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# AGENDA OF THE COUNCIL MEETING

Held on Monday 14 October 2019

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 Woi-Wurrung people as the Traditional Owners and custodians of the land and waters we now call Darebin and pays respect to their Elders, past, present and emerging.

Council also 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 communities and the right to self-determination in the spirit of mutual understanding and respect.



**English**

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

**Arabic**

هذا هو جدول اعمال اجتماع المجلس. للحصول على المساعدة في أي من بنود جدول الاعمال، يرجى الاتصال بالهاتف 8470 8888.

**Chinese**

这是市议会会议议程。如需协助了解任何议项，请致电8470 8888。

**Greek**

Αυτή είναι η Ημερήσια Διάταξη για τη συνεδρίαση του Δημοτικού Συμβουλίου. Για βοήθεια με οποιαδήποτε θέματα της ημερήσιας διάταξης, παρακαλείσθε να καλέσετε το 8470 8888.

**Hindi**

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

**Italian**

Questo è l'ordine del giorno della riunione del Comune. Per assistenza con qualsiasi punto all'ordine del giorno, si prega di chiamare il numero 8470 8888.

**Macedonian**

Ова е Дневниот ред за состанокот на Општинскиот одбор. За помош во врска со која и да било точка од дневниот ред, ве молиме телефонирајте на 8470 8888.

**Nepali**

यो परिषद्को बैठकको एजेन्डा हो। एजेन्डाका कुनै पनि वस्तुसम्बन्धी सहायताका लागि कृपया 8470 8888 मा कल गर्नुहोस्।

**Punjabi**

ਇਹ ਕੌਂਸਲ ਦੀ ਮੀਟਿੰਗ ਵਾਸਤੇ ਏਜੰਡਾ ਹੈ। ਏਜੰਡੇ ਦੀਆਂ ਕਿਸੇ ਵੀ ਆਈਟਮਾਂ ਸੰਬੰਧੀ ਸਹਾਇਤਾ ਵਾਸਤੇ, ਕਿਰਪਾ ਕਰਕੇ 8470 8888 ਨੂੰ ਟੈਲੀਫੋਨ ਕਰੋ।

**Somali**

Kani waa Ajandaha Kulanka Golaha. Caawimada mid kasta oo ka mid ah qodobada laga wada hadlay, fadlan la xiriiir 8470 8888.

**Spanish**

Este es el Orden del día de la Reunión del Concejo. Para recibir ayuda acerca de algún tema del orden del día, llame al teléfono 8470 8888.

**Urdu**

یہ کاؤنسل کی میٹنگ کا ایجنڈا ہے۔ ایجنڈے کے کسی بھی حصے کے بارے میں مدد کے لیے براہ مہربانی 8470 8888 پر فون کریں۔

**Vietnamese**

Đây là Chương trình Nghị sự phiên họp Hội đồng Thành phố. Muốn có người trợ giúp mình về bất kỳ mục nào trong chương trình nghị sự, xin quý vị gọi điện thoại số 8470 8888.

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# Agenda

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## 1. MEMBERSHIP

Cr. Susan Rennie (Mayor) (Chairperson)

Cr. Susanne Newton (Deputy Mayor)

Cr. Steph Amir

Cr. Gaetano Greco

Cr. Tim Laurence

Cr. Kim Le Cerf

Cr. Trent McCarthy

Cr. Lina Messina

Cr. Julie Williams

## 2. APOLOGIES

## 3. DISCLOSURES OF CONFLICTS OF INTEREST

## 4. CONFIRMATION OF THE MINUTES OF COUNCIL MEETINGS

<b>Recommendation</b>
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**That** the Minutes of the Ordinary Meeting of Council held on 23 September 2019 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](http://darebin.vic.gov.au/questionsandsubmissions) by 3pm on the day of the meeting; or
- (b) by email to [Q&S@darebin.vic.gov.au](mailto: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 PRESTON MARKET PRECINCT UPDATE**

**Author:** Coordinator Strategic Planning

**Reviewed By:** General Manager City Sustainability and Strategy

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**This report will be circulated separately prior to the meeting.**



**8.2 ANNUAL REPORT 2018–19****Author:** Coordinator Planning and Reporting**Reviewed By:** General Manager Governance and Engagement

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**EXECUTIVE SUMMARY**

The *Local Government Act 1989* and regulations require each Council in Victoria to prepare an annual report for each financial year that contains a report of operations and the audited financial and performance statements.

<b>Recommendation</b>
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**That** Council:

- (1) Endorses the Darebin City Council Annual Report 2018–19, attached at **Appendix A**.
  - (2) Notes that the report was submitted to the Minister for Local Government on 30 September 2019.
  - (3) Notes that a copy of the Annual Report 2018–19 was made available for public inspection at the Customer Service Centre two weeks prior to this meeting, in compliance with 133(2) of the *Local Government Act 1989*.
  - (4) Notes that, in compliance with 134(2)(b) of the *Local Government Act 1989*, a public notice was placed in *The Age* on 30 September 2019, in the *Preston Leader* on 1 October 2019 and in the *Northcote Leader* on 2 October 2019, advising the report will be discussed at the Council meeting of 14 October 2019 and noting the place where copies of the report can be obtained.
  - (5) Notes that the report has been presented to Council within one month of providing the report to the Minister for Local Government, satisfying Section 134(2)(a) of the *Local Government Act 1989*, and Section 22(1) of the *Local Government (Planning and Reporting) Regulations 2014*.
  - (6) Notes that the report was prepared in accordance with all relevant legislation, including the *Local Government Act 1989*, the *Local Government Amendment (Performance Reporting and Accountability) Act 2014*, and the *Local Government (Planning and Reporting) Regulations 2014*.
- 

**BACKGROUND / KEY INFORMATION**

The Annual Report 2018–19 has been prepared in accordance with the *Local Government Act 1989* and relevant regulations.

The Minister for Local Government was provided a copy of the report on Monday 30 September 2019. Within one month of providing the Minister with a copy of the report, Council must present the report at a Council meeting.

Council resolved in-principle to endorse the financial and performance statements and authorised two Councillors to sign the statements at the Council meeting on 2 September 2019.

## Previous Council Resolution

At its meeting on 2 September 2019, Council resolved:

*“That Council:*

- (1) Approves in principle the Financial Statements for the year ended 30 June 2019 year enclosed in Appendix A to this report.*
- (2) Authorises Councillors Kim Le Cerf and Lina Messina to sign the Financial Statements in their final form after any changes recommended or agreed to by the Auditor-General have been made.*
- (3) Approves in principle the Performance Statements for the year ended 30 June 2019 year enclosed in Appendix B to this report.*
- (4) Authorises Councillors Kim Le Cerf and Lina Messina to sign the Performance Statement in its final form after any changes recommended or agreed to by the Auditor-General have been made.”*

## COMMUNICATIONS AND ENGAGEMENT

### Consultation

The performance information contained within the report was compiled by the relevant department Managers and General Managers.

### Communications

The annual report is required to be placed on public exhibition for a period of no less than 14 days prior to its adoption. Following adoption, the report will be promoted on our website, through social media channels and via a media release.

## ANALYSIS

### Alignment to Council Plan / Council policy

Goal 6 - A well governed Council

### Environmental Sustainability Considerations

Council has chosen to do a small print run of the Annual Report 2018–19 in order to keep the document accessible to the whole community. This also enables Council to provide hard copies upon request, as is preferred by the Municipal Association of Victoria. The Annual Report 2018–19 will be printed on recycled paper and print runs will be limited to reduce waste.

The alternative method of distribution for the Annual Report 2018–19 is via our website, where the final, designed document will be available in late October.

### Equity, Inclusion and Wellbeing Considerations

Language translations, multilingual telephone line details, Speak Your Language, and National Relay Service information is listed on the back cover of the report. The report is available in hardcopy and electronic format in order to make it accessible to all members of the Darebin community.

## Cultural Considerations

The Annual Report 2018–19 includes a specific Diversity Report, which contains a profile of the Darebin population and a summary of Council’s work in improving accessibility, wellbeing and human rights across the city.

## Economic Development Considerations

Chapter Four ‘A Strong Economy’ (in the report of operations) highlights the many economic development activities and achievements from 2018–19.

## Financial and Resource Implications

Production and printing of the Annual Report 2018–19 will be completed within approved operational budgets.

## Legal and Risk Implications

Much of the content, including the submission date of the report, is prescribed in the *Local Government Act 1989*. The attached document has been confirmed as being compliant with the required regulations.

## DISCUSSION

A public notice alerting the community to the completion of the report appeared in *The Age* newspaper on Monday 30 September, in the *Preston Leader* on 1 October 2019 and in the *Northcote Leader* on 2 October 2019. The report has been available for inspection at Darebin’s Preston customer service centre since Monday 30 September 2019.

A summary of the information contained within the 2018–19 Annual Report is as follows.

- A highlights summary provides a list of achievements for 2018–19, organised by Council Plan goal.
- Introduction – explains the purpose of the report, describes our Charter of Good Governance and our values, includes a summary of rates expenditure, a brief financial summary and details about completed major capital works projects.
- The Year in Review – includes messages from the Mayor and the Chief Executive Officer, information about the services offered by Council, a sustainability report and a calendar of events.
- Our City – provides an overview of the key demographic and statistical features of the City of Darebin and includes information about Darebin’s Councillors and the wards they represent.
- Our People – includes the organisation structure, introduces the Executive Management Team, and includes the workplace report, which outlines Darebin’s workforce and workplace policies and procedures.
- Our Performance – outlines Council performance against the six Council Plan goals, Council Plan Action Plan actions, and Council Plan performance indicators for 2018–19.
- Governance and Corporate Information – provides comprehensive corporate information on a number of areas including Councillors, committees, audits, documents for inspection and freedom of information. This section contains the Governance and Management Checklist and the results of our performance in accordance with the Local Government Performance Reporting Framework. Statutory reports are also in this

section. They contain prescribed information that is required by Acts of Parliament, regulations and Ministerial directions.

- Financial and Performance Statements – details Council’s financial situation, contains statements audited by the Victorian Auditor General and a copy of the audit opinion.

There were a number of highlights from the 2018–19 year, including the following.

- After three and a half years of advocacy, Council was instrumental in securing a commitment from the State Government to remove all four level crossings in Preston, i.e. Oakover Road, Bell Street, Cramer Street and Murray Road.
- Council undertook extensive community engagement, completed key background and technical reports including an Identity Study, and worked closely with the Victorian Planning Authority to inform the planning process for the Preston Market.
- The first Climate Emergency Conference was hosted by Council in September 2018.
- Through a funding agreement, the Employment Pathways for People Seeking Asylum program engaged 97 asylum seekers.
- Council delivered a successful Jobs Fair in partnership with Northland Shopping Centre where more than 1,000 young people and 18 retailers participated.
- 38 LightSmart retrofits (businesses that had their lights upgraded to LEDs) were completed, which is 18 above the target.
- An expression of interest process is underway to identify a tenant who will deliver and manage affordable housing on the Townhall Avenue site.
- Council moved to a model of major annual Autumn and Spring Festivals.
- Tree planting targets in parks, streets and bushland areas were met, with more than 3,400 trees planted.
- More than 18,000m<sup>2</sup> of damaged footpaths were replaced.
- The Local Law for the Protection of Trees on Private Property was adopted.
- The Age Friendly Darebin Review was completed, with 98 recommendations relating to new/improved services, social and cultural connections, and better built environments.
- Nearly \$33 million of capital works was delivered.

The Darebin City Council Annual Report 2018–19 is currently being graphically designed and professionally printed and will be available from late October 2019.

## **OPTIONS FOR CONSIDERATION**

It is recommended that Council adopt the Annual Report 2018–19, so that it can be formally communicated and published. If Council does not endorse the report, it risks being in breach of its obligations under the Act.

## **IMPLEMENTATION STRATEGY**

### **Details**

A graphically designed version (both online and hardcopy) of the report will be prepared and will be ready for distribution in late October.

## Communication

Once adopted, the report will be promoted using a variety of communication channels, including Darebin Community News, the Darebin website, social media and through a media release.

## Timeline

Late October:

- Graphically designed report will be produced.
- Information will be released via social media, traditional media and Darebin Community News

## RELATED DOCUMENTS

- Council Plan 2017–21
- Darebin City Council Annual Budget 2018–19
- Council Plan Action Plan 2018–19

## Attachments

- Annual Report 2018–19 (**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

A greener, bolder, more connected city

## ANNUAL REPORT 2018–2019

Alphington | Bundoora | Coburg | Fairfield | Keon Park | Kingsbury |  
Macleod | Northcote | Preston | Reservoir | Thornbury



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## 2018–2019 HIGHLIGHTS

GOALS	HIGHLIGHTS	RESULTS	LOOKING FORWARD
<b>GOAL 1</b> <b>A sustainable city</b> <b>(pages 67 – 74)</b>	<ul style="list-style-type: none"> <li>Adopted the Local Law for the Protection of Trees on Private Property.</li> <li>Hosted the first Climate Emergency Conference in September 2018.</li> <li>Met tree planting targets in parks, streets and bushland areas, with over 3,400 trees planted.</li> </ul>	<p>Amount of solar power generated in Darebin (kW)  Target: 36,000 kW by 2021  Result: 31.56 kW (On track)</p> <p>Volume of Waste to landfill (Kg per person)  Target: Reduce by 1kg per person each year  Result: Reduced by 5kg per person (Met)</p>	<ul style="list-style-type: none"> <li>Complete a new Waste Strategy.</li> <li>Roll-out food waste collection service in the spring of 2019 to all households that have a green waste bin.</li> <li>Work with other councils and our community to advocate to both the Victorian and Australian Governments to declare a Climate Emergency.</li> </ul>
<b>GOAL 2</b> <b>Opportunities to live well</b> <b>(pages 75 – 79)</b>	<ul style="list-style-type: none"> <li>Completed an Age Friendly Darebin Review, with 98 recommendations relating to new/ improved services, social and cultural connections, and better built environments.</li> <li>Constructed the first Changing Places facility in Darebin. Changing Places include an adult-sized changing table, hoist, and enough space to support someone in a safe and clean environment.</li> <li>Reservoir Leisure Centre had strong increases in overall centre attendance, up 11%, and in total visits by members, up 18.6%.</li> </ul>	<p>Satisfaction with Council's festivals and events (%)  Target: 85% year-on-year  Result: 97% (Met)</p> <p>Satisfaction with Aged Care (%)  Target: 85% year-on-year  Result: 90% (Met)</p>	<ul style="list-style-type: none"> <li>Following on from the development of the Age Friendly Darebin Report, implement new and improved ways of making Darebin an even better place for older people, and therefore everyone, to live.</li> <li>Design and deliver an exciting, cutting edge and brand-new arts and culture festival program for our community.</li> <li>Work with the community on the design of the Northcote Aquatic and Recreation Centre and Multi-Sports Stadium.</li> </ul>

GOALS	HIGHLIGHTS	RESULTS	LOOKING FORWARD
<b>GOAL 3</b> <b>A liveable city</b> <b>(pages 80 – 85)</b>	<ul style="list-style-type: none"> <li>• Advocated for a better standard of development and have achieved recent success in the Victorian Civil and Administrative Tribunal in asking developers to improve the design quality of their developments.</li> <li>• Finalised Breathing Space: The Darebin Open Space Strategy to guide our work in getting more and better open space for our growing population.</li> <li>• Replaced over 18,000m<sup>2</sup> of damaged footpaths.</li> <li>• Secured a commitment from the Victorian Government to support Council's position for the removal of four level crossings in Preston, following 3.5 years of advocacy.</li> </ul>	<p>Satisfaction with condition of sealed local roads (%)</p> <p>Target: 85% year-on-year</p> <p>Result: 86.8% (Met)</p> <p>Reduction in crashes per year on speed-reduced roads</p> <p>Target: Reduce</p> <p>Result: 22% reduction (from 36 to 28) (Met)</p>	<ul style="list-style-type: none"> <li>• Advocate for great new open spaces as part of the removal of the level crossings at Preston and Bell Stations.</li> <li>• Continue to show leadership in the interests of community safety working to support the Victorian Building Authority (VBA) and the Victorian Cladding Taskforce in addressing the issues associated with combustible cladding.</li> </ul>
<b>GOAL 4</b> <b>A strong economy</b> <b>(pages 86 – 88)</b>	<ul style="list-style-type: none"> <li>• Advanced renewal of Special Rates Levies across three activity centres – Fairfield, Preston and Northcote – to enable targeted marketing and promotional activities for the shopping strips over the next 5 years.</li> <li>• Undertook extensive community engagement, completed key background and technical reports including an Identity Study, and worked closely with the Victorian Planning Authority to inform the planning process for the Preston Market.</li> </ul>	<p>Number of registered local businesses of all kinds</p> <p>Target: Increase</p> <p>Result: 5% increase (from 12,095 to 12,660) (On track)</p> <p>Number of reactivated vacant shopfronts (per annum)</p> <p>Target: Increase</p> <p>Result: 33% increase (from 6 to 8) (Met)</p>	<ul style="list-style-type: none"> <li>• Develop our new place management program of activities to make our local areas more vibrant, active and successful.</li> <li>• Translate the engagement findings and technical information for Preston Market to continue to advocate for the best outcomes for the market and the precinct.</li> </ul>

GOALS	HIGHLIGHTS	RESULTS	LOOKING FORWARD
<b>GOAL 5</b> <b>Involving our diverse communities</b> <b>(pages 89 – 92)</b>	<ul style="list-style-type: none"> <li>Adopted a Rates Financial Hardship Policy to provide a framework to provide financial relief to individual ratepayers experiencing difficulty in meeting their rate payment obligations.</li> <li>Increased program hours on offer at the East Preston Community Centre program from 20 in 2017–2018 to 70 per week in 2018–19.</li> <li>The Aboriginal Maternal and Child Health Initiative program has been recognized for its beneficial contributions to our community by being a finalist in the 2019 LGPro Excellence Awards.</li> </ul>	<p>Satisfaction with Council's performance in making decisions in the interests of the community (%)  Target: 80% year-on-year  Result: 89.3% (Met)</p> <p>Electronic gaming machine losses in Darebin (\$'000s per day)  Target: Reduce below \$231,000  Result: \$223,000 (Met)</p>	<ul style="list-style-type: none"> <li>Develop and implement an Assertive Outreach program to support the wellbeing needs of people experiencing homelessness in Darebin.</li> <li>Partner with a local jobs provider to deliver a community employment program for 10 community members from lower socio-economic backgrounds who are either unemployed or underemployed.</li> </ul>
<b>GOAL 6</b> <b>A well-governed Council</b> <b>(pages 93 – 95)</b>	<ul style="list-style-type: none"> <li>The Customer Service centre is more accessible for people with disabilities now that we have Central Accreditation Service (CAS) accreditation and have installed hearing loops.</li> <li>The Statutory Planning Service now has an almost complete digital capability through the planning application process. This reduces our energy footprint and paper consumption and provides a better, more convenient service.</li> </ul>	<p>Proportion of Council decisions made at meetings closed to the public (%)  Result: 2017–18: 4.11%  Result: 2018–19: 3.07%</p>	<ul style="list-style-type: none"> <li>Develop a better customer complaints process and a customer experience approach across Council services.</li> <li>Develop and implement a Workforce Planning Strategy with diversity principles applied to support Council to meet current and emerging community needs through having the right people in the right jobs at the right time.</li> <li>Implement applications that will enable customers to complete their financial transactions with Council anywhere, anytime, on any device.</li> </ul>

For more details about our performance in 2018–2019, go to page 64.

