors above), to deliver stage 1 work under contract number CT201842 for the supply and installation of Solar PV Systems for the Darebin Solar Saver Program for residential and small, non-residential installations for systems between 1.5-10kW, and
- Adjustments be made to the Solar Saver Program to complete implementation of Council's previous resolution from 18 September 2017.

EXECUTIVE SUMMARY

Council resolved on 18 September 2017 to expand the Solar Saver Program to all Darebin residential properties and has budgeted in 2018-19 to achieve this. The current delivery contract will finish on 31 December 2018 and is only for systems of up to 5kW in capacity.

To implement Council's decision to expand the Solar Saver Program, this report recommends the appointment of two supply panels and then selection of a contractor for the residential offering (Supply Panel 1 Stage 1) to provide installations between 1 January 2019 to 30 June 2019. To fully implement Council's previous decision to expand the Solar Savers Program, this report also recommends extending the maximum solar system size to 30kW to ensure that the needs of most residential households are met, and also to allow commercial participants to be eligible.

This report recommends appointment of a panel of contractors for each of two supply panels starting 20 August 2018 and concluding by 30 June 2021, subject to the final execution of the contracts. The two supply panels are for the following:

- Supply Panel 1 - residential and small, non-residential systems: 1.5-10kW
- Supply Panel 2 - non-residential systems: 10-30kW.

A Request for Tender (RFT) for contract number CT201842 for the supply and installation of Solar PV Systems for the Darebin Solar Saver Program was advertised from Saturday 24 March 2018 to Tuesday 24 April 2018 for the provision of supply and installation services of Solar PV Systems under the Darebin Solar Saver Program ranging from 1.5kW – 30kW.

A total of 7 submissions were received for each supply panel.

The Tender Evaluation details and scoring for the evaluation are contained in **Appendix A – CT201842 Supply and Installation of Solar PV systems for Darebin Solar Saver Program 2018 -2021 - Confidential Report**, attached under separate cover.

Recommendation**That Council:**

- (1) Offers the Darebin Solar Saver Program to all residential properties, with no interest charged as part of the special charge scheme for the contract period.
- (2) Authorises inclusion in the Darebin Solar Saver Program of non-residential properties up to 30kW in size, with no interest charged as part of the special charge scheme for the contract period.
- (3) Awards the appointment of _____, _____ and _____ as supply panel membership of contract number CT201842 for the supply and installation of Solar PV Systems for the Darebin Solar Saver Program for Supply Panel 1 - residential and small, non-residential installations: 1.5-10kW systems. The contract terms are to commence on 20 August 2018 and conclude on 30 June 2021 with a contract sum of \$16,134,030 GST inclusive.
- (4) Awards the appointment of _____, _____ and _____ as supply panel membership of contract number CT201842 for the supply and installation of Solar PV Systems for the Darebin Solar Saver Program for Supply Panel 2 - non-residential installations: 10-30kW systems. The contract terms are to commence on 20 August 2018 and conclude on 30 June 2021 with a total contract sum of \$1,980,000 GST inclusive.
- (5) Approves the award of Stage 1 of implementation for Supply Panel 1 – residential and small non-residential Solar PV Systems to _____ to deliver the supply and installation of solar PV systems between 1 January 2019 and 30 June 2019 with a total contract sum of \$2,406,030 GST inclusive.
- (6) Authorises the Chief Executive to finalise and execute the supply panel membership contracts on behalf of Darebin Council, and Stage 1 of implementation for Supply Panel 1 - Residential and Small, non-residential Solar PV systems.

BACKGROUND / KEY INFORMATION

The Darebin Solar Saver Program, whereby Solar PV systems are initially paid for by Council, installed on ratepayers rooftops and paid back over time via the special charge scheme, has been successfully implemented first in 2014 and most recently in 2016. During these first two rounds of installations only residential, low-income households were eligible. Approximately 500 installations were installed during these periods.

Council currently has a contract with The Enviro Shop Pty Ltd for supply and installation of solar PV systems under an existing contract, but this will come to an end at 31 December 2018. Installations outside of this period require a new contract arrangement. Darebin City Council has conducted a competitive public tender process for the provision of supply and installation services of Solar PV Systems under the Darebin Solar Saver Program ranging from 1.5kW – 30kW, with two supply panels covering the following:

- Supply Panel 1 - residential and small, non-residential systems: 1.5-10kW
- Supply Panel 2 - non-residential systems: 10-30kW.