You can read the Council Plan on our website [www.darebin.vic.gov.au/CouncilPlan](http://www.darebin.vic.gov.au/CouncilPlan)

## 1. INTRODUCTION

### Purpose of the annual report

The Annual Report 2018–2019 reviews our strategic, operational and financial performance for the financial year 1 July 2018 to 30 June 2019. It is an important document that tells our community how we performed and whether we did what we promised. This report compares our highlights and achievements with our strategic objectives and the goals set out in our Council Plan 2017–2021 ([darebin.vic.gov.au/CouncilPlan](http://darebin.vic.gov.au/CouncilPlan)). It also meets legislative and compliance reporting requirements.

**The year in review (page 12)** provides a general overview of our operations throughout 2018–2019. It includes messages from our Mayor and the Chief Executive Officer, a financial summary for 2018–2019, and information about our services, achievements and sustainability.

**Our city (page 37)** has information about the City of Darebin, introduces our Councillors and explains how local government works.

**Our people (page 51)** tells the story of our organisation and the people who lead it. It also provides a snapshot of our employees and workplace culture, and acknowledgement of the work done by our much-appreciated volunteers.

**Our performance (page 64)** sets out how we performed against the major initiatives in our Budget 2018–2019 and the goals stated in our Council Plan 2017–2021.

**Governance and corporate information (page 96)** provides information about our governing processes, Council meetings, Council committees, privacy and information required by the Victorian Government.

**Annual financial report and performance statement (page 131)** contains the audited performance and financial statements that we are required by law to provide.

The *City of Darebin Annual Report 2018–2019* was prepared in accordance with all the statutory requirements of the *Local Government Act 1989* and its associated regulations.

## Council Plan 2017—2021

Darebin's Council Plan 2017–2021 focuses on a new direction to address the critical challenges affecting our community. These include climate change, unprecedented population growth, growing inequality, new technology and reduced funding.

The plan's goals are:

- Goal 1: A sustainable city
- Goal 2: Opportunities to live well
- Goal 3: A liveable city
- Goal 4: A strong economy
- Goal 5: Involving our diverse communities
- Goal 6: A well-governed council

This is the second year of reporting against the Council Plan 2017–2021. More information about the plan and the Council Plan Action Plan 2018–2019 can be found on the website at: [www.darebin.vic.gov.au/CouncilPlan](http://www.darebin.vic.gov.au/CouncilPlan).

## Our mission

To preserve and improve the physical, social, environmental, cultural and economic health of all our neighbourhoods and ensure quality of life for current and future generations.

## Our values

Our values provide a framework for our culture. They motivate us, create an understanding of acceptable behaviour and have become the standards against which we assess ourselves, our actions and our performance.

### **Collaboration**

Working together to improve partnerships and services across Council and for the community.

### **Accountability**

Taking responsibility for our actions when carrying out our duties for Council, consistently providing efficient and effective services and protecting public resources.

### **Respect**

Through open communication, we take care of our peers, our community, assets and the environment.

### **Integrity**

We act consistently, fairly and do what we say we will do.

## Charter of good governance

Darebin's Charter of Good Governance tells the community what it can expect from us in the way we govern the city.

The charter outlines six principles of good governance central to the way we do business: transparency, accountability, effectiveness and efficiency, community engagement and ethical decision-making.

The principles are embedded in the culture of our organisation and are evident within all the services and leadership we provide to our community.

Further information on the Charter of Good Governance can be viewed at:  
[www.darebin.vic.gov.au/Your Council/How Council Works/Council and Elections](http://www.darebin.vic.gov.au/Your Council/How Council Works/Council and Elections)

## Our services

### For families

- Maternal and child health services
- Street lighting and signage
- Parent education sessions
- Kindergarten and child care registration systems for community managed services
- Immunisation
- Youth engagement programs
- Family services
- Playgroups and Toy Library

### For older people and people with disabilities

- Assessment for aged and disability services
- Social support groups
- Domestic assistance
- Personal care
- Flexible respite
- Delivered meals (Meals on Wheels)
- Community transport
- Home maintenance
- Funding and support of older adults, groups and clubs
- Access to senior citizen facilities
- Information, advocacy and support of individuals and groups in relation to aged and disability programs
- Older person housing sponsorship program

### For businesses

- Food and health business registrations and regulation
- Business support and education
- Business permits
- Networking opportunities
- Food safety regulation programs
- Tobacco control

### For the whole community

- Pet registration
- Building and planning permits
- Libraries
- Parks, gardens and play equipment
- Local law enforcement
- Parking permits
- Information about pests and pollution
- Arts events, exhibitions, performances, festivals and cultural programs
- Art and heritage including Council's indoor and outdoor art works
- School crossing supervisors
- Publications including *Darebin Community News*
- Raise awareness of gender equity and violence against women
- Actively engage with newly arrived populations, migrants and refugees
- Community safety and crime prevention programs
- Support sustainable food and environment initiatives
- Graffiti removal and prevention
- Encourage and provide increased opportunities for sustainable transport
- Sporting facilities
- Collection of waste and recycling
- Citizenship ceremonies
- Maintenance of local amenities and facilities
- Education and leadership on environmental sustainability
- Provide training and education to encourage more local businesses and jobs
- Road and footpath maintenance
- Leisure facilities



## Acknowledgements

### **Aboriginal and Torres Strait Islander people**

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 also 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 communities and the right to self-determination in the spirit of mutual understanding and respect.

### **Darebin's Diversity Statement**

The City of Darebin is home to people of diverse races, ethnicities, faiths and beliefs, abilities, talents and aspirations, sexualities, sex and gender identities, ages, occupations, incomes and lifestyles. Darebin City Council acknowledges the history and contributions of the various communities, migrants and refugees who have settled in the municipality and made it their home. Their endeavours have enriched the economic, social, cultural, artistic, community and civic character of the city and created a cosmopolitan locality where variety and difference are welcomed and encouraged.



## 2. THE YEAR IN REVIEW

### Message from the Mayor

I am pleased to present to you Darebin's 2018–2019 Annual Report.

Darebin Council is very clear in our aspirations for a greener more connected city, articulated through the Council Plan which runs from 2017—21. This report covers the progress we have made during the second financial year of the Plan, and I'm delighted to make this information available.

Darebin is a great place to live, work, or visit. It has the best of everything right on our doorstep, with unique parks and creeks, strip shopping, cafes and restaurants that are among the best in Australia, a thriving arts and culture scene, and a diverse and dynamic population.

Darebin, like Melbourne, is experiencing huge population growth. Many new migrants chose to make Darebin their home, continuing the trends that started after the war with waves of European migrants. Others move here from other parts of Melbourne, Victoria and interstate, drawn by our proximity to the city, jobs, universities and TAFEs. This is great for our city, making it even more vibrant and alive. But it puts pressure on services and programs to keep pace with the growing community's needs and expectations, and as you can see in this annual report, we are acting to ensure we provide the infrastructure for future needs.

The past year has been a time of continuity and growth. We have continued to implement the Council Plan, which we report on every quarter.

The staff and the leadership group, led by CEO Sue Wilkinson, have gone from strength to strength. The organisation is well-placed to deliver the third financial year of the Council Plan, as well as ongoing improvements to services for residents.

#### Environmental issues

- **Climate emergency**

Darebin was the first local government in the world to declare a climate emergency, insisting on an emergency response to the largest threat facing us all in the decades ahead. I'm so proud that more than 990 other Councils and Governments have followed us since then, including London, France and New York.

In 2018, Darebin presented the first-ever national climate emergency conference hosted by a local government. This conference enabled Council to develop a resource guide for other climate emergency councils, and two Council climate emergency webinars to discuss the challenges and opportunities of declaring a climate emergency.

Darebin resurfaced 36 local streets using an asphalt which is made of approximately 90% recycled materials during the year, part of a program that we started 10 years ago.

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Council planted more than 5,000 plants throughout bushland reserves providing connection for animals. We also planted over 1,500 street trees and 200 park trees to assist in managing the heat urban island effect, providing habitat and amenity for people and animals.

- **Solar Savers**

During the last year, 678 residential solar systems were installed through Council's award winning Solar Saver program. This equates to 2,800kW of renewable energy generation. The program provides solar installation for residents who otherwise wouldn't be able to afford it. The loan to residents is paid back through their rates or rent. The program started in 2014 and now over 1,300 homes have benefited.

- **Waste and Recycling**

The past year has been challenging where recycling is concerned. Council's provider, SKM, stopped receiving recyclable materials, resulting in materials being sent to landfill for a period in February and again in July 2019.

The statewide crisis was caused by China and other countries in Asia tightening the rules on what they will accept. The State and Federal Governments have not displayed the leadership required to address this challenge.

However, at the time of writing this report I am delighted that Darebin has successfully negotiated a new contract and residents can once again have confidence in the recycling service.

Council has trialled a new food and organic waste collection which will begin across Darebin in the coming year.

### **Standing up for our community**

- **Electronic Gaming machines (pokies)**

In December, Council endorsed a policy which seeks to reduce the harm associated with electronic gaming machine (EGM) gambling. On average, adults in Darebin lost \$895 per adult in 2018–2019, and we know that these machines contribute to harm, such as family violence, drug and alcohol problems and criminal behaviour. That's why Council has moved to ensure that community organisations that operate or own EGMs, receive EGM generated sponsorship, or meet in EGM venues, will be ineligible for community grants, financial assistance, in-kind support or the use of Council venues.

Since the adoption of the Policy, Council has been working with a range of clubs and groups to develop transition plans to be independent of any reliance on EGM funding and to ensure that they may continue to access Council facilities and resources and provide a benefit to their members.

- **Aboriginal and Torres Strait Islander community**

The Darebin Schools' NAIDOC Yarning Conference was based on close collaboration with Darebin schools and local Aboriginal and Torres Strait Islander educators. More than 320 Year 5 students from 10 Darebin public, Catholic and independent primary schools came together to learn about Aboriginal history and culture. Highlights included, Wurundjeri Woi Wurrung elder Aunty Joy Murphy reading from her beautifully written book, *Welcome to Country*, and Nova Peris, Ambassador of The Long Walk leading everyone in a Little Long Walk.

The event was recognised at the HART (Helping Achieve Reconciliation Together) Awards in 2019.

As Mayor, I have introduced the practice of always giving the acknowledgement of country in Woiwurrung, the language of the Wurrundjeri, on whose land Darebin stands.

Council recently signed a renewed Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander People.

- **Refugees, asylum seekers and newly arrived residents**

The Mayor's Taskforce Supporting People Seeking Asylum continued its advocacy and engagement in support of refugees, asylum seekers and newly arrived residents.

- **Age Friendly Darebin**

Council commissioned the Age Friendly Darebin Review in May 2018 in response to the Federal Government's planned changes to Commonwealth Home Support Program funding. During the Review, and in response to lobbying from Darebin Council and others, the Federal Government extended current funding arrangements of home support services until June 2022. Meanwhile, the independent panel appointed to conduct the review, Dr Rhonda Galbally AC and Peter Allen, finalised their report and Council has agreed to most of their 98 recommendations.

I am delighted that the report was welcomed by members of the community. Some of the major new services and initiatives recommended include an innovative service to assist older people to navigate the complexities and challenges of the national My Aged Care system, and a new volunteer program to address social isolation.

The report also recommends a number of improvements to existing council services and a range of matters where council can advocate for issues that older people told us about during the consultation process.

### **Building our community**

- **Multi-Sports Stadium**

Council continued its work on the Multi Sports Stadium on Darebin Road by developing four outdoor netball courts. Although construction is behind schedule due to soil contamination, when completed the new courts will provide some much needed space for netball teams when completed later in the 2019–2020 financial year.

- **Northcote Aquatic and Recreation Centre and Reservoir Leisure Centre**

Reservoir Leisure Centre has seen some significant improvements to the facility and the customer experience this year, including an updated facade and reception area, new school change rooms and family change rooms as well as upgrades to the air handling systems and filters for the pool. We also moved into a design phase for the Northcote Pool (NARC). Architects will scope out what is possible in the coming year and the community will be invited to engage and provide suggestions.

- **Ruthven Primary School site in Reservoir**

A master plan for the old Ruthven Primary School site in Reservoir was finalised.

- **Preston Market**

We engaged closely with residents, State Government and the private owner of Preston Market to understand what our residents most value about the market and surrounding site. We continue to work to preserve what the community loves about Preston market, as a meeting place that provides a wide range of affordable fresh food.

- **Parking Strategy**

Council's draft proposal for a uniform approach to parking restrictions around areas of high demand was put out for community consultation. Council consults with residents in good faith, and listened to and respected the views put forward. The proposal was withdrawn and the existing "street by street" approach to restrictions continues as our method of responding to requests.

### **The year ahead**

In the year ahead, my fellow councillors and I are looking forward to:

- The start of a food waste collection service across Darebin, reducing landfill and creating a useful product for gardens.
- The development of a new Community Engagement Strategy to ensure that Council decision-making is informed by inclusive, best-practice community engagement.
- Implementation of the arts precinct at Northcote Town Hall.
- Upgrades to JE Moore Park North Pavilion, Bill Lawry Pavilion and Bundoora Park Pavilion to make them female friendly.
- Commencing implementation of the recommendations of the Age Friendly Darebin inquiry.
- A new model for festivals with two festival "seasons" in Spring and Autumn
- The development of our new place management program of activities to make our local areas more vibrant, active and successful.
- The implementation of applications that will enable customers to complete their financial transactions with Council anywhere, anytime, on any device.

**Thank you**

Once again, I would like to thank our Chief Executive Officer Sue Wilkinson for the new energy and culture she has brought to Darebin. I also thank the staff at Darebin for their dedication and hard work servicing our wonderful community during the year.

Importantly, I thank the community for their considered input and involvement in the work we do to support them.

I am very much enjoying my time serving as Mayor of Darebin and want to thank my fellow Councillors for their support and hard work throughout the year.

**Cr Susan Rennie**  
**Mayor**

## Message from the Chief Executive Officer

It's been another huge year at Darebin and I am honoured to have been able to serve this community for another year. I'm also immensely proud and grateful to all of my staff who work so hard everyday across a diverse range of services to ensure our communities are supported in all areas of their lives.

In this second financial year of the Council Plan, many exciting things have been achieved, including:

- Thirty-six streets were resurfaced with new environmentally friendly products, DuraGrip and DuraGrip Plus. This is an asphalt made of around 90% waste product including crumbed rubber from old truck tyres.
- Darebin City Council and its neighbour, Banyule City Council, came together to replace the substandard footbridge over Darebin Creek near Northland. Each Council contributed an equal share of the cost of construction of the new footbridge. The bridge will provide an important pedestrian and cyclist access link between the municipalities when it is fully completed later in 2019.
- Among work to improve sporting facilities, the existing pavilion at WH Robinson Reserve in Goodwin St West Preston has been refurbished with the assistance of a Sports and Recreation Victoria grant. The reserve is home to the Preston Druids Cricket Club and The Darebin Women's Sports Club, with over 620 members. The new pavilion includes a function/social room, four change room facilities including toilet and shower facilities, accessible public toilets, gender-equal umpires' room, kitchen, kiosk, storage areas, medical room and verandah areas.
- Solar panels producing a total of 236kW of electrical power were installed on the roofs of five prominent Council buildings: Darebin Arts Centre, Northcote Library, Preston Library, Keon Park Children's Hub and Northcote Family Service. The project included the installation of onsite solar generation and battery storage and will further reduce greenhouse and carbon emissions from Council's operations.
- Installation of fourteen new drinking fountains across the municipality was undertaken in 2018–2019. These fountains reduce the need for residents to spend money buying water in plastic bottles.
- Approximately \$7 million spent on programs and projects designed to promote and improve access to walking, cycling and public transport. For example, we ran 13 Bike Skills Workshops for adults, with over 150 participants.
- Establishment of a Young Citizen Jury that provided a voice for young people in local decision making.
- Ongoing celebration of achievements and contributions of diverse communities in partnership with Darebin Intercultural Centre, Darebin Libraries and other Council facilities – namely, Wurundjeri Week, Cultural Diversity Week and Refugee Week.
- Flying the Intersex flag above Preston Town Hall for the first time in recognition of the International Intersex Awareness Day, along with a staff development session.

Darebin continues to be a great place to live and work. Thank you to the 1,300 Darebin staff, many of whom are highly respected leaders in their respective fields. I am proud to lead you as we work together to serve our amazing community.

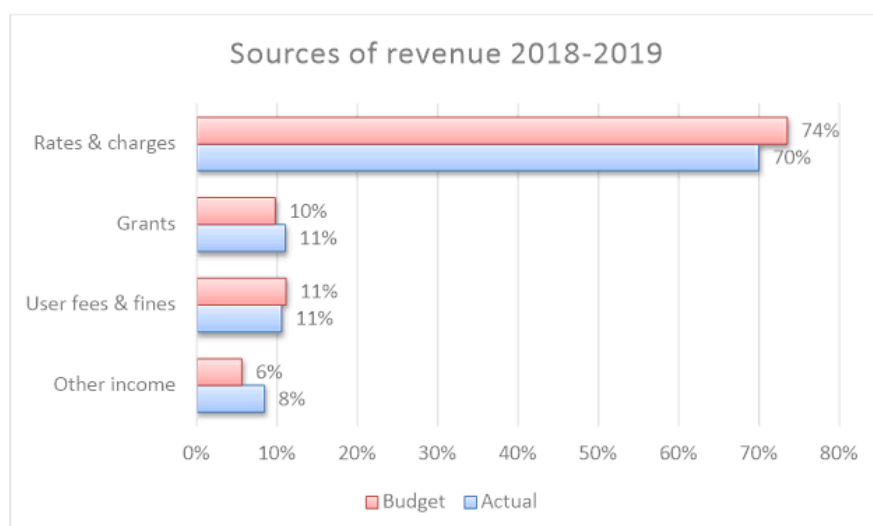
**Sue Wilkinson**  
**Chief Executive Officer**

## 2018–2019 financial summary

At Darebin, Council strives to ensure that our community's current whilst also keeping an eye to the needs of future generations. Our community expects and deserves an efficient and productive administration that provides excellent service and value for money. We are committed to excellence in the delivery of our core services, and to ensuring our efforts to support our diverse community's diverse needs are met.

### In brief

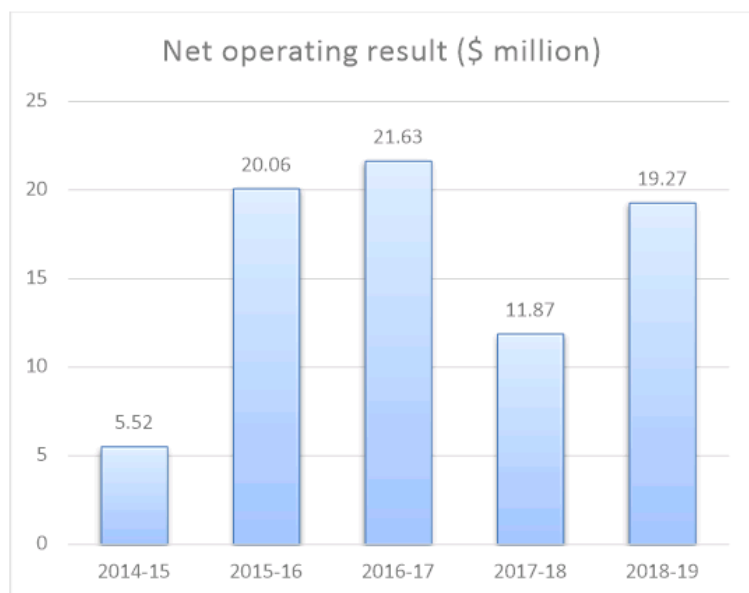
- Revenue of \$186.61 million, with 70% coming from rates and charges.
- Expenditure of \$167.34 million expenditure, with 49% attributable to employee costs and 34% for materials and services.
- Surplus of \$19.27 million.
- Net assets of \$1.44 billion, including community facilities and infrastructure.
- Cash and financial assets held of \$89.10 million, which is \$3.33 million more than the previous year.



### Operating result

The operating result is a key figure to assess Council's financial performance. It is calculated by deducting the total expenses for the year from total revenues. Although Council is a not-for-profit organisation, it should still generate a surplus to ensure future financial sustainability.





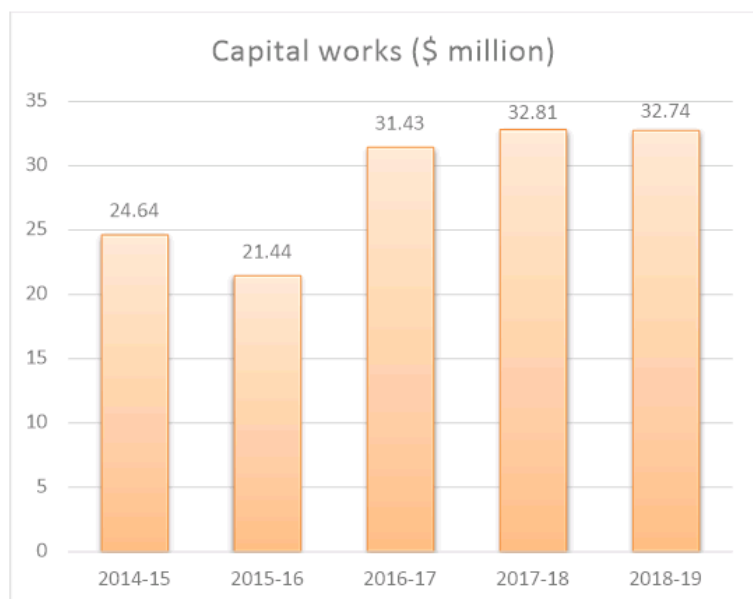
For the year ended 30 June 2019, Council achieved an operating surplus of \$19.27 million, which was a \$7.40 million increase from the 2017–2018 result. The main reasons for the increase were that, while revenue increased by \$14.05 million, employee costs only increased by \$0.69 million, materials and services increased by \$6.17 million and bad and doubtful debts increased by \$0.63 million.

The Strategic Resource Plan (SRP), which expresses the strategic objectives, plans and strategies in financial terms, was adopted by Council in June 2019 and shows surpluses will continue to be achieved in all years over the period 2019–2020 to 2022–2023 while maintaining existing service delivery. These surpluses are critical as they are the primary source of funding for the renewal, replacement and upgrade of community infrastructure through Council’s capital works program, which will average \$59.02 million a year over the four years to 30 June 2023.

### Capital works

The capital works program is an essential part of Council’s stewardship role in managing the assets required to provide services to the community. A capital works program is essential to effective management of our infrastructure assets, which give the community access to services and facilities and support Council’s delivery of services.

The Statement of Capital Works details the \$32.74 million of capital works spending across Darebin for 2018–2019. This includes \$18.39 million on asset renewal, \$6.67 million on asset upgrade, \$0.84 million on asset expansion, and \$6.84 million on new assets.



#### **Cash flow**

Cash and cash equivalents have increased by \$11.92 million to \$55.40 million. The main movements during the year were a cash inflow from operating activities of \$34.12 million, offset by a cash outflow of \$22.2 million for investing activities. Council continues to hold an appropriate level of cash to ensure liquidity. Council undertook no borrowings during the 2018–2019 year and had no outstanding borrowings at 30 June 2019.

#### **Financial stewardship**

As part of the annual reporting process, Council's key officers were required to complete a detailed questionnaire validating financial data and providing an opportunity to flag impaired assets, contingent liabilities and other relevant items. This process increases accountability across the organisation and provides strong financial stewardship.

#### **Our future**

It is important that the results in this report for 2018–2019 are viewed in the context of Council's long-term financial strategic objectives, which are reflected in the Council Plan 2017–2021 and articulated in the Strategic Resource Plan.

The key principles in the Strategic Resource Plan that underpin long-term financial planning are:

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

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

Council has forecast rate increases at 2.5 percent for 2019–2020 and 2.15 percent for 2020–2021, 2021–2022 and 2022–2023.

We will need to undertake the essential conversation with our community on how the aspirations set out in our Council Plan, along with the related services and infrastructure development, may best be achieved and funded in an increasingly restricted financial environment since the advent of rate capping.

Whilst financially sustainable, Darebin is heavily dependent on rate revenue to deliver our services. The introduction of rate capping has had a significant impact on our Strategic Resource Plan and Long-Term Financial Plan.

Our financial accounts were audited and issued an unqualified audit opinion by the Victorian Auditor-General. Refer to page 131 for the full Financial Report including Auditor-General Reports.

Council's careful financial strategies and balanced long-term planning enabled rate rises to be limited to 2.5 percent in 2019–2020.

## Economic and other factors

The Australian economy is experiencing a period of low inflation, record low interest rates and low wage increases. The Reserve Bank of Australia's official cash rate remained unchanged at 1.5 per cent for 11 months of the financial year and dropped to 1.25 per cent on 5 June 2019. This has led to continued low investment income returns for Council's cash holdings, which has been offset by placing term deposits for longer periods. Council had no outstanding loans at 30 June 2019.

The consumer price index (CPI) rise of only 1.3 per cent has directly affected Council's revenue and, along with the rate cap set by the State Government, limits the funding available to provide services to the community into the future.

Demand for Council services by residents is increasing because of population growth and increased density in residential development. An associated issue is the reduction in size of the traditional backyard across areas of the municipality, created by the Victorian Government's planning rules for higher density living. This has increased demand by residents on Council's open space, parks and sporting facilities. The cost to acquire land in the municipality to acquire and convert it to open space is prohibitive.

In common with other inner metropolitan councils, traffic and parking demands on local infrastructure are increasing while the costs of infrastructure construction for Council is increasing at a higher rate than CPI.

In summary, at a time when residential amenity in Darebin is being strongly shaped by external factors, Council's ability to finance significant projects to improve amenity continues to be diminished by the Victorian Government's rate-capping policy.

### A summary of how we spent your rates in 2018–2019

Each year your rates go towards providing important services, programs and infrastructure for the benefit of our growing and diverse community. In 2018–19, our \$167.34 million of spending enabled us to deliver a diverse range of services, capital works and special projects. We always strive to strike a balance between services costs, quality and value to our community, working within the Victorian Government's rate cap.

Each \$100 of Council expenditure was allocated to:

\$31.74	Capital works (including infrastructure renewal)
\$9.83	Waste management
\$8.67	Environment and amenity
\$8.64	Culture and leisure
\$8.57	Aged services
\$7.77	Parks and gardens
\$6.62	Planning and development
\$6.34	Family services
\$5.30	Building and asset maintenance
\$3.27	Road maintenance
\$3.25	Libraries

## Capital works 2018–2019

Darebin's capital works program continues Council's strong investment in new and renewed infrastructure. In 2018–2019, Council's spend on capital works projects and programs was \$32.74 million. The actual capital expenditure for 2018–2019 included \$6.8 million on new assets, \$18.4 million on asset renewal and \$7.5 million on asset upgrades and expansion works. Some of these projects are being undertaken over several financial years.

Capital works projects undertaken in 2018–2019 included:

### **BT Connor sports lighting upgrade**

New LED sports field lighting was installed at BT Connor Reserve in Reservoir, with the support of a State Government grant. The new lights comply with a semi-professional competition level of play, in accordance with relevant Australian Standards. The new lights will provide several benefits, including higher efficiency, and lower energy consumption and maintenance costs. BT Connor is home to the Preston Lions Football Club and becomes Darebin's third sports ground with LED lights.

### **Carbon Reduction Program**

Solar panels producing a total of 236kW of electrical power installed on roofs of five prominent Council buildings: Darebin Arts Centre, Northcote Library, Preston Library, Keon Park Children's Hub and Northcote Family Service. The project included the installation of onsite solar generation and battery storage and will further reduce greenhouse and carbon emissions from Council's operations.

### **Community Art Restoration**

Work is complete on FIDO, the canine public art piece next to Fairfield Train Station. Works included timber restoration, electrical renewal, audio upgrades, motor and pulley mechanical upgrades to activate the wagging tail and sensors to activate lights and sounds at appropriate times.

### **Darebin Arts Centre foyer**

The Darebin Arts Centre is a significant cultural and community venue that attracts between 80,000 and 100,000 audience members and function attendees annually. The Centre has been reinvigorated by upgrading the foyer and bar areas, replacing the floor covering, improving the customer service front desk, and installing a new security system. A new lift was installed to provide access to people of differing abilities to the stage and back-stage areas.

### **Drinking fountains**

A program of works was undertaken to install new drinking fountains across the municipality. Drinking fountains were installed at Bundoora Park Farm (visitor centre, farmyard and Coopers Settlement), Darebin Parklands, Judith Scott Memorial Park, Preston Shire Hall, Northcote Town Hall forecourt, Fairfield Community Centre, Crispe Park, Doug Hannan Reserve, Clyde Jones Reserve and Bundoora Park, Leslie Reserve, former Ruthven Primary School and Bundoora Park Oval.

### **Multi-Sports Stadium**

Works at John Cain Reserve included the design and start of construction of four outdoor netball courts and adjacent ticket box along with the start of design for the Multi-Sports Stadium. The outdoor courts will be completed later in 2019 and the design of the stadium is expected to be completed in 2019–2020.

### **Neighbourhood house accessibility**

Accessibility and building renewal upgrades were completed at Merrilands Community Centre East Building and The Bridge Preston (also known as the Preston Neighbourhood House and Church). Accessibility features include the upgrade of all the ramps to the buildings on both sites.

At Merrilands Community Centre, accessibility works included the upgrade of the accessible toilet and accessible car space plus the construction of an ambulant toilet. Other works included kitchen repairs and upgrades, new floor and paint finishes throughout, new energy efficient lighting and external works to improve accessibility around the site.

Additional works at The Bridge Preston included minor internal building works to remove walls and improve the circulation space around the social enterprise café.

### **Northcote Aquatic and Recreation Centre (NARC) and Reservoir Leisure Centre (RLC)**

The NARC feasibility study completed in 2018–2019 concluded that a complete rebuild is required. Following the decision, Council appointed an architectural design team to start designing the new Green-Star rated facility. The design is expected to take about two years before construction begins.

Numerous improvements were made to the RLC to improve user experience and operation of the Centre, including the front façade, reception, first aid room, pool columns and disabled pool hoist. New spaces were created to accommodate school change rooms and quick-change cubicles. A feasibility study is exploring future options for RLC and is expected to be completed later in 2019.

### **Playspace upgrade**

Playspace upgrades were undertaken to meet revised safety requirements as well as to provide unique, varied and interesting places to play for children of all ages and abilities. Council's continued investment aimed to ensure the promotion of a healthy, connected community. These playspace upgrades include:

***LW Williams Reserve*** – new play equipment including a climbing net, a spinner and a swing, new footpath, sandpit, stepping logs and furniture, soft fall mulch top-ups, rubber surfaces, landscaped gardens and drinking fountain.

***All Nations Park East*** – renewal of steel and timber elements, a new tunnel, footpath, furniture, new slides, a basket swing, sandpit, soft fall surfaces, activity panels, echo tubes, landscape elements and new planting.



**Preston Municipal Offices building facade**

The Preston facade works are part of an extensive program by Council to restore the Northcote and Preston town halls. Council engaged the heritage architects Lovell Chen for the design and documentation of both town halls. The Preston Town Hall is the first under restoration with initial works taking place in 2018–2019 along Gower Street. The works have restored Preston Town Hall to its former glory.

**Public Toilet Strategy**

Progress has been made on the design and delivery of several new public toilet facilities. An accessible toilet was constructed to replace an older facility at Bundoora Park. A new Changing Places facility was constructed in Kelvin Grove Preston. Designs are underway for three further Changing Places facilities – Edwardes Lake Park (to be constructed in 2019–2020), All Nations Park and Bundoora Park.