The proposed contract period for both supply panels is from 20 August 2018 until 30 June 2021.

Previous Council Resolution

This report implements the resolution of Council at its meeting held on 18 September 2017, when Council resolved in part:

'That:

- 1) Council offers low income households (pensioners, social housing, and Centrelink benefit recipients) participation in the Solar Saver program with no interest charged as part of the special charge scheme.*
- 2) Council offers the Solar Saver program to all other Darebin residential properties with interest to be charged on their remaining outstanding balance at the same rate of interest as Council's borrowings used to fund the Solar Saver program as part of the special charge scheme.*
- 3) Council awards the Solar Saver 2017-2019 contract to The Enviro Shop Pty Ltd trading as EnviroGroup for the installation of 2kW to 10kW systems based on MAV tender SP0607-2017 between September 2017 and 30 June 2019 to a maximum value of \$9,790,000 (GST inclusive). The contract is to be delivered in two parts – with first round installation from 1 July to 31 December 2018 and the second round installation 1 January to 30 June 2019, subject to satisfactory performance of key contract conditions.*
- 4) Council authorises the Chief Executive Officer to finalise and execute the contracts on behalf of Darebin City Council*
- 5) Council receives a further report on the inclusion of non-residential properties in the Solar Saver program following a separate tender process.'*
- 6) Council authorises negotiations with The Enviro Shop Pty Ltd to provide bulk buy options for residents and Darebin staff for direct purchase of solar systems.*
- 7) The report remain confidential and the Council resolution an dAppendix C be made public*
- 8) Council notes that the Solar Saver funding allocation is due to be considered as part of the 2018/19 budget development and adoption process and requests a report to come to the ordinary Council meeting on 16 October 2017 to consider the source of those funds.*

Council subsequently considered a report on the 18 December 2017 to consider the source of funds and adopted its 2018-19 budget to include expansion of the Solar Saver Program.

COMMUNICATIONS AND ENGAGEMENT

Consultation

Community consultations have included feedback from potential program participants from residential and non-residential contexts. System offerings for residents (i.e. 1.5-10kW) now include a wider range of proposed systems to accommodate more individual circumstances, and non-residential installations are also proposed up to 30kW capacity.

External consultation has included engagement with:

- Municipal Association of Victoria (MAV)
- Eastern Alliance of Greenhouse Action (EAGA) and the associated Solar Savers program
- Northern Alliance for Greenhouse Action (NAGA)

- Central Victorian Greenhouse Alliance (CVGA)

In addition, Darebin Council has been appointed to act as tendering agent for the purpose of seeking tenders on behalf of the following Councils, who may choose to utilise the proposed supply panels at a future date, subject to their own procurement and approval processes:

- City of Greater Dandenong
- City of Port Philip
- Manningham City Council.

Communications

The request for Tender was publically advertised on Saturday 24 March 2018 in the Age Newspaper. A tender information session was also conducted on Thursday 29 March 2018 for tenderers. A comprehensive communications plan for participation in the program has been developed in conjunction with the current contract offerings.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 1 - A sustainable city

Darebin Climate Emergency Plan 2017

One of the key actions of the Darebin Climate Emergency Plan is the delivery of an expanded Solar Saver Program over the next three years.

Environmental Sustainability Considerations

The proposed contract responds directly to minimising the environmental impacts of participants through reducing grid connected electricity and increasing solar PV generation.

For every 1,000kW of solar PV installed under the program, it is estimated to reduce greenhouse gas emissions by approximately 2,500 tCO₂-e annually. As an indication, the current round of Darebin Solar Saver is expected to install 2,040kW across 477 installations, with an estimated equivalent annual greenhouse gas saving of 5,110 tCO₂-e.

Equity, Inclusion and Wellbeing Considerations

While the program has been expanded to enable the offer of the special charge scheme repayment option to all residential ratepayers, priority will still be given to those who identify as:

- Low income households (including concession card holders)
- Pensioners
- Renters
- Social Housing tenants
- From culturally and linguistically diverse (CALD) households

For the group of participants who are currently at installation phase, 44% are from priority groups.