**Road Rehabilitation Program**

The Road Rehabilitation Program included five streets: Myrtle Grove, Preston, Simpson Street, Northcote and Edwin Street, Fairfield (all completed), while McLachlan Street Northcote and Cornwall Street Northcote will be completed in July 2019. All these roadways now have improved surfaces for vehicles, bicycles and pedestrians. Raingardens were features of Edwin Street, Cornwall Street and McLachlan Street, while McLachlan Street and Cornwall Street have both been resurfaced in asphalts that are made with 40 per cent recycled materials that include waste plastics bottles and old ground asphalt and glass.

**Road Resurfacing Program**

A total of 36 streets were resealed. These included Gertz Avenue, Cooper Street, Wood Street, Theobald Street and Charles Street which were sealed with new environmentally friendly asphalts (DuraGrip and DuraGrip Plus). These asphalts contain 90 per cent waste products, including crumbed rubber sourced from old truck tyres. The new asphalt is a proven performer and adds flexibility to road surfaces.

**Safe travel/pedestrian crossing/walking initiatives**

A program of works was delivered to improve the pedestrian and cyclist experience in Darebin. Works included: raised pavements, line marking, school crossing improvements, kerb outstands, rain gardens, signage improvements, bike paths, landscape improvements, pram crossings and traffic calming infrastructure.

**Urban Forest Strategy implementation**

More than 3,400 trees were planted in bushland, parks and streets across the municipality. In the summer, newly planted trees in streetscapes and parks are maintained by watering, weed spraying, re-tying and adjusting stakes and the application of mulch. Trees that were planted in the first quarter will be intensely maintained with watering and formative pruning for the next two years until they are established. They will then be maintained as part of normal operational programs.

**Number of plantings by type in 2018–2019**

<b>Plantings</b>	<b>No.</b>
Plantings (trees, shrubs, flowering plants, grasses and groundcovers) in creek corridors and bushland reserves	5,000+
Trees planted in bushland, parks & streets	3,400
• Trees planted in bushland	1,700
• Trees planted in parks	200
• Trees planted in streets	1,500

**WH Robinson Pavilion**

The existing pavilion at WH Robinson Reserve in Goodwin Street, West Preston has been refurbished with the assistance of a Sports and Recreation Victoria grant. WH Robinson Pavilion is home to the Preston Druids Cricket Club and The Darebin Women's Sports Club, which have more than 620 members combined. The refurbished pavilion now includes a function/social room, four change rooms with toilet and shower facilities, accessible public toilets, gender-equal umpires' room, kitchen, kiosk, storage areas, medical room and verandahs.

**Wood Street Bridge**

Darebin City Council and its neighbor, Banyule City Council, came together to replace the substandard footbridge that crosses Darebin Creek near Northland. Each council contributed an equal share of the construction costs. The bridge will provide an important pedestrian and cyclist access link between the municipalities when it is completed later in 2019.



## Sustainability

Sustainability is at the heart of Council's mission and is reflected throughout the Council Plan 2017—2021.

In 2018–2019, key initiatives were implemented by Council to address the four pillars of sustainability:

### Environmental sustainability

- Installed 678 residential solar systems through Council's award-winning Solar Saver Program
- Created the Climate Emergency Darebin Advisory Committee (CED)
- Established the Darebin Nature Trust to create more open space across Darebin

### Social sustainability

- Finalised a master plan for the old Ruthven Primary School in Reservoir
- Designed and started construction of the outdoor components of the Multi-Sports Stadium facility
- Continued the review of aged care services in light of Federal Government changes and community needs
- Proceeded with the long-term lease of the Townhall Avenue site for the purpose of creating affordable housing

### Cultural sustainability

- Completed the upgrade of the Darebin Arts Centre
- Implemented Libraries After Dark to promote evening activities at Preston Library

### Economic sustainability

- Started development of a plan for the revitalisation of central Preston
- Activated eight formerly vacant shopfronts in Darebin.

## Environment report

### Highlights of 2018–2019

- Council has been more actively reaching out to other climate emergency councils in Australia and around the world to support greater connection and collaboration. Darebin hosted the first local government Climate Emergency Conference in September 2018.
- Solar systems were installed in 678 residences through Council's award winning Solar Saver Program.
- More than 5,000 plants were planted throughout the creek corridor and bushland reserves, providing better passageways for fauna.

- Three new shared path bridges were built: Beavers Road Bridge to Moreland, Wood Street Bridge to Banyule and Rathcrown Road Bridge, which completes the off-road path that connects northern Reservoir to the City.

### **The climate emergency**

- In 2018, Darebin Council presented the first-ever national climate emergency conference hosted by local government.
- 678 residential solar systems were installed through Council's award winning Solar Saver Program. This equates to 2,800kW of electrical power, with an estimated equivalent annual greenhouse gas saving of approximately 7,000 tCO<sub>2</sub>-e.
- A resource guide for other climate emergency councils was developed. Two Council climate emergency webinars were conducted—one with Australian councils and another with international councils to discuss the challenges and opportunities of declaring a climate emergency.

### **Waste, recycling and litter**

Key actions on waste, recycling and litter:

- A plan was implemented for the city-wide roll-out of food waste recycling as part of Council's green waste service in 2019–2020
- We started an ambitious Recycling and Waste Review to investigate our low carbon strategic direction and service design options to help address the Climate Emergency
- Council advocated to the State Government for the use and transparency of landfill levy funds, banning of single-use plastics, introduction of container deposit legislation and the need for urgent action on recycling issues in Victoria
- Our 'Recycle Right' campaign conducted more than 50 face-to-face community activities that reached more than 1,100 residents
- Council received funding to roll out the 'Take your e-waste to a better place' campaign, which provides residents with information on alternative e-waste recycling options.

### **Water and waterways**

Council's Water Strategy, Watershed: Towards a Water Sensitive Darebin 2015–2025, marks a turning point for managing water using a water-sensitive, whole-of-water cycle approach. Key actions in 2018–2019:

- Council conducted the Waterwatch Program, which is a citizen-science program that helps monitor and run activities along Darebin and Merri creeks
- We conducted an audit of water assets (raingardens and tree pits) and developed a maintenance plan
- We consulted on the design of a potential wetland and stormwater treatment system at Donath and Dole Reserve in Reservoir.

### **Sustainable planning and transport**

Council spent approximately \$7 million on programs and projects designed to promote and improve access to walking, cycling and public transport.

Key actions in 2018–2019:

- The first public electric vehicle charging stations were installed in Darebin
- We provided an additional 305 metres of new shared path at the Rathcown Road Bridge and at Hickford Street roundabout near Cheddar Road
- Forty-five new bicycle parking racks were installed at places including the Reservoir Community and Learning Centre, primary schools, Penders Park, Dennis Station and the Alphington Farmers Market. Three new bike repair stations were also installed
- We partnered with Newlands Primary School for round two of the Octopus School Program. A record 23 schools participated in 'Walk to School Month'. We constructed a raised school crossing for the Northern School of Autism
- Thirteen bike skills workshops for adults were conducted, attracting more than 150 participants
- The first three treatments were completed along the new 'Streets for People' corridor in Northcote and Thornbury
- We installed nine new car share spaces on local roads in Darebin and approved another nine.
- New area-based parking restrictions were implemented in Fairfield Village to support local businesses, residents and visitors
- We successfully lobbied for \$535,000 in Victorian Government funding through the Northern Trails Strategy for construction of the Rathcown Road Bridge and installation of consistent wayfinding signage on the Darebin Creek Trail
- Together with with the local community, we successfully lobbied the Victorian Government to reopen pedestrian and bicycle access across the Fairfield rail spur
- We successfully advocated to the Victorian Government for the removal of four level crossings at Preston and Bell Stations (i.e. Oakover Road, Bell Street, Cramer Street and Murray Road, Preston).

### **Green space and biodiversity**

#### ***Open Space Strategy***

This year Council consulted on its newly developed open space strategy - *Breathing Space: The Darebin Open Space Strategy*. The Strategy assists Council to create a comprehensive, connected and well-managed system of open spaces to meet the needs of the community today and into the future. The Strategy sets out a plan for strategic land acquisition for new public open spaces as well as land for biodiversity conservation. This Strategy will feed directly into the process of developing an Open Space Levy and a Development Contributions Plan.

**Biodiversity**

- We planted more than 5,000 plants throughout bushland reserves providing corridors for fauna.
- Several controlled ecological burns were undertaken at Ngarri djarrang and Bundoora Park Grasslands to stimulate indigenous vegetation cover and reduce weed cover.
- More than 1,500 street trees and 200 park trees were planted, which will assist in managing the urban heat island effect and provide habitat and amenity value.

**Sustainable food**

Council works to support the development of local food systems that are secure, healthy, sustainable and fair. Key achievements in 2018–2019:

- Darebin co-hosted the Backyard Harvest Festival with 1,215 hectares in autumn 2019, with more than 390 tickets sold to 19 tours and workshops held in home gardens.
- We contributed funding to the Urban Food Program, where Fruit and Veg Squad volunteers harvested more than 2,600 kilograms of fruit and 100 kilograms of vegetables from households and the Darebin Information Volunteer Resource Service garden for distribution through the emergency food relief service.

**Green business**

Key sustainable business initiatives in 2018–2019:

- Two green business networking events were held, one of which was hosted in Darebin by local social enterprise cafe Moon Rabbit
- A “Sustainability Matters” event that showcased local sustainable business champions attracted 81 attendees
- There were 35 Light\$mart LED installations
- Seven cafes joined our Cafe to Garden Program to recycle coffee grounds. Other businesses were supported with organic waste recycling options.

## Diversity report

### Building an inclusive organisation

- A Welcoming Cities Reference Group was established continue our progress on Welcoming Cities Standards.
- Council renewed its Memorandum of Understanding with the Islamic Society of Victoria/ Preston Mosque.
- We continued to apply the Darebin Inclusive Communications Charter to enhance communication in community languages.
- Work continued on the development of a diversity framework document, *Towards Equality: Darebin Equity, Inclusion and Human Rights Framework 2019—2029*.

### Providing inclusive services

- A local homelessness protocol and local homelessness services guide were developed.
- Fifty-seven thousand books and other materials in languages other than English were loaned out to the community.
- Publication continued of *Get Active in Darebin*, a seasonal program of free exercise and low-cost social sport opportunities.
- The Global Sisters Business Education Program for Darebin's newly arrived and migrant women received support.
- We advanced program development and event planning for an inclusive event that will recognise the world's oldest living culture.

### Empowering communities

- A Young Citizen Jury was established to provide a voice for young people in local decision-making.
- Council signed a renewed Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander People.
- The Darebin's Women's Leadership Program was implemented.
- The Mayor's Taskforce Supporting People Seeking Asylum continued its advocacy and engagement in support of refugees, asylum seekers and newly arrived residents.
- We continued to celebrate the achievements and contributions of diverse communities in partnership with Darebin Intercultural Centre, Darebin Libraries and other Council facilities such as Wurundjeri Week, Cultural Diversity Week and Refugee Week.
- We recognised International Day Against Homophobia, Biphobia and Transphobia.

## Consultation and engagement

A great community can only be built with the assistance of our residents, businesses and ratepayers. As stated in our Charter of Good Governance (page 9), we aim to meaningfully involve the community in our decision-making processes and in shaping the future vision of our city.

Community engagement is a key step in forming decisions, policies and services that are relevant and responsive to changing needs and expectations. In 2018–2019, we conducted more than 30 engagement projects. Here are just some of the ways we engaged with the Darebin community.

### **Budget submission process 2019–2020**

Council conducted an extensive community engagement process for the Darebin 2019–20 budget submission process. We provided several ways for the community to get involved, such as 12 pop-ups across the city before budget development had started and focus groups to understand what matters most to the community. We also attended several community advisory committees. An online form was used to facilitate the submission process. This resulted in a total of 85 formal submissions being received and considered by Council.

### **DR Atkinson Reserve**

This project seeks to create a new playspace for the community with bespoke play structures and elements designed by local children. The play structures and elements will create a uniquely imaginative, artistic, exciting and creative playspace, directly inspired by the children who will use it. Council intends to use this project to recognise children's voices in our diverse community.

In December 2018, Council held a family fun day at DR Atkinson Reserve to kick-start the conversation with the community. More than 170 people attended and the feedback collected, including brilliant drawings by children, helped shape the concept design. An online survey was available on Your Say Darebin from 15 December-2018 to 29 January 2019 for the broader community to provide feedback and ideas for park and playspace improvements.

Following that, in February 2019, Council collaborated with Reservoir Views Primary School grade 5/6 art class to design unique play equipment at DR Atkinson Reserve. As part of this design project, Reservoir artist Ju-Yuen Chew facilitated art workshops with the year 5/6 art classes to design a playspace for the community. The art students created fantastical model-sized artworks that were used to inform the design of play equipment, prepared by Arterial Design consultants. In April and May 2019, the play equipment concept design was letter-dropped to about 1,000 properties within a 500 metre radius of the park. The concept was also made available for community feedback on the Your Say Darebin page. About 15 submissions were received on the concept designs.

The landscape design of the playspace will be finalised in 2019–2020, with construction planned for future years, subject to Council funding.

**Preston Market Precinct**

Council has been working intensively alongside the Victorian Planning Authority as it prepares new planning controls, including a structure plan for the Preston Market Precinct, to ensure the voices of the community and traders are heard when it comes to the future of the market and the broader precinct.

There were two phases of engagement undertaken in 2018–2019. A community reference group developed principles that were reported to the Minister for Planning to inform the next stages of the planning process.

In the first phase of engagement in October 2018, Council officers undertook extensive engagement with our diverse communities and hard-to-reach groups to socialise the guiding principles for the precinct.

In May and June, the second phase of engagement tested several scenarios and themes and gave the community meaningful input into the design process that will underpin the planning controls. Engagement activities included: three deliberative workshops, pop-up sessions, an online survey, targeted stakeholder meetings and Council led kitchen table discussions with diverse groups.

In addition, Council completed several detailed studies and technical reports that will help us to advocate for good outcomes in the Precinct Structure Plan, around issues such as community infrastructure, local economics, environmentally sustainable design and market identity.



## Awards

### **Planning Excellence Award for Darebin Creative and Cultural Infrastructure Framework**

The Darebin Creative and Cultural Infrastructure Framework was a cross-departmental project by the Creative Culture and Events, Strategic Planning, and Economic Development teams. It was recognised by the Planning Institute Australia for Planning Excellence. The framework also received a commendation for 'Best Planning Idea – Small Project'.

### **Australasian Reporting Award for Darebin 2019 annual report**

The Darebin Corporate Planning Unit won a gold award for the 2018–2019 annual report. Darebin has won ARA annual report gold awards for the past three years.

### **Five Green Room Awards for Darebin Arts Speakeasy**

Darebin Arts Speakeasy is a performing arts program across Northcote Town Hall Arts Centre and Darebin Arts Centre. The five Green Room Awards were for 'Theatre Companies Award for Performer', 'Independent Theatre Award for Performer', 'Contemporary and Experimental Award for Performance', 'Independent Theatre Award for Lighting Design', and 'Independent Theatre Award for Music Composition and Sound Design'.

### **Hart Award (Schools and Early Year Category) for Schools Yarnin Conference**

In May this year, Darebin was awarded a Hart (Helping Achieve Reconciliation Together) award for its Schools Yarning Conference for Darebin students. Presented by Reconciliation Victoria and Victorian Local Governance Association, the award recognises Victorian partnerships and initiatives that contribute to local reconciliation outcomes.

### **Institute of Public Administration Australia (IPAA) – Top 50 Public Sector Women (Vic) 2018**

In 2018, Sue Wilkinson (CEO) was recognized by IPPA as one of the top 50 public sector women in Victoria. The award supports the identification and development of exceptional female leaders across the public sector.

### **Victorian Early Years Award (Health and Wellbeing) for Kingsbury Play Map Project**

Awarded by the Department of Education and Training, the Victorian Early Years Awards celebrate the exceptional contributions that individuals and organisations make to improve the lives of Victorian families and children. The Kingsbury Map Project raises awareness of diverse play opportunities that strengthen community links by encouraging families and children in Darebin to try out free play places and spaces in their neighbourhood.

### **WorkSafe Award 2018 - Commitment to Workplace Health and Wellbeing.**

This award recognised Darebin's whole-of-organisation commitment to address this issue and create a safe and respectful workplace. After appointing a family violence support officer, various processes and training were embedded into our workplace operations and community programs to deal with family violence issues and encourage reporting.



## Fast Facts 2018–2019

<p><b>97 groups</b> received Council community cash grants</p>	<p><b>3,296</b> older residents received home support services from Council</p>	<p><b>136,812 phone calls</b> and 41,515 online payments handled by Customer Service</p>
<p><b>1.1 million</b> library items borrowed</p>	<p><b>1,220</b> new planning applications received</p>	<p><b>71,417</b> rateable properties</p>
<p><b>48,490 tonnes</b> of waste collected from kerbside bins</p>	<p><b>860,633 visits</b> to Darebin's leisure and aquatic facilities</p>	<p><b>509 kilometres</b> of local roads</p>

## 3. OUR CITY

### About the Darebin municipality

The City of Darebin is situated between five and 15 kilometres north of Melbourne's central business district and has been home to the Wurundjeri people for many thousands of years. It covers 53 square-kilometres of land, that stretches from Melbourne's inner northern suburbs of Northcote and Fairfield, and out to Reservoir and Bundoora.

The city's population is 161,609 (2018 Australian Bureau of Statistics Estimated Resident Population) and this number is expected to increase to 230,118 by 2041. There are 66,010 residential properties, 4,689 business properties and 534 mixed-use properties as at 30 June 2019.

Darebin City Council owns, controls, manages or maintains 509 kilometres of roads, 78.5km of rights-of-way, 30.6km of shared paths, 1,035km of footpaths, 333 buildings, 13 road bridges, 51 foot bridges, 30 gross pollutant traps (structures that trap solid waste such as litter), 23,370 stormwater pits, 614km of stormwater pipe drains and 930 hectares of open space (including parks and gardens).

Darebin is home to one of the largest, most diverse communities in Victoria in terms of culture, language, religion, socio-economic background, employment status, occupation and housing need.

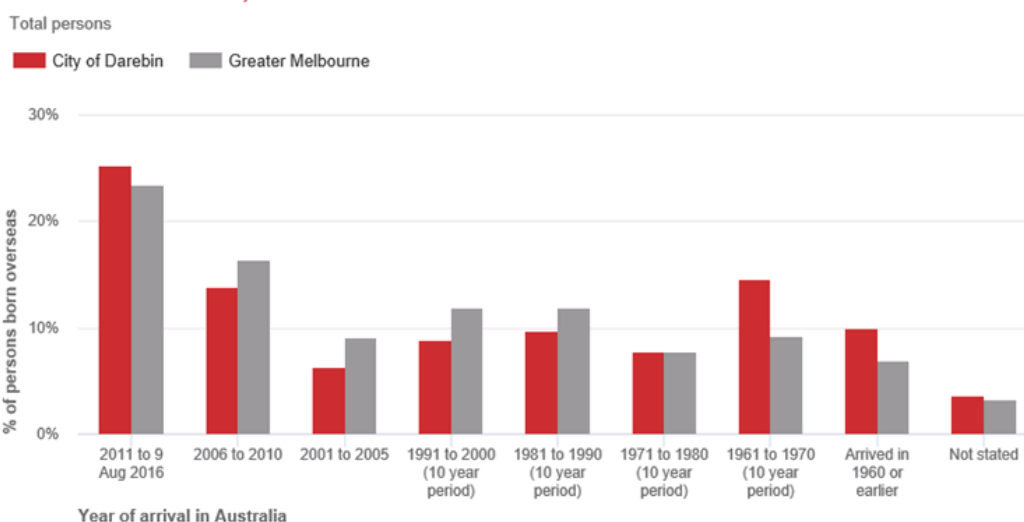
There were 48,842 people living in the City of Darebin in 2016 who were born overseas, of which 25 per cent arrived in Australia in the five years before 2016.

Darebin's largest industries include education and training, retail, manufacturing, health care and social assistance.

While the social and economic prosperity of Darebin is changing and more residents are earning higher incomes, there are many people who experience disadvantage. The Socio-Economic Index for Areas (SEIFA) score ranks areas based on a collection of indicators that contribute to disadvantage (for example, unemployment and income). In 2016, Darebin's SEIFA disadvantage score was 1004, with Greater Melbourne at 1018 and Victoria at 1010, indicating that Darebin was relatively disadvantaged compared with Greater Melbourne and Victoria.

In March 2019, Darebin's unemployment rate was 5.44 per cent, which was higher than Greater Melbourne (4.72 per cent) and the Victoria overall (4.7 per cent).

### Overseas arrivals, 2016



Source: Australian Bureau of Statistics, Overseas arrivals, Australia. Compiled and presented by id consulting. Accessed 5 August 2019. URL: <https://profile.id.com.au/darebin/overseas-arrivals>

The 2014 Darebin Household Survey indicated that 5.8 per cent of respondents aged 16 years and over identified as bisexual, gay, lesbian or ‘other’ sexuality. This figure is likely to be higher due to under-reporting in the lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) community.

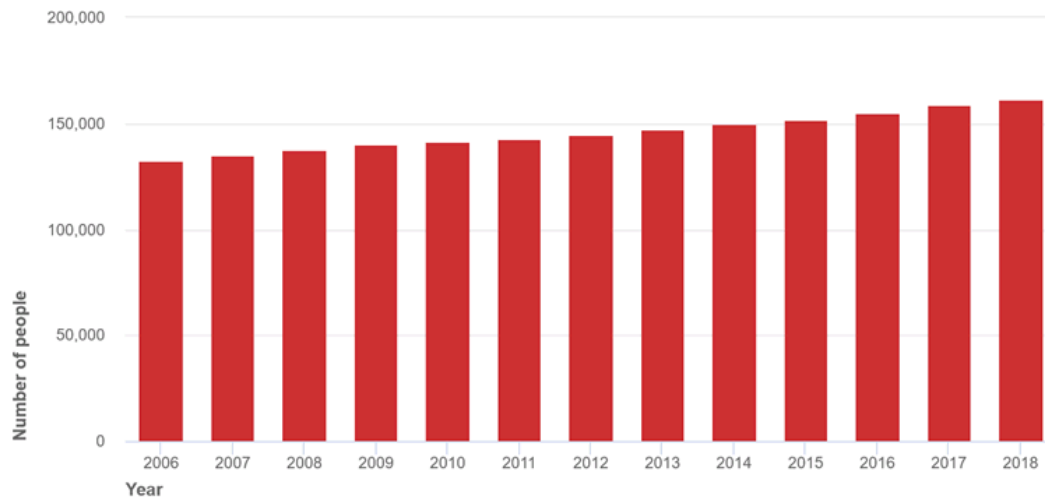
Darebin has one of the largest populations of Aboriginal and Torres Strait Islander peoples of the 31 local government areas in metropolitan Melbourne. Our Aboriginal and Torres Strait Islander community is among the largest in Victoria, with 2.4 per cent of all Aboriginal and Torres Strait Islander Victorians living in the City of Darebin. This equates to 1,167 Aboriginal and Torres Strait Islander residents, who comprise 0.8 per cent of Darebin’s total population.

According to the 2014 Darebin Household Survey, one in five Darebin residents is affected by a disability of some kind, which includes physical disabilities and medical conditions, psychological and intellectual conditions, and learning disabilities. Of the residents with a disability, almost one-third require assistance.

Further research and statistics can be found at [www.darebin.vic.gov.au/Overview](http://www.darebin.vic.gov.au/Overview)

### Estimated Resident Population (ERP)

City of Darebin



Source: Australian Bureau of Statistics, Regional Population Growth, Australia (3218.0). Compiled and presented by .id the population experts



## Darebin's residents — who we are

### Place of birth

59% were born in Australia

33% were born overseas (main countries: Italy, China, India, Greece, United Kingdom, Vietnam, New Zealand and Lebanon)

8% not stated

### Aboriginal or Torres Strait Islander

0.8% are Aboriginal or Torres Strait Islander

### Languages spoken at home

59% English

7% Italian

6% Greek

4% Mandarin

3% Arabic

2% Vietnamese

19% other

138 languages in total

### Religion

48% Christian

35% no religion

5% Muslim

3% Buddhist

3% Hindu

37 religions in total

### Households

64% live in families

28% live alone

8% live in group houses

### Ages

16% children 0–14

13% young people 15–24

57% 25–64

14% 65+

**Income**

\$1,420 median (\$1,539 Greater Melbourne)  
38% have a personal income of less than \$500 a week

**Employment**

70,306 Darebin residents were employed in 2016  
Of those, 60% worked full-time and 38% part-time  
5433 (7.2%) were unemployed (6.8% Greater Melbourne)

**Tertiary qualifications**

40,282 (32.7%) have a bachelor's degree (27.5% Greater Melbourne)

**Other facts of interest**

24% take public transport to work (15% Greater Melbourne)  
6% with a disability requiring assistance (4.9% Greater Melbourne)  
4% are international students  
5.8% are lesbian, gay, bisexual, transgender, intersex or queer<sup>1</sup>

## Sources:

1. City of Darebin 2014 Household Survey

## Our Council

Government in Australia comprises three tiers: federal, state and local. Darebin is one of 79 local councils that, together, represent about six million people (2016 ABS) in Victoria. Local governments manage local issues and plan for the needs of their communities.

The Darebin City Council has nine democratically elected Councillors. As the locally elected representatives, they advocate for and represent residents and communities, and undertake tasks including approving the Council Plan and the Council Budget. They have a responsibility to manage the city's assets, provide services and facilities, and ensure finances are allocated in the best interests of the whole community.

Councillors are bound by a Code of Conduct that outlines the legislative requirements and expectations of Councillors when representing their Council and in their dealings with the community, Council staff and each other.

The Councillors set Council's direction by making decisions on key issues and policies. Council is responsible for making statutory decisions, adopting policy, advocacy, and the appointment of the chief executive officer (CEO). Councillors work closely with the CEO to make important decisions and determine service priorities.

Each year the Councillors elect a mayor. The mayor chairs Council meetings and is Darebin's representative at civic, business and government meetings and events.

## Council meetings

In 2018–2019 Council meetings were held on every third Monday in the Darebin Council Chambers. Meetings are open to the public unless confidential items are being considered. In addition to Council business, there is an opportunity for members of the community to ask questions in public question time.

Information about councillor attendance at meetings is available in the Governance and Corporate Information section of this report, which starts on page 96. To see the schedule of Council meetings or watch meetings live online, go to our website:  
[www.darebin.vic.gov.au/Your-Council/How-council-works/Meeting-Agendas-and-Minutes](http://www.darebin.vic.gov.au/Your-Council/How-council-works/Meeting-Agendas-and-Minutes)

## Briefing sessions

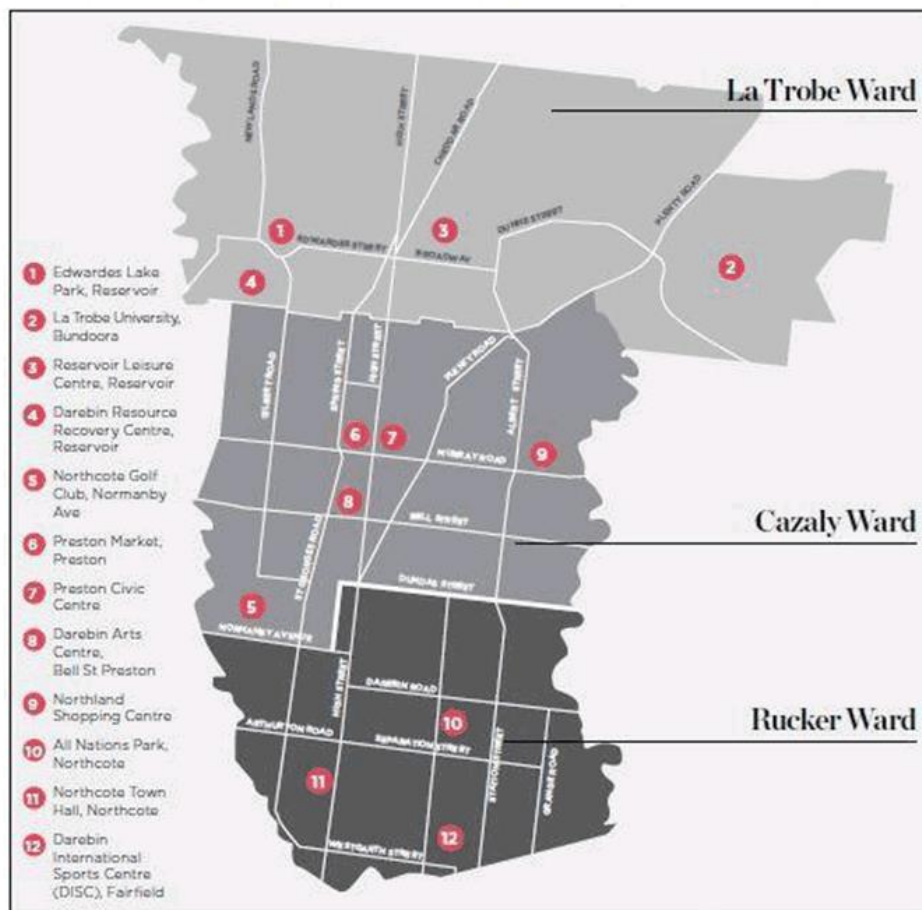
In addition to regular meetings, Council holds briefing sessions.

Briefing sessions are not decision-making forums. They simply provide information on significant matters that will come up later for formal consideration in the Council chamber.

For more information about how Council works, see our website:  
[www.darebin.vic.gov.au/HowCouncilWorks](http://www.darebin.vic.gov.au/HowCouncilWorks)

### Darebin map of wards

The City of Darebin is made of up three Council wards: Rucker, Cazaly and La Trobe.



The City of Darebin includes the following suburbs: Alphington, Bundoora, Coburg, Fairfield, Keon Park, Kingsbury, Macleod, Northcote, Preston, Reservoir, and Thornbury.



## Our Councillors

### Rucker Ward



**Cr Kim Le Cerf**

0419 750 457

Kim.LeCerf@darebin.vic.gov.au

Cr Le Cerf was elected to Darebin Council in 2016 and served two terms as mayor from 2016 to 2018. She is passionate about the environment and wants to create a sustainable future for generations to come. Cr Le Cerf feels a strong connection to the local community where she lives and is raising her three children.

### Committees

Audit Committee

Climate Emergency Darebin Advisory Committee (Chair)

Darebin Aboriginal Advisory Committee (proxy)

Darebin Creek Management Committee Inc.

Darebin Domestic Animal Management Reference Group (proxy)

Hearing of Submissions Committee

Planning Committee

### Terms as Councillor

2016–2020

### Terms as Mayor

2016–2017

2017–2018

**Cr Trent McCarthy**

0419 750 604

Trent.McCarthy@darebin.vic.gov.au

Cr McCarthy was re-elected to Council in 2016. He is focused on ensuring that Darebin has well-designed, accessible and sustainable housing and that strong local action is taken on climate change. He believes in open and accountable governance and community-led solutions, and that everyone should feel ownership of Council's plans.

**Committees**

CEO Employments Matters Committee  
Climate Emergency Darebin Advisory Committee (Deputy Chair)  
Darebin Environmental Reference Group (Chair)  
Darebin Nature Trust (Chair)  
Hearing of Submissions Committee  
Melbourne Innovation Centre  
Municipal Association of Victoria  
Northern Alliance for Greenhouse Action  
Planning Committee

**Terms as Councillor**

2008–2012, 2012–2016, 2016–2020

**Cr Susan Rennie****Mayor**

0419 750 035

Susan.Rennie@darebin.vic.gov.au

Cr Susan Rennie was elected to Council in 2016 and is serving as Mayor. Susan is a long term public health campaigner and community champion for gambling reform and equality. She works to enhance public health and wellbeing and believes that we cannot achieve good community health without environmental health. Other key interests include building a more sustainable city, improving the planning scheme and increasing civic participation and community engagement in decision-making.

**Committees**

Active and Healthy Ageing Community Board (Chair)  
CEO Employments Matters Committee  
Climate Emergency Darebin Advisory Committee (proxy)  
Darebin Aboriginal Advisory Committee (Chair)  
Darebin Community Awards Advisory Committee  
Darebin Education Committee (Chair)  
Darebin Women's Advisory Committee (proxy)  
Darebin Ethnic Communities Council  
Global Covenant of Mayors for Climate and Energy  
Hearing of Submissions Committee (Chair)  
Municipal Association of Victoria (proxy)  
Municipal Emergency Management Planning Committee  
Planning Committee (Chair)

**Terms as Councillor**

2016–2020

**Terms as Mayor**

2018 -2019

**Cazaly Ward****Cr Steph Amir**

0419 750 192

Steph.Amir@darebin.vic.gov.au

Cr Amir was elected to Council in 2016 as Darebin's youngest current councillor and first openly LGBTIQ councillor. With a background in policy and research across the public, private, community and academic sectors, she is committed to evidence-based decision making. Cr Amir lives in Preston with her partner and daughter and hopes to make Darebin a more vibrant, equitable and sustainable place to live for all residents.

**Committees**

Darebin Bicycle Advisory Committee (Chair)  
Darebin Lifelong Learning Strategy Reference Group (Chair)  
Darebin Nature Trust  
Hearing of Submissions Committee  
Metropolitan Transport Forum (proxy)

Merri Creek Management Committee Inc.  
Northland Urban Renewal Precinct Steering Committee (Chair)  
Planning Committee  
Sexuality, Sex and Gender Diversity Advisory Committee (proxy)

**Terms as Councillor**

2016–2020

**Cr Lina Messina**

0419 750 504

Lina.Messina@darebin.vic.gov.au

Cr Messina was elected to Council in 2016. Cr Messina wants to ensure that Darebin’s planning scheme balances growth with sustainable and appropriate developments that are congruent with our neighbourhood character. She is aiming to stimulate jobs and economic development and foster the arts, culture and heritage that underpin our community identity.