Cultural Considerations

The recruitment process for participants will continue to include communications and engagement targeted to culturally and linguistically diverse (CALD) communities.

Economic Development Considerations

The evaluation of tender submissions included an assessment of the local business content.

Council has also begun collating participant interest from Darebin businesses and organisations which to date, totals approximately 90 registrations.

Financial and Resource Implications

The 2018/19 Council Budget includes \$5,400,000 funding for the Darebin Solar Saver Program. As shown in the table below, this amount covers this proposed contract for the 2018/19 period and the supply and installation costs for the existing contract with The Environment Shop Pty Ltd as the trustee for Environment Futures Trust trading as Enviro Group, and the associated project administration costs.

Indicative expenditure forecast for the Solar Saver program to June 2021 is also shown in the table below. Note that Council could choose at any future stage not to proceed. Therefore appointing these supply panels does not commit Council to expenditure in future years. Note also that the decision to appoint contractors from Supply Panel 1 for each stage (2 and beyond), would be a decision for Council in future, due to the scale of each of these engagements.

Activity	2018/19	2019/20	2020/21	Total
Solar Saver installation July to December 2018 – delivery under separate contractual arrangements with Enviro Group	\$2,492,700	\$0	\$0	\$2,492,700
Supply Panel 1: residential and small non-residential	\$2,187,300	\$6,030,000	\$6,450,000	\$14,667,300
Supply Panel 2: non-residential	\$500,000	\$600,000	\$700,000	\$1,800,000
Project administration	\$220,000	\$415,000	\$405,000	\$1,040,000
Total	\$5,400,000	\$7,045,000	\$7,555,000	\$20,000,000

Table 1 Indicative program budget costs- Darebin Solar Saver Program

Legal and Risk Implications

A risk assessment and probity plan has been established for the tender purposes to identify and address key program risks.

In addition, a project management framework for the entire program has been developed to oversee and deliver the program for the three year period, reflecting the proposed duration of the supply panels.

DISCUSSION

Tender process

A Request for Tender (RFT) was advertised from Saturday 24 March 2018 to Tuesday 24 April 2018 for the provision of supply and installation services of Solar PV Systems under the Darebin Solar Saver Program ranging from 1.5kW – 30kW, with two supply panels covering the following:

- Supply Panel 1 - residential and small, non-residential systems: 1.5-10kW
- Supply Panel 2 - non-residential systems: 10-30kW.

Details of contractors that submitted proposals before the closing date and time are provided in **Appendix A** - Confidential Report, attached under separate cover.

A Tender Evaluation Panel (TEP) was formed to assess the RFT responses and to recommend preferred contractor(s) for each of the supply panels. The RFT submissions were evaluated by the panel against the evaluation criteria detailed in the table below. The evaluation criteria was established prior to the close of RFT, and was included in both the Strategic Procurement Plan and the RFT documentation.

All submissions were reviewed by members of the evaluation panel and assessed according to the following criteria.

Evaluation Criteria	Weighting %
Price	35%
System Quality	5%
Experience and Capacity	40%
Environmental Systems	5%
Local Business	10%
Quality Assurance/ OHS	5%
Required Insurances	Pass/Fail
Total	100%

The members of the panel, evaluation details, pricing and scoring for the evaluation is provided in **Appendix A** – Confidential Report, attached under separate cover.

Proposed Program Rollout

For future offerings of the Darebin Solar Saver Program, it is proposed to establish two supply panels to provide services for the following:

Supply Panel 1. Residential and Small, Non-Residential installations (1.5-10kW systems)

Under this panel three supply members are proposed to be established, with each round of recruitment and installations requesting pricing from all suppliers. A supplier would then be established for each period. Over the contract period approximately six installation rounds would be expected, subject to ongoing participant interest. Based on currently participation and interest, approximately 300-700 installations per round are expected.

Because of the scale of each of these rounds of installations (stages), the decision to appoint contractors for each stage (2 and beyond), would be a decision for Council in future.

Supply Panel 2. Non-Residential installations (10-30kW systems)

Under this panel three supply members would be established, with each installation requesting a quotation from all supply panel members. The ratepayer in consultation with Council would then choose a supplier from the submitted quotations.