**Committees**

Audit Committee  
Darebin Education Committee (proxy)  
Darebin Environmental Reference Group (proxy)  
Darebin Interfaith Council (proxy)  
Darebin Women’s Advisory Committee (Chair)  
Hearing of Submissions Committee  
Melbourne Innovation Centre  
Metropolitan Local Government Waste Forum  
Metropolitan Transport Forum  
Northland Urban Renewal Precinct Steering Committee  
Planning Committee  
Preston Business Advisory Committee

**Terms as Councillor**

2016–2020

**Cr Julie Williams**

0419 750 152

Julie.Williams@darebin.vic.gov.au

Cr Williams was elected to Council in 2012. She has lived, in Darebin nearly all her life and is now raising her family here. She is passionate about health and well-being, inclusiveness, sustainability, infrastructure, safety and appropriate development for the growing population so future generations thrive.

**Committees**

CEO Employment Matters Committee  
Darebin Disability Advisory Committee (Chair)  
Darebin Domestic Animal Management Reference Group (Chair)  
Darebin Lifelong Learning Strategy Reference Group (proxy)  
Hearing of Submissions Committee  
Planning Committee  
Preston Business Advisory Committee  
Northland Urban Renewal Precinct Steering Committee

**Terms as Councillor**

2012–2016, 2016–2020

**La Trobe Ward****Cr Gaetano Greco**

0419 750 214

Gaetano.Greco@darebin.vic.gov.au

Cr Greco has been actively representing La Trobe Ward residents since 2008. Some of his top priorities have been protecting the iconic Preston Market from overdevelopment, ensuring Council continues to deliver quality aged care services and making sure individual residents' concerns are properly followed up. He is keen to get on with big infrastructure projects such as the future redevelopment of the Reservoir Leisure Centre.

**Committees**

Active and Healthy Ageing Community Board (proxy)

Bundoora Homestead Board of Management Committee  
CEO Employments Matters Committee  
Darebin Aboriginal Advisory Committee (proxy)  
Darebin Ethnic Communities Council  
Darebin Interfaith Council (Chair)  
Edwardes Lake Park Reference Group (Chair)  
Friends of Baucau Inc.  
Hearing of Submissions Committee  
Planning Committee

**Terms as Councillor**

2008–2012, 2012–2016, 2016–2020

**Terms as Mayor**

2013–2014

**Cr Tim Laurence**

0419 750 234

Tim.Laurence@darebin.vic.gov.au

Cr Laurence was first elected to Council in 1996. He believes we must ensure equal access to Council services and equal allocation of ratepayer funds across Darebin's suburbs. Cr Laurence is focused on improving roads, replanting parks, developing affordable housing, greening our streetscapes, renewing sports facilities and providing first-class community centres and services.

**Committees**

Bundoora Homestead Board of Management  
Darebin Arts Ambassadors (Deputy Chair)  
Edwardes Lake Park Reference Group  
Planning Committee  
Hearing of Submissions Committee

**Terms as Councillor**

1996–1997, 1998–2002, 2008–2012, 2012–2016, 2016–2020

**Terms as Mayor**

2000–2001, 2012–2013

**Cr Susanne Newton****Deputy Mayor**

0419 764 245

Susanne.Newton@darebin.vic.gov.au

Cr Newton was elected to Council in 2016 and became Deputy Mayor in November 2018. She aims to enhance Darebin's liveability and community in preparation for a growing population, while also driving the courageous decisions that reflect the progressive community of Darebin, such as addressing the climate emergency and supporting the Change the Date movement. She is proud to be part of a team with so many strong women leaders.

**Committees**

Active and Healthy Ageing Community Board (Deputy Chair)

Bundoora Homestead Board of Management

Darebin Aboriginal Advisory Committee (Deputy Chair)

Darebin Arts Ambassadors (Chair)

Darebin Bicycle Advisory Committee (proxy)

Darebin Disability Advisory Committee (proxy)

Darebin Nature Trust

Edwardes Lake Park Reference Group

Hearing of Submissions Committee

Planning Committee

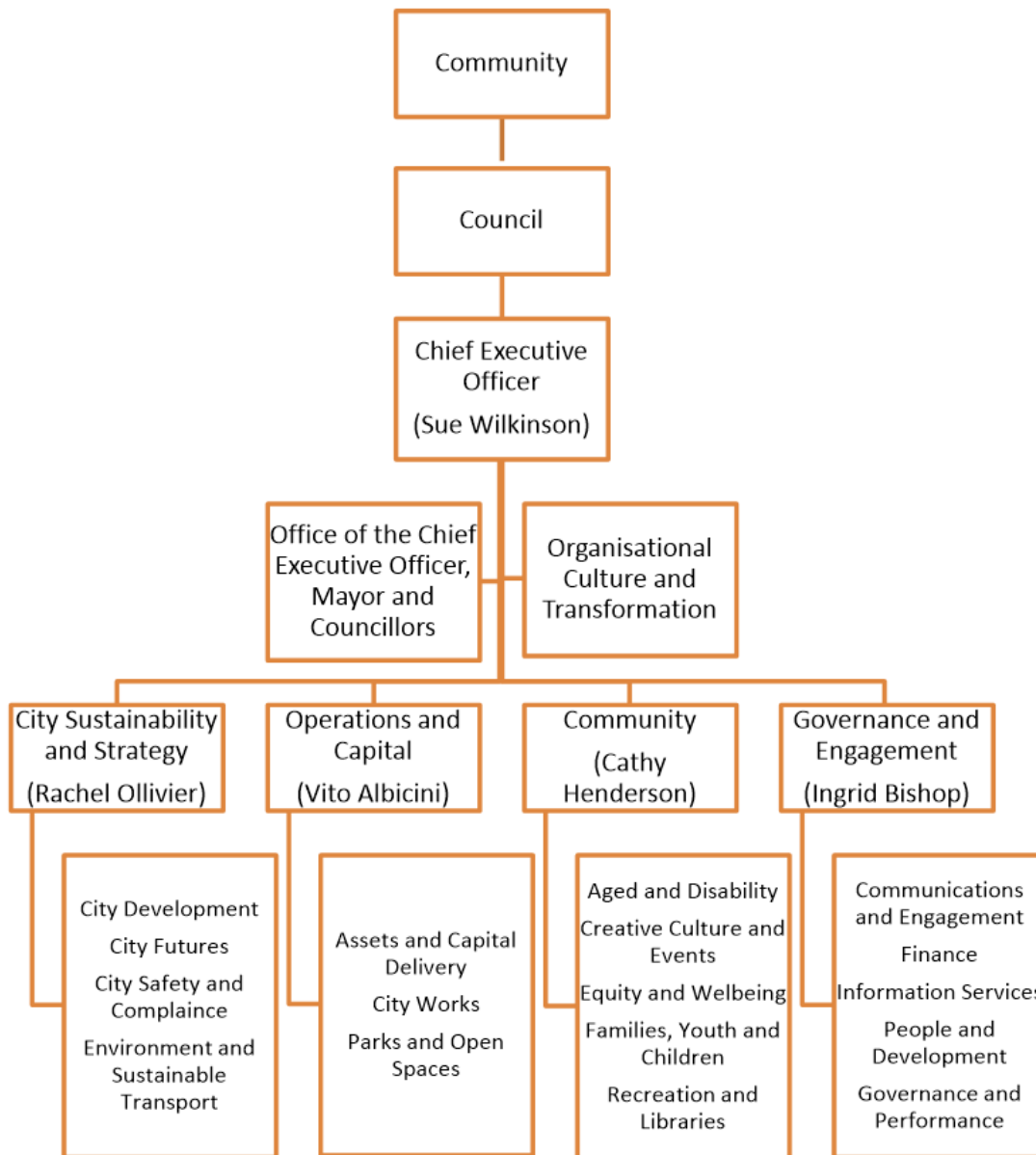
Sexuality, Sex and Gender Diversity Advisory Committee (Chair)

**Terms as Councillor**

2016–2020

## 4. OUR PEOPLE

### Organisation structure as at 30 June 2019



[www.darebin.vic.gov.au/Organisation](http://www.darebin.vic.gov.au/Organisation)



## Our Executive Management Team

Darebin City Council is managed by a highly experienced Executive Management Team (EMT), led by the Chief Executive Officer. The EMT plans, coordinates and monitors the progress of Council's strategic direction and goals. Guided by the Charter of Good Governance, the EMT operates in accordance with our values of accountability, respect, integrity and collaboration. It is focused on inspiring and empowering employees to work together to improve the business and deliver outstanding services to our community.

### **Chief Executive Officer Sue Wilkinson**

Following an extensive executive search and recruitment process during 2017, Council appointed Sue Wilkinson as Darebin City Council's Chief Executive Officer. Sue started with Council on 18 September 2018. Sue previously held various senior positions with the Victorian Government and local government, including Chief Executive Officer at Colac Otway Shire. She holds a Bachelor of Applied Science (Planning) and postgraduate Diploma of Urban Planning. She has successfully completed the AICD Company Directors Course.

### **General Managers**

As at 30 June 2019, Darebin City Council had four general managers.

#### **Ingrid Bishop General Manager Governance and Engagement**

Qualifications: Master of Business Administration (International); Diploma of Local Government; Graduate Certificate in Business.

Ingrid Bishop joined Darebin Council as General Manager Governance and Engagement on 19 March 2018. Ingrid has previously held various positions in the private and government sectors and also ran her own consulting company. The Governance and Engagement Division includes the following departments: Communications and Engagement, Finance, Information Services, People and Development, and Governance and Performance.

#### **Cathy Henderson General Manager Community**

Qualifications: Master of Public Policy and Management; Bachelor of Arts; Graduate, AICD Company Directors Course.

Cathy Henderson joined Darebin Council as General Manager Community on 19 March 2018. She has previously held various positions in local government in Victoria and New South Wales, and also in higher education at The University of Melbourne. The Community Division includes the following departments: Aged and Disability, Creative Culture and Events, Families, Youth and Children, Recreation and Libraries, and Equity and Wellbeing.

**Rachel Ollivier****General Manager City Sustainability and Strategy**

Qualifications: Master of Finance (Economic Policy); Graduate Diploma of Public Relations; Bachelor of Applied Science, Environmental, AICD Company Directors Course.

Rachel Ollivier joined Darebin Council as General Manager City Sustainability and Strategy on 1 March 2018. Rachel has previously held various positions in the private and government sectors, nationally and internationally, and was also a Lecturer on Environmental Regulation and Policy at RMIT University. The City Sustainability and Strategy Division includes the following departments: City Development, City Futures, City Safety and Compliance, and Environment and Sustainable Transport.

**Vito Albicini****General Manager Operations and Capital**

Qualifications: Master of Business Administration – APESMA, Bachelor of Engineering (Civil); Graduate Diploma of Management; Graduate Diploma of Local Government and Engineering Management.

Vito Albicini moved into the position of General Manager Operations and Capital on 12 February 2018. Vito previously held the position of Manager Infrastructure and Capital Delivery. Before joining Council, Vito held various positions in the private and local government sectors. The Operations and Capital Division includes the following departments: Assets and Capital Delivery, City Works and Parks and Open Space.

**Employee count by division at 30 June 2019 (includes full-time, part-time, casual and temporary employees)**

<b>Division</b>	<b>2018–2019</b>
Office of the Chief Executive	4
Community	661
City Sustainability and Strategy	237
Governance and Engagement	148
Operations and Capital	173
<b>Total</b>	<b>1,223</b>

**Number of full-time equivalent employees by division at 30 June 2019**

<b>Division</b>	<b>2018–2019</b>
Office of the Chief Executive	4
Community	260.17
City Sustainability and Strategy	128.76

Governance & Engagement	109.72
Operations & Capital	156.62
<b>Total</b>	<b>659.27</b>

**Number of permanent employees by division - at 30 June 2019 (part-time and full-time only)**

Division	2018-2019
Office of the Chief Executive	4
Community	366
City Sustainability and Strategy	184
Governance and Engagement	118
Operations and Capital	158
<b>Total</b>	<b>830</b>

**Number of casual employees by division – at 30 June 2019**

Division	Males	Females	Total
Office of the Chief Executive	0	0	0
Community	92	162	254
City Sustainability and Strategy	14	28	42
Governance and Engagement	10	11	21
Operations and Capital	3	12	15
<b>Total</b>	<b>119</b>	<b>213</b>	<b>332</b>

## Workplace report

### The Darebin City Council workforce at 30 June 2019

At 30 June 2019, we employed 1,223 people across our organisation. This figure comprised full-time, part-time, temporary and casual employees.

There were 659.27 full-time equivalent (FTE) employees.

### Total number of employees by category at 30 June 2019

Category	Number
Permanent full-time	476
Permanent part-time	354
Temporary	61
Casual	332
<b>Total</b>	<b>1,223</b>

**Employees (full-time equivalent), 2014–2015 to 2018–2019**

	2014–2015	2015–2016	2016–2017	2017–2018	2018–2019
<b>FTE employees</b>	701	698	684	676	659

Note: Temporary employees are not included in the FTE count.

**Total number of employees, 2014–2015 to 2018–2019 (all employee categories)**

	2014–2015	2015–2016	2016–2017	2017–2018	2018–2019
Darebin City Council employees	1,254	1,283	1,279	1,240	1,223

**Number of permanent employees by gender at 30 June 2019 (full-time, part-time and FTE)**

	Full-time	Part-time	Total	FTE
Female	206	288	494	361.39
Male	270	66	336	297.88
<b>Total permanent workforce at 30 June 2019</b>	<b>476</b>	<b>354</b>	<b>830</b>	<b>659.27</b>

**Number of employees by salary classification at 30 June 2019 (permanent)**

Classification	Female	Male	Total
Band 1	39	28	67
Band 2	6	4	10
Band 3	118	96	214
Band 4	61	40	101
Band 5	81	54	135
Band 6	81	42	123
Band 7	39	37	76
Band 8	19	12	31
Immunisation Nurse Level 1	2	1	3
Immunisation Nurse Level 3	5	0	5
Maternal and Child Health Nurses Year 1	1	0	1
Maternal and Child Health Nurses Year 2	2	0	2
Maternal and Child Health Nurses Year 4	1	0	1
Maternal and Child Health Nurses Year 5	20	0	20
Senior Executive Officer	8	11	19
Senior Officer	11	11	22
<b>Total</b>	<b>494</b>	<b>336</b>	<b>830</b>

**Number of employees by classification at 30 June 2019 (all employee categories)**

<b>Classification</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Band 1	54	41	95
Band 2	25	16	41
Band 3	249	188	437
Band 4	84	49	133
Band 5	102	64	166
Band 6	100	52	152
Band 7	43	39	82
Band 8	20	14	34
Immunisation Nurse Level 1	4	1	5
Immunisation Nurse Level 3	5	0	5
Maternal and Child Health Nurses Year 1	3	0	3
Maternal and Child Health Nurses Year 2	4	0	4
Maternal and Child Health Nurses Year 3	3	0	3
Maternal and Child Health Nurses Year 4	1	0	1
Maternal and Child Health Nurses Year 5	20	0	20
Senior Executive Officer	8	12	20
Senior Officer	11	11	22
<b>Total</b>	<b>736</b>	<b>487</b>	<b>1,223</b>

**FTE employees by classification at 30 June 2019**

<b>Classification</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Band 1	9.24	7.26	16.5
Band 2	2.7	2.83	5.53
Band 3	65.16	85.91	151.07
Band 4	51.29	37.91	89.2
Band 5	69.11	51.7	120.81
Band 6	72.78	42	114.78
Band 7	35.24	36.63	71.87
Band 8	18.39	12	30.39
Immunisation Nurse Level 1	0.12	0.01	0.13
Immunisation Nurse Level 3	1.42	0	1.42
Maternal and Child Health Nurses Year 1	0.8	0	0.8
Maternal and Child Health Nurses Year 2	1.2	0	1.2
Maternal and Child Health Nurses Year 4	1	0	1
Maternal and Child Health Nurses Year 5	14.1	0	14.1
Senior Executive Officer	7.84	11	18.84
Senior Officer	11	10.63	21.63
<b>Total</b>	<b>361.39</b>	<b>297.88</b>	<b>659.27</b>

### **Social inclusion and employment programs**

The Pathways to Employment Committee continued to be a vehicle for various work placement programs across Council for secondary, tertiary and overseas-qualified students, Aboriginal and Torres Strait Islander people, and people with a disability.

We supported more than 120 placements and a careers expo for 250 local students, coordinated 10 employees to volunteer at a mock interview program hosted by the Inner Northern Local Learning and Employment Network, and conducted the annual Real Jobs Industry Program with 280 Darebin Year 10 students. We also conducted employability skills training for the Croxton School and Preston Reservoir Adult Community Education Centre.

Council supported two Aboriginal and Torres Strait Islander trainees to complete their Certificate III in Business Administration. Both trainees successfully entered Council's casual pool and have been working across administrative and customer service roles.

We conducted three free community grants submissions training sessions for more than 50 diverse community members to assist them to develop skills to source and write grant submissions and respond to royal commissions and regulatory bodies. The next round of training will be delivered in February 2020.

We continued our strong relationship with the Overseas Qualified Unit at Melbourne Polytechnic and provided work placement opportunities for 15 students, some of whom progressed into permanent paid employment as a direct result.

Council undertook an internal diversity survey to better understand the diversity of our workforce. The analysed data will inform future employment strategies.

### **Industrial relations**

During 2018–2019, Council maintained industrial harmony and constructive relationships between management, employees and unions, enabling us to work together to manage most employee issues and disputes internally.

The Collective Negotiation Team started negotiations for Council's Enterprise Agreement 2018–2022 in May 2018. Through an interest-based bargaining approach, the team worked through 84 items tabled for discussion. A resounding 93 per cent of voting employees voted 'Yes' in support of the Agreement, which was ratified by the Fair Work Commission in April 2019. The Agreement balanced outcomes for all people.

Council also reinstated its Consultative Committee to monitor the implementation of the Agreement, to address and, as far as practicable, to resolve issues affecting employees relating to the Agreement, to promote organisational culture, values, learning and development, and to provide input into policies and procedures that affect employees' terms and conditions of employment.

### Equal employment opportunity

Darebin's Chief Executive Officer Sue Wilkinson continued to send a strong message to all employees that bullying and harassment would not be tolerated and that ensuring employees have a safe environment in which to work is non-negotiable.

This was supported by a culture and processes that provide a workplace where employees are valued, respected, safe and free from all forms of discrimination, harassment, bullying, occupational violence and victimisation.

We also strive for a culture where people are treated fairly, have equal opportunity for success and are not hampered by artificial barriers or biases. We are committed to ensuring jobs and opportunities are open to all employees, are merit-tested, and that our internal processes do not unknowingly disadvantage or exclude anyone from applying.

The diversity of our workforce is recognised as a key factor that enables us to meet the needs of our community. Council regularly facilitates equal employment opportunity training for employees.

### Our workplace diversity profile\*\*

#### Aboriginal or Torres Strait Islander background

Percentage of permanent Council staff (part-time and full-time only) who identify as being from an Aboriginal or Torres Strait Islander background

Year	2015	2016	2017	2018	2019
Percentage	1.5%	0.9%	0.8%	0.7%	0.5%

#### Non-English-speaking background

Percentage of Council staff who identify as being from a non-English-speaking background (born in a non-English-speaking country)

Year	2015	2016	2017	2018	2019
Percentage	14%	14.5%	14.6%	17.5%	15.7%

#### Employees' country of birth

Country of birth	%	Country of birth	%
Australia	57.5	Greece	0.7
Italy	1.7	China	0.7
Britain	1.9	Not disclosed	22.3
India	1.4	Other*	12.9
Macedonia	0.9		

\*Other countries of birth were Argentina, Austria, Bangladesh, Bosnia, Canada, Colombia, Croatia, Cuba, Cyprus, East Timor, Egypt, El Salvador, Fiji, France, Germany, Hong Kong, Indonesia, Iran, Iraq, Ireland, Japan, Korea, Laos, Lebanon, Liberia, Malaysia, Malta, Mauritius, New Zealand, Nigeria, Pakistan, Papua New Guinea, Peru, Philippines, Poland, Samoa, Serbia, Singapore, Somalia, South Africa, Spain, Sri Lanka, Sweden, Switzerland, Syria, Thailand, Taiwan, Turkey, Uganda, United States and Vietnam.

\*\* Data source: Darebin City Council payroll system 2019.

## **Learning and development**

During 2018–2019, Council provided 77 capacity building programs that were completed by more than 860 employees. Programs included Strategic Thinking, Presenting for Impact, Time Management, and Writing for Government. Council also provided leadership training focused on leadership style, team work and team dynamics, and leading with emotional intelligence.

We also supported several employees to complete a Master of Business Administration.

Child safe training was undertaken, with Council having several employees skilled in this area. An online compliance training module on Child Safe Standards was developed and implemented for staff, to drive cultural change and to ensure children visiting or accessing Council services are kept safe and free from harm.

Council also provided a range of diversity training, including Disability Awareness, Islamic Awareness, LGBTBI Awareness, Say NO to Racism, Diversity and Inclusion, and Aboriginal and Torres Strait Islander Awareness.

Educating employees on policies and laws and driving a culture that is free from discrimination, fraud and corruption continues to be a focus for Council. During 2018–2019, more than 1,680 training sessions were completed on privacy, fraud and corruption, excellence in governance, and equal employment opportunity.

We continued to implement the revised Corporate Induction Program for employees on Council's vision, values, goals, and business areas, in addition to role-specific information. The new program includes an induction expo that allows employees to talk to staff from various business areas and seek additional information about services offered by Council and key stakeholders.

Council also conducted a training needs analysis which informed corporate training initiatives for the 2018–2019 corporate training calendar.

## **Health, safety and wellbeing**

Darebin City Council recognises that it has a legal duty of care to provide and maintain a safe and healthy working environment for employees, Councillors, contractors, suppliers and visitors. As part of this, throughout 2018–2019 Council continued to roll out the new Darebin Council Occupational Health and Safety (OHS) Commitment throughout its divisions and departments. The new OHS Commitment was integral to the future planning and scoping of Council's new OHS Strategy for 2019-2022. The OHS Commitment has been supported by senior leaders across all



divisions and departments.

In 2018–2019 Council drafted the new OHS Strategy for 2019–2022, which aims to improve the safety and wellbeing of employees, Councillors, contractors and visitors. The OHS Strategy areas were prioritised on risk factors, claims history, incident data and past audit findings.

During 2018–2019, Council continued to review the OHS and injury prevention systems. As part of Council's continuous improvement and staff capability building, health and safety training courses undertaken included:

- Mental Health Awareness in the Workplace
- Manual Handling
- Compassion, Fatigue and Resilience
- First Aid
- Occupational Health and Safety e-learning courses

Council provided a range of health and wellbeing programs for employees throughout the year, including:

- weekly yoga classes
- weekly metafit classes
- massage
- mental health – guest speaker and a series of team workshops
- Employee Assistance Program (EAP) services and onsite EAP to coincide with several key Council events
- diabetes awareness

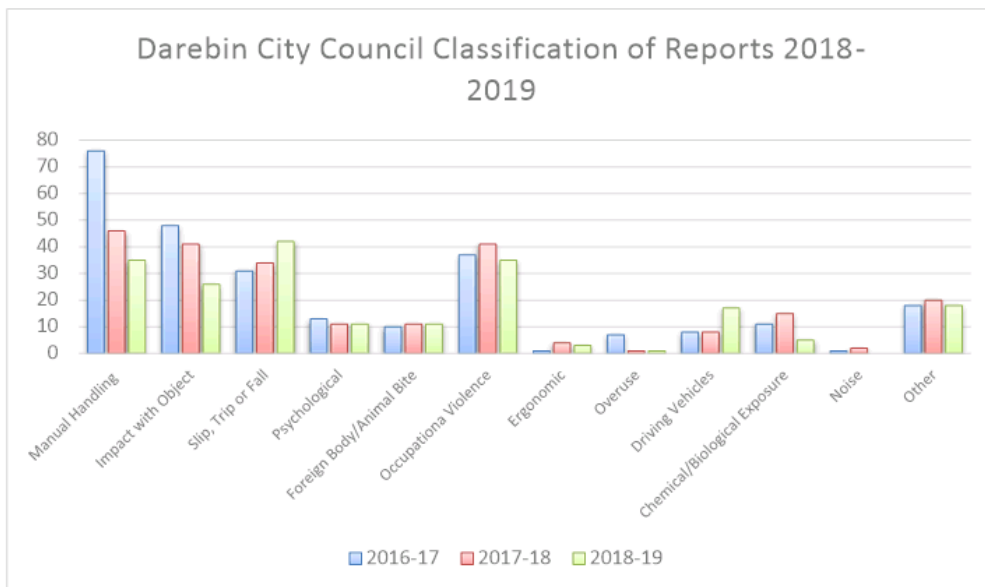
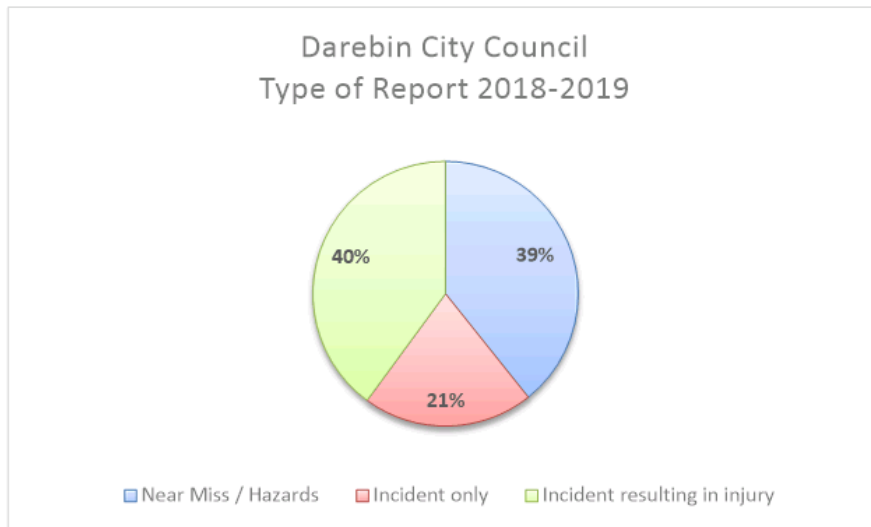
### **Health and safety representatives and health and safety committees**

Darebin Council has continued to nurture and support a safety culture with the assistance and support of our elected health and safety representatives (HSRs). HSRs are proactive and enthusiastic staff members who are part of our continuous improvement initiatives. HSRs are key members of our OHS committees.

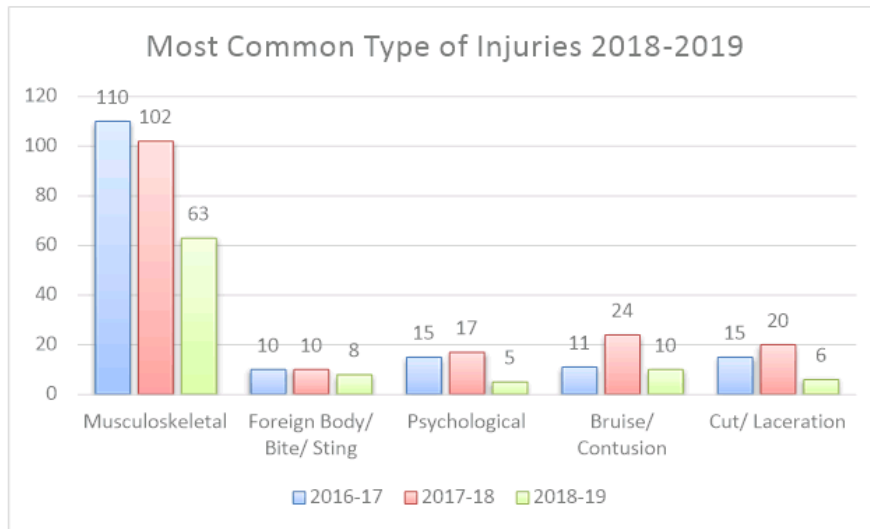
In meeting our legal obligations, Council continues to support four OHS committees which meet regularly, in accordance with the *Occupational Health and Safety Act 2004*. The OHS committees are based on the four-division structure of the organisation. An overarching Safety Leadership Forum oversees Council's safety culture and strategy.

**Incident and Injury Reporting**

During 2018–2019, Council employees continued to report hazards, near misses and incidents in accordance with Council policy and legislative obligations. The accompanying chart shows 2018–2019 reports by type.



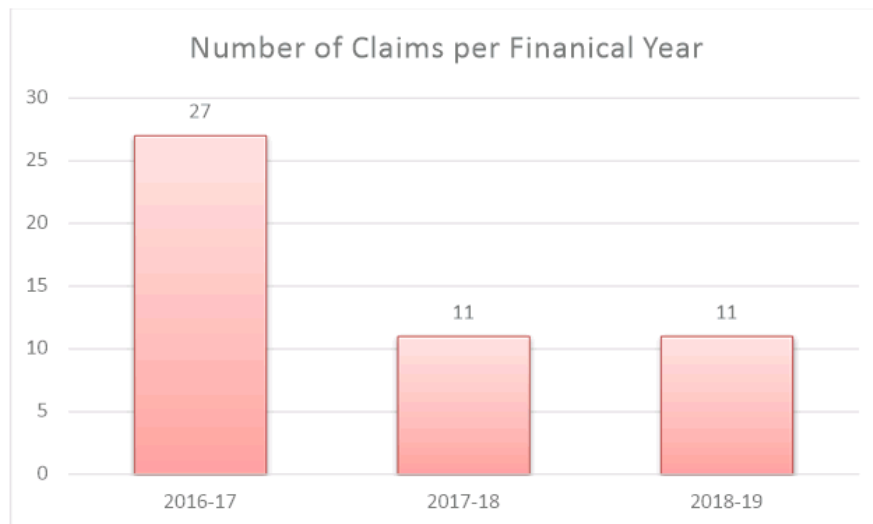
The most reports relate to slip/trip/falls, manual handling, occupational violence and impact with object.



Musculoskeletal injuries have continued to be the most common injuries sustained by Council employees.

**WorkCover and injury management**

During 2018–2019, Council had 11 claims that were accepted by the Victorian WorkCover Authority. This is the same as in 2017–2018 (see chart).



**WorkCover premium**

Council’s WorkCover premium for 2018–2019 was \$1,423,718. This represents an increase on the previous year’s premium. The premium cost is influenced by several factors such as remuneration, claims history and costs, industry comparison and the performance of Council’s WorkCover insurance agent. Council’s premium history and rating are shown in the accompanying table.

Year	Premium (exc. GST)	Employer performance rating (<1 indicates better than the industry)
2016–2017	\$803,917 (reduced by \$510,846)	0.56
2017–2018	\$989,909 (increased by \$185,992)	0.98
2018–2019	\$1,423,718 (increased by \$433,809)	1.76

## Celebrating Darebin's volunteers

We are fortunate to have many wonderful volunteers who generously share their time, knowledge and experience to help make the community stronger. We value, recognise and support their diverse contributions.

### Darebin Information Volunteer Resource Service

Council provides funding and support to the Darebin Information Volunteer Resource Service (DIVRS), a not-for-profit volunteer organisation that provides free services and programs for vulnerable people in Darebin. This includes assistance to clients experiencing financial hardship, plus advocacy, case-management, counselling and referral.

During 2018–2019, DIVRS has worked hard to increase its service to meet the growing needs of the community. The service's volunteers provided more than 22,652 hours of time and \$193,301 of direct material aid to low income and vulnerable residents.

The Darebin Fruit Squad, which harvests fruit from home gardens and redistributes it to emergency relief agencies, is based at the DIVRS. Since the program began in 2012, The Darebin Fruit Squad has harvested more than 12,638 kilograms of fruit and distributed it to the community.

In 2018–2019, Fruit Squad harvested 2,356kg of fruit from the 'urban orchard'. The generosity of Darebin households and the volunteer fruit-pickers directly benefits the health and wellbeing of our community.

The L2P Learner Driver Mentor Program at the DIVRS helps disadvantaged young people to gain their provisional licences. Volunteer mentors provided 2,869 hours of mentoring in 2018–2019 to learner drivers. The program makes it easier for young people to get a job, access education and training, or care for family members.

### Thanks to volunteers

Darebin Council would like to thank all the volunteers whose generosity and commitment help make Darebin a healthy and connected community and a great place to live.

## 5. OUR PERFORMANCE

### Overview

The Report of Operations outlines our 2018–2019 performance against the major initiatives in Council’s 2018–2019 Budget. It also reports on Darebin Council Plan 2017—2021 goals and its 16 Big Actions. Big Actions also form the Major Initiatives of the Budget 2018–19.

### Integration with Council Plan and Council Budget

The accompanying chart illustrates how the Annual Report and the Council Plan are integrated with the business planning cycle.