Both supply panels will include the options for program participants to purchase a system under the 'Bulk Buy' options, whereby the contractor will install systems at the same cost as the Special Charge Scheme offer (except with GST added) for participating Council staff and Darebin ratepayers but payment will come directly from the customer and not Council. Systems purchased under the Solar Bulk Buy Program will fall under a separate contractual arrangement between the Contractor and the participant.

OPTIONS FOR CONSIDERATION

Council could consider the following options:

Increase the number of members in one or both supply panels - Under this option additional members could be included in the supply panel. Although feasible, the evaluation process identified that only the proposed supply panel members had the capacity, resources and understanding to successfully deliver the Solar Saver Program.

Restrict offer only to residential participants - Under this option Council would not increase program eligibility to businesses, and continue to offer the program only to residential participants. Based on the tender submissions and the evaluation process, Council has managed to secure competitive pricing for non-residential systems up to 30kW in size. In addition, business participation is expected to be approximately 10-12% of total installation expenditure and should not limit the numbers of residential participants.

IMPLEMENTATION STRATEGY**Details**

The proposed key next steps of the Darebin Solar Saver Program are as follows:

- Finalise negotiations and sign contracts with panel supply members
- Engage Supplier for Stage 1 of quotations and installations for Supply Panel 1
- Commence quotation process for both Supply Panels
- Inform other Councils who appointed Darebin as tendering agent of outcome
- Conduct the Special Charge Scheme process for customers recruited under Round 1

Communication

A separate communications and engagement plan has been developed specifically for the recruitment of participants of the Darebin Solar Saver Program.

Council Officers will also inform the Councils who nominated Darebin as their tendering agent of the outcome of the tender process and the steps they need to take in order to access the panel.

Timeline

Action	Timing
Finalise negotiations and sign contracts with panel supply members	Mid-August 2018
Engage Supplier for Round 1 of quotations and installations for Supply Panel 1	Mid-August 2018
Commence quotation process for both supply panels	Mid-August 2018
Inform other Councils who appointed Darebin as tendering agent of outcome	Mid-August 2018
Report to Council on the intention to declare a special charge scheme for customers recruited under Round 1 of the Darebin Solar Saver Program	November – December 2018
Declare Special Charge Scheme	Early February 2019
Solar installations- Round 1	Mid February – June 2019

RELATED DOCUMENTS

- Darebin City Council Plan 2017 - 2021
- Darebin Climate Emergency Plan 2017

Attachments

- Tender Evaluation Report - CT201842 Darebin Solar Saver Program (**Appendix A**)
Confidential - enclosed under separate cover

DISCLOSURE OF INTEREST

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.

9. CONSIDERATION OF RESPONSES TO PETITIONS, NOTICES OF MOTION AND GENERAL BUSINESS

Nil

10. NOTICES OF MOTION**10.1 GOVERNANCE LOCAL LAW AND PLANNING COMMITTEE CHARTER****Councillor:** Julie WILLIAMS**NoM No.:** 354

Take notice that at the Council Meeting to be held on 13 August 2018, it is my intention to move:

That Council:

- (1) Officers immediately conduct a review of the Darebin City Council Governance Local Law 2017 with a view of improving transparency and governance around Council and Planning Committee meeting procedures.*
- (2) Officers immediately conduct a review of the Planning Committee Charter 2017 with a view of improving transparency around planning applications and the process by which applications are brought to the Planning Committee for consideration.*
- (3) Officers provide a report on both reviews and the statutory requirements to amend the Governance Local Law at the 24 September 2018 Ordinary meeting of Council.*

Notice Received: 31 July 2018**Notice Given to Councillors** 6 August 2018**Date of Meeting:** 13 August 2018

10.2 COMMUNITY SPONSORSHIP PROGRAM**Councillor: Gaetano GRECO****NoM No.: 355**

Take notice that at the Council Meeting to be held on 13 August 2018, it is my intention to move:

That Council:

- (1) *Proudly reaffirms Darebin as a local government area that welcomes refugees.*
- (2) *Supports an expanded and improved Community Sponsorship Program as a means of supporting the organised humanitarian entry of refugees into Australia, where the specific refugee would be assisted by their sponsoring local community to settle and integrate with greater ease than otherwise.*
- (3) *Calls on the federal government to improve and expand the Community Sponsorship Program to ensure the program:*
 - a. *Does not take places from others in need on the Humanitarian entry waiting lists.*
 - b. *Provides access to adequate support and other services to facilitate easier settlement.*
 - c. *Limits the costs imposed on sponsors.*
 - d. *Allows community, family and businesses to act as sponsors.*
 - e. *Creates more places for people in need of protection to settle in Australia.*

Notice Received: 1 August 2018**Notice Given to Councillors 7 August 2018****Date of Meeting: 13 August 2018**

10.3 PUBLIC COUNCIL POSITION PAPER ON THE FUTURE OF PRESTON MARKET**Councillor: Gaetano GRECO****NoM No.: 356**

Take notice that at the Council Meeting to be held on 13 August 2018, it is my intention to move:

That Council:

- (1) Notes that the Planning Minister has designated the VPA as the Planning Authority for the Preston market site and charged them with the responsibility for preparing a planning scheme amendment that would alter the planning controls that apply to the site.*
- (2) In view of the above, resolves to prepare a public Council position paper on the future vision of the Preston Market for consideration by Council by the end of September 2018.*
- (3) Makes the draft position paper publically available for community comment before endorsing it and submitting it to the Minister for planning and the VPA by 31st October for consideration as part of their review process regarding the decisions concerning future planning controls and planning scheme amendment changes.*

Notice Received: 1 August 2018**Notice Given to Councillors 7 August 2018****Date of Meeting: 13 August 2018**

10.4 REQUEST FOR DEMOLITION CONTROLS TO SAFE GUARD PRESTON MARKET**Councillor: Gaetano GRECO****NoM No.: 357**

Take notice that at the Council Meeting to be held on 13 August 2018, it is my intention to move:

That Council:

- (1) Notes that while the Planning Minister has introduced interim height controls over the footprint of the market, there are NO demolition controls over the existing market building structures which reputed heritage experts have identified that certain structures could have having strong grounds for future heritage protection.*
- (2) Notes that there is currently in course a community sponsored heritage listing application being seriously considered by Heritage Victoria.*
- (3) Accordingly, notes that under the above circumstances Preston Market potentially remains exposed to demolition by the owner/developers before Heritage Victoria makes its final determination.*
- (4) As a matter of urgency, immediately writes to the Minister for Planning requesting that he apply temporary demolition controls over the footprint of the market preventing it from being subject to demolition with a proper review process till such time that Heritage Victoria makes a determination on the heritage value of Preston market.*

Notice Received: 1 August 2018**Notice Given to Councillors 7 August 2018****Date of Meeting: 13 August 2018**

10.5 PROMOTION OF RECYCLING**Councillor: Julie WILLIAMS****NoM No.: 358**

Take notice that at the Council Meeting to be held on 13 August 2018, it is my intention to move:

***That** Council receive a report to be brought back to a Council meeting outlining current and future activities to promote recycling in Darebin, including producing stickers for household bins explaining which goods are recyclable.*

Notice Received: 1 August 2018**Notice Given to Councillors 7 August 2018****Date of Meeting: 13 August 2018**

11. REPORTS OF STANDING COMMITTEES

Nil

12. RECORDS OF ASSEMBLIES OF COUNCILLORS

12.1 ASSEMBLIES OF COUNCILLORS HELD

An Assembly of Councillors is defined in section 3 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:

- Darebin Disability Advisory Committee – 4 June 2018
- Darebin Community Awards Advisory Committee – 11 July 2018
- Councillor Briefing Session – 16 July 2018
- Darebin Education Committee – 25 July 2018
- Climate Emergency Darebin – 26 July 2018
- Councillor Briefing Session – 30 July 2018

Recommendation

That the record of the Assembly of Councillors held on 4 June, 11, 16, 25, 26 and 30 July 2018 and attached as **Appendix A** to this report, be noted and incorporated in the minutes of this meeting.

Related Documents

- *Local Government Act 1989*

Attachments

- Assembly of Councillors - 13 August 2018 (**Appendix A**) [↓](#)



ASSEMBLY OF COUNCILLORS PUBLIC RECORD

ASSEMBLY DETAILS:	Title:	Darebin Disability Advisory Committee
	Date:	Monday 4 June 2018
	Location:	Function Room, Darebin Civic Centre
PRESENT:	Councillors:	Cr. Susanne Newton
	Council Staff:	Katherine Kiley, Zoe Howard, Shadi Hanna
	Other:	Representative of Encompass House, representative of Melbourne Polytechnic and community representatives.
APOLOGIES:		Community representatives, Cr. Julie Williams

The Assembly commenced at 11.00am

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Present and apologies	No disclosures were made.
2	Matters arising from previous minutes / drop off zone	No disclosures were made.
3	Round table check in	No disclosures were made.
4	Information, Linkages and Capacity Building	No disclosures were made. Cr. Newton entered the room at 11:15am Cr. Newton left the room at 12:30pm
5	General Business	No disclosures were made.
6	Meeting feedback	No disclosures were made.

The Assembly concluded at 1:00pm

RECORD COMPLETED BY:	Officer Name:	Katherine Kiley
	Officer Title:	Senior Team Leader Access and Inclusion



ASSEMBLY OF COUNCILLORS PUBLIC RECORD

ASSEMBLY DETAILS:	Title:	Darebin Community Awards Advisory Committee
	Date:	Wednesday 11 July 2018
	Location:	Council Chambers, Darebin Civic Centre
PRESENT:	Councillors:	Chair Mayor Cr. Kim Le Cerf.
	Council Staff:	Bronwyn Ryan-Mercer
	Other:	Community Representative, Carol Harrison, Alan Brown, Marie Sloan, Seynab Farah, George Jiang, Andrew Kalon
APOLOGIES:		Community member, Mojgan Tosif

The Assembly commenced at 6.00pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Darebin Community Awards Advisory Committee; First inaugural meeting of new committee. Introductions	No disclosures were made.
2	Darebin Community Awards Categories	No disclosures were made.
3	Darebin Community Awards Presentation Evening	No disclosures were made.

The Assembly concluded at 7.15pm

RECORD COMPLETED BY:	Officer Name:	Bronwyn Ryan-Mercer
	Officer Title:	Civic Events and Engagement Officer



ASSEMBLY OF COUNCILLORS PUBLIC RECORD

ASSEMBLY DETAILS:	Title:	Council Briefing
	Date:	16 July 2018
	Location:	Council Chamber, Darebin Civic Centre
PRESENT:	Councillors:	Cr. Le Cerf (Mayor), Cr. Rennie, Cr. Messina, Cr. Newton, Cr. Amir
	Council Staff:	Sue Wilkinson, Ingrid Bishop, Cathy Henderson, Rachel Ollivier, Vito Albicini, Darren Rudd
	Other:	
APOLOGIES:		Cr. McCarthy, Cr. Greco, Cr. Laurence, Cr. Williams

The Assembly commenced at 6.08pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Preston Market Update	No disclosures were made.
2	Other Business: - Electorate Change of Name - Planning Session for Councillors	No disclosures were made.
3	Aged Care Update	No disclosures were made. Cr. Messina left the meeting at 7.20pm and returned at 7.42pm

The Assembly concluded at 7.58pm

RECORD COMPLETED BY:	Officer Name:	Ingrid Bishop
	Officer Title:	General Manager Governance and Engagement



ASSEMBLY OF COUNCILLORS PUBLIC RECORD

ASSEMBLY DETAILS:	Title:	Darebin Education Committee
	Date:	Wednesday, July 25, 2018 Jade Room, Darebin Intercultural Centre
	Location:	
PRESENT:	Councillors:	Cr. Kim Le Cerf (Mayor) Councillor Le Cerf arrived at 4.35pm.
	Council Staff:	Jess Fraser, Clinton Fullgrave, Phillip O'Brien, Yvette Higgins, Jackie Mansourian
	Other:	Principals and other members of the leadership team from various Darebin schools, including, Thornbury Primary, Westgarth Primary, Reservoir East Primary, Preston North East Primary, High, Northcote High, William Ruthven Secondary College, Maharishi Primary. Also representatives from Department of Education and Training (North East area), and INLLEN.
APOLOGIES:		Cr. Gaetano Greco Principals including Reservoir High, The Pavilion, Thornbury High, Northcote High, William Ruthven Secondary College, Bell Primary.

The Assembly commenced at 4.10 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	<p>Learning and teaching Aboriginal history and culture- Presentations and conversation</p> <p>Two Principals briefly presented the work of their schools and educators - conversation and discussion with all schools</p>	No disclosures were made.
2	<p>New local resources for teaching Aboriginal history and culture - Presentations and conversation</p> <ul style="list-style-type: none"> - Deadly Dan at the League(Victorian Aboriginal Health Service) - Darebin Aboriginal and Torres Strait Islander Recognition and Discovery Map - Best Start – Aboriginal Reference Group - Darebin Schools' Conference – Because of Her We Can, 23 October 2018 	No disclosures were made.

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
3	School priorities – presentations around the table	No disclosures were made.
4	Ongoing – Darebin Council's ongoing areas of priorities with schools An opportunity- Partnerships addressing disadvantage for children and young people Transition - Guide for parents Preparing for Secondary Schools in Darebin INLLEN	No disclosures were made.

The Assembly concluded at 5.45pm

RECORD COMPLETED BY:	Officer Name:	Jackie Mansourian
	Officer Title:	Community Renewal Officer



ASSEMBLY OF COUNCILLORS PUBLIC RECORD

ASSEMBLY DETAILS:	Title:	Climate Emergency Darebin Advisory Committee
	Date:	Thursday 26 July 2018
	Location:	Conference Room, 350 High Street, Preston
PRESENT:	Councillors:	Cr. Kim Le Cerf (Mayor and Chair) late 7:26pm, Cr. Susan Rennie (non-voting) left 7.28pm
	Council Staff:	Sally Moxham, Gavin Mountjoy and Tiffany Harrison
	Other:	Climate Emergency Darebin Committee members
APOLOGIES:		Cr. Trent McCarthy, Sue Wilkinson CEO, Rachel Ollivier and Vanessa Petrie.

The Assembly commenced at 7:07 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Welcome, acknowledgements, apologies, Assembly of Councillors	No disclosures were made.
2	Agenda	No disclosures were made.
3	Minutes of previous meeting	No disclosures were made.
4	Motion to add a member	No disclosures were made.
5	Strategic plan	No disclosures were made.
6	Governance update	No disclosures were made.
8	Communications and engagement project	No disclosures were made.
7	Conference	No disclosures were made.
9	Funding and Finance	No disclosures were made.
10	CED staff	No disclosures were made.
11	Interim Committee engagement	No disclosures were made.
12	Other considerations	No disclosures were made.
13	Next meeting	No disclosures were made.

The Assembly concluded at 9:26 pm

RECORD COMPLETED BY:	Officer Name:	Gavin Mountjoy
	Officer Title:	Coordinator Energy and Adaptation



ASSEMBLY OF COUNCILLORS PUBLIC RECORD

ASSEMBLY DETAILS:	Title:	Councillor Briefing Session
	Date:	Monday 30 July 2018
	Location:	Council Chamber, Darebin Civic Centre
PRESENT:	Councillors:	Cr. Kim Le Cerf (Mayor) , Cr. Susan Rennie, Cr. Gaetano Greco, Cr. Julie Williams, Cr. Lina Messina (Deputy Mayor) Cr. Trent McCarthy, Cr. Susanne Newton,
	Council Staff:	Cathy Henderson, Jo Smale, Mark Gallon, Rachel Ollivier, Liz White, Vicky Guglielmo, Wendy Dinning, Darren Rudd
	Other:	MGS Architects
APOLOGIES:		Cr. Tim Lawrence, Cr. Steph Amir

The Assembly commenced at 5.40pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Darebin Arts Precincts Review	No disclosures were made. Cr. Newton, Cr. McCarthy and Cr. Messina entered the Assembly during consideration of this matter.
2	Preston Market Update	No disclosures were made.
3	Other Business: <ul style="list-style-type: none"> • Ward Meetings • Construction Management • Community Safety Framework • Adams reserve BBQ 	No disclosures were made.

The Assembly concluded at 8.45 pm

RECORD COMPLETED BY:	Officer Name:	Jo Smale
	Officer Title:	Acting General Manager Community

13. REPORTS BY MAYOR AND COUNCILLORS

Recommendation

That Council note the Reports by Mayor and Councillors.

14. CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL

15. CLOSE OF MEETING