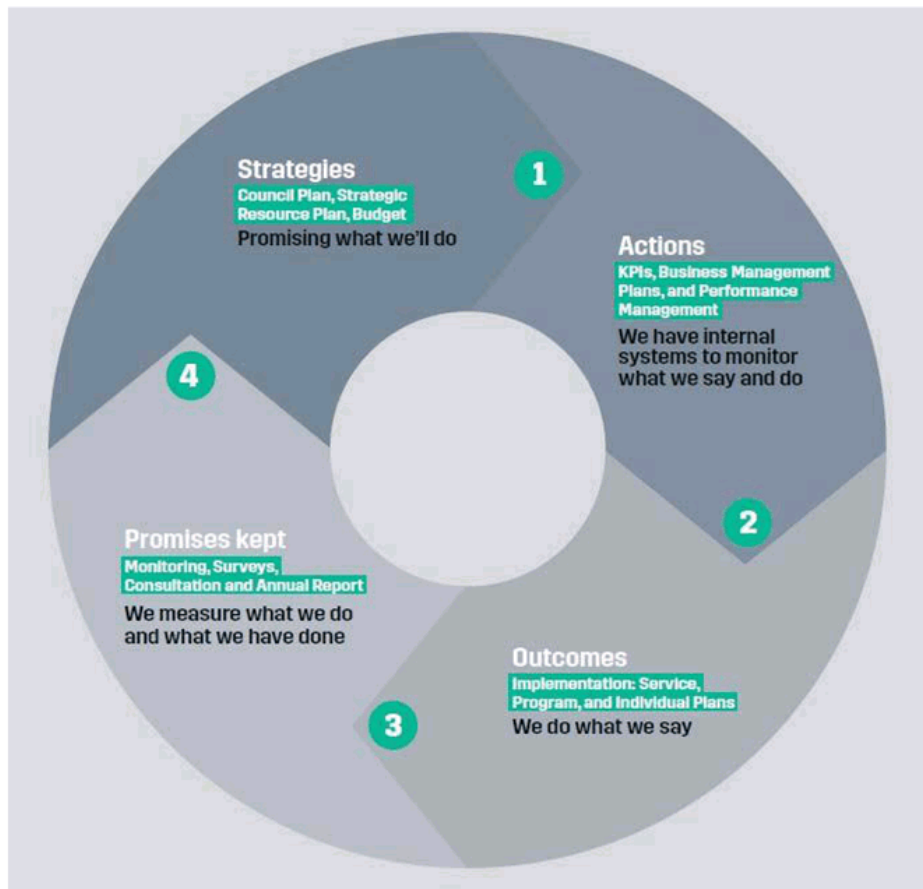
The Council Plan is a strategic document that describes the vision, mission, goals, strategies and targets that guide our work for a four-year period. It is reviewed annually. The Strategic Resource Plan 2018—2022 complements the Council Plan and describes how key projects and objectives will be resourced.

Every financial year the Annual Budget sets out funding for the projects and services to be undertaken. It outlines the major initiatives that directly contribute to the achievement of our Council Plan goals. The Budget is also integrated with the annual Council Plan Action Plan which details the key items that Council will implement over the financial year.

Within the organisation, long and medium term strategies drive the development of individual business management plans and set out key performance indicators for each department. These plans serve to ensure that the objectives of the Council Plan are implemented.

The Annual Report 2018–2019 shows our progress in realising the vision of the Council Plan 2017—2021. Detailed performance reports on the organisation’s progress against the annual Council Plan Action Plan are also posted quarterly on our website at: [darebin.vic.gov.au/CouncilPlan](http://darebin.vic.gov.au/CouncilPlan)

Integration of Annual Report and the Council Plan with the business planning cycle



## Darebin Council Plan 2017—2021

The vision for the Council Plan 2017—2021 is: ‘A greener, bolder and more connected city’. The Plan responds to the changing world we face, particularly the climate emergency, a growing population, a changing economy, growing inequality and reduced funding.

The 2018–2019 Annual Report is the second reporting year of the Council Plan 2017—2021.

The Council Plan has six goals, each with three attendant strategies. Each strategy has a several actions, which are listed in the Council Plan Action Plan Progress Report 2018–2019 (available on at [darebin.vic.gov.au/CouncilPlan](http://darebin.vic.gov.au/CouncilPlan)).

The goals were developed after extensive consultation with our community and other stakeholders and they reflect the shared priorities of our diverse community.

**Goal 1:** A sustainable city (page 67)

**Goal 2:** Opportunities to live well (page 75)

**Goal 3:** A liveable city (page 80)

**Goal 4:** A strong economy (page 86)

**Goal 5:** Involving our diverse communities (page 89)

**Goal 6:** A well-governed Council (page 93)

For each goal, we have reported on:

- services and their costs
- Big Actions
- highlights and achievements
- challenges
- performance indicators and our results
- future plans.

We have reported on our progress for 2018–2019 against each of the actions in the Council Plan Action Plan Progress Report 2018–2019, which can be found on our website at [www.darebin.vic.gov.au/CouncilPlan](http://www.darebin.vic.gov.au/CouncilPlan)

## Goal 1 – A sustainable city

### We will be leaders in creating a sustainable city through local innovation projects that address climate change.

- Strategy 1.1: We will become an energy and water-efficient city and reduce waste.
- Strategy 1.2: We will increase sustainable transport through safer streets for walking and cycling, and advocacy for public transport.
- Strategy 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.

There are 46 actions listed under Goal 1 in the Council Plan Action Plan for 2018–2019. The following section shows progress against the Big Actions from the Council Plan and also provides highlights from the Action Plan. Progress comments on all 46 can be found at: [darebin.vic.gov.au/CouncilPlan](http://darebin.vic.gov.au/CouncilPlan)

### BUDGET ALLOCATED TO GOAL 1

Net cost	2018–2019 \$'000
Budget	31,787
Actual	30,997
Variance	790

### SERVICES FOR GOAL 1

While all departments contribute to the achievement of each of our goals, these services specifically relate to Goal 1.

*Note: The service areas in the table align with the 2018–2019 budget, and are consistent with the Council Plan 2017–2021.*




Service area	Description of services provided	Net cost of providing this service in 2018–2019 Budget Actual Variance \$'000
<b>A Sustainable City</b>		
Environment and natural resources	Develops and implements policies and programs that contribute to sustainability within Council and the community. Responsible for the Climate Emergency Plan, Whole of Water Cycle Strategy and the Waste and Litter Management Strategy.	2,996 <u>2,663</u> 333
Open spaces, parks and natural	Responsible for the management and maintenance of approximately 600 hectares of open space, including 90 playgrounds, several wetlands, pathways, seating, garden beds,	12,811 <u>13,293</u> (482)



environment	waterways, pedestrian bridges, catchments, dams and more than 65,000 street trees and 100,000 trees in parks and reserves.	
Transportation	Develops policy and project delivery for transport management and safety.	2,381 <u>2,381</u> 0
Waste management	Collection of domestic garbage and recyclables, green waste and dumped rubbish, street and right-of-way cleansing, the hard waste collection service, and management of the contract for the operation of the Resource and Recovery Centre in Reservoir.	13,599 <u>12,660</u> 939

**BIG ACTIONS FOR GOAL 1**

Legend

 GREEN	 AMBER	 RED
On Track	Getting there, some obstacles	Well behind schedule

**Big Action 1: Double Solar Power in Darebin**



In 2017, Council committed to doubling the amount of solar power installed within the City from 18 megawatts (MW) to 36 MW by 2021. As of June 2019, the total amount of solar power installed in Darebin capacity is 31.5 MW. Council is already 75 percent of the way to doubling solar capacity by June 2021 and on track to meet its target.

**Big Action 2: Create a new Climate Emergency Darebin Advisory Committee (CED)**



Climate Emergency Darebin designed a program of projects that were implemented in 2018-19 to increase Council's reach and help other Local Governments and community act on the climate emergency. Projects included a community publication on the climate emergency and hosting a community climate emergency dinner for over 80 people who pledged to take action in a variety of ways. Other projects include: initiating a feasibility study for residential tenants to access solar energy, a micro-grid pilot feasibility study, hosting national and international webinars (linking up climate emergency councils across Australia and the world), and developing a framework and supporting resource for climate emergency councils.

**Big Action 3: Dramatically improve walking and cycling**



Highlights in Council's Walking and Cycling program include:

- Launching the new Darebin Loves Bikes campaign at the Darebin Community and Kite Festival. Over 200 festival attendees reached the event by bike and 37 bikes were checked and tuned.
- Running the autumn series of bike skills workshops.
- Working with Reservoir West Primary School to design raised pedestrian crossings and slow traffic at intersections.

- Working with Newlands Primary School to plan and design school crossings for construction in future years. Getting to school routes are being designed in collaboration with the school community.
- Constructing a safer shared path link on the Cheddar Road shared path at Hickford Street and safer raised side road crossing points around Westgarth Station.
- Consulting and designing the Preston Activity Link and Northern Reservoir Streets for People corridors. Beginning construction of the Northcote-Thornbury Streets for People corridor.

#### **Big Action 4: Advocate for better public transport**



(Please refer to Goal 5)

#### **Big Action 5: Establish a Nature Trust to create more open space across Darebin**



The Darebin Nature Trust (DNT) first met in August 2018 and since then it has provided valuable feedback on the draft Open Space Strategy. The strategic focus of the DNT is to enhance biodiversity and the open space network. Through 2019–2020 the DNT will continue to provide advice on opportunities for Council to integrate biodiversity into its design, maintenance and education activities.

#### **Big Action 11: Increase our Tree Canopy and urban forest**



The tree planting program restarted in March 2019 and all targets were met. Highlights of the planting program have been the planting of 35 new trees in Boldrewood Parade, 74 trees in Lawley St Reservoir and 64 trees in Dunne St Kingsbury. Park tree planting include: 20 at Edwardes Lake Park Reservoir, 25 at B.T. Connor Reserve, 23 at Atkinson Reserve and 42 at All Nations Park in Northcote. Support has also been given to community groups such as Stationeers and schools by providing trees and shrubs for planting projects. Giveaways at Council events (2,500 trees and shrubs) across Darebin also work towards increasing the urban forest canopy.

### **HIGHLIGHTS AND ACHIEVEMENTS FOR GOAL 1**

- Adopted the Local Law for the Protection of Trees on Private Property. The local law aims to maintain the tree canopy on private property as well as maintain the local character of an area.
- Completed a new bridge across the Darebin Creek at Rawthcrown Road (with 50 per cent funding from the Department of Environment, Land Water and Planning). The bridge provides a safer connection between the Darebin Creek Trail and Bundoora Park.
- Completed the draft of the Open Space Contributions Framework, the mechanism by which we are seeking to increase the levy that developers pay in open space contributions to ensure the ongoing quality of life of our future city as our population grows.
- Hosted a successful Sustainability Matters event showcasing the ground-breaking work of our local businesses in reducing waste and operating in a more sustainable way.
- Hosted the first Climate Emergency Conference in September 2018. Later hosted a community leader's climate emergency dinner, where 80 people committed to climate action

69

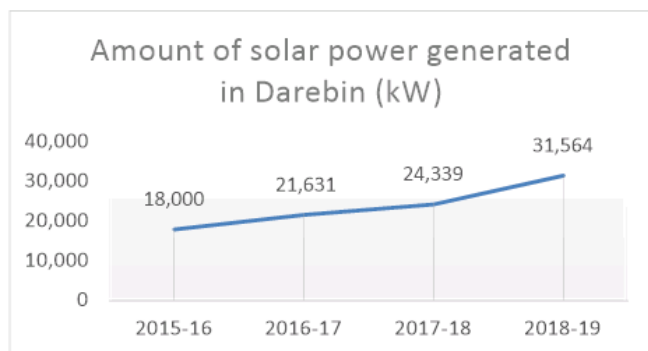
through a range of activities, as well as advocating for other organisations to declare a climate emergency.

- Met tree planting targets in parks, streets and bushland areas, with more than 3,400 trees planted.
- Purchased two fully electric passenger vehicles, along with charging stations for the Preston Town Hall.
- Trialed a food waste recycling service, with more than 1,000 households in Kingsbury invited to participate. Council resolved to introduce the new service to Darebin residents in the spring of 2019.

**CHALLENGES FOR GOAL 1**

- The collapse of international recycling markets has created instability in the recycling sector. A period of disruption in the recycling processing service resulted in 1,000 tonnes of recyclables going to landfill.
- Weed management has become an issue, with some community members pushing for a ban on certain herbicides that form a major part of our weed control programs.

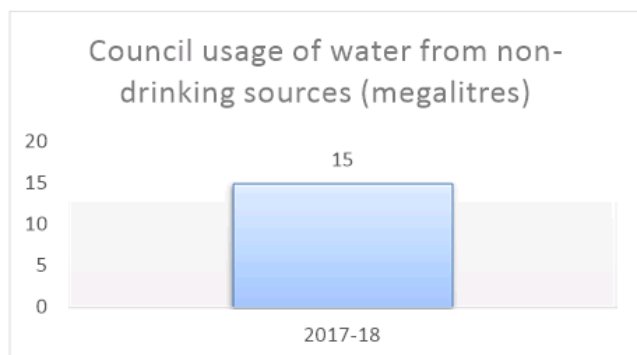
**PERFORMANCE INDICATORS AND RESULTS FOR GOAL 1**



Source: Clean Energy Regulator (data from households or businesses that have claimed a Small Generation Unit (SGU) - Solar Panel).

**Target:** 36,000 kW by 2021

**Status:** On track



The increase in 2017–18 was due to the completion of a known major project (John Cain Park Stormwater Harvesting). There were no additional major projects in 2018–2019.

Source: Darebin City Council asset records

**Target:** 30 mega litres by 2025

**Status:** Off track



Note: the data in this chart does not include Mixed Use Developments (MUDs) as these are privately serviced.

Source: Tonnage records, Municipal Recycling Facility and Estimated Residential Population (Australian Bureau of Statistics).

**Target:** Reduce by 1kg per person each year

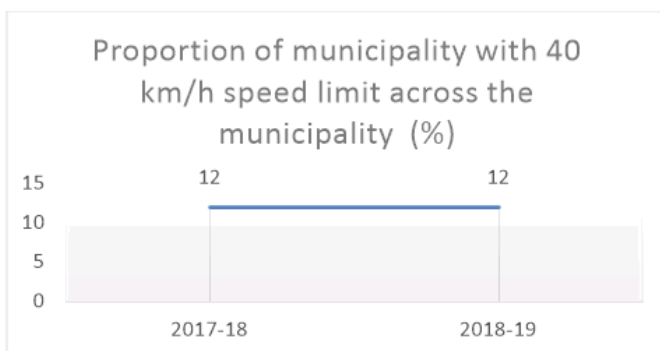
**Status:** Met



Source: Darebin City Council Community Satisfaction Survey

**Target:** 80% (year-on-year)

**Status:** Met

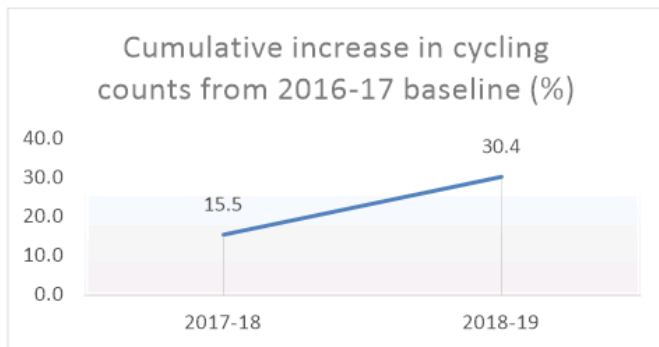


Council progressed four area-based speed change applications with VicRoads during 2018–2019 and will continue delivery during 2019–2020 to achieve the target in 2021.

Source: Darebin Asset System and GIS

**Target:** 30% by 2021

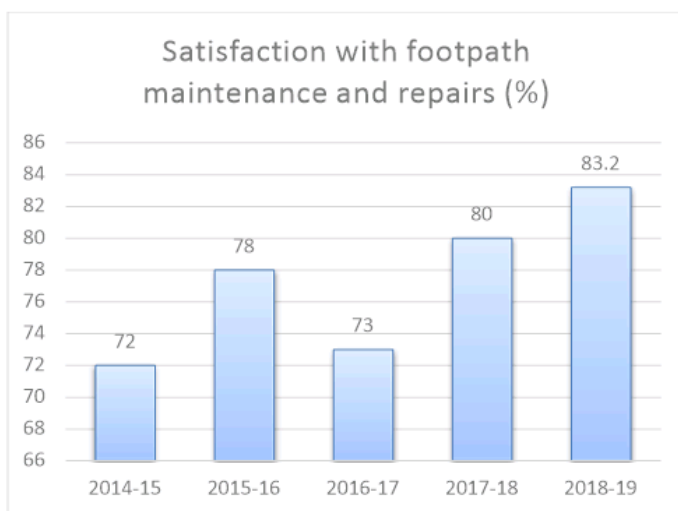
**Status:** Off track



Source: Combination of counts from VicRoads bicycle counters and Council’s bicycle counters on St George’s Road and Darebin Creek Trails

**Target:** 12% increase by 2021

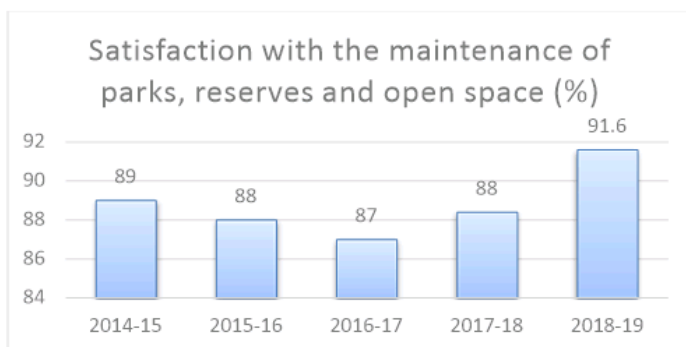
**Status:** Met



Source: Darebin City Council Community Satisfaction Survey

**Target:** 80% year-on-year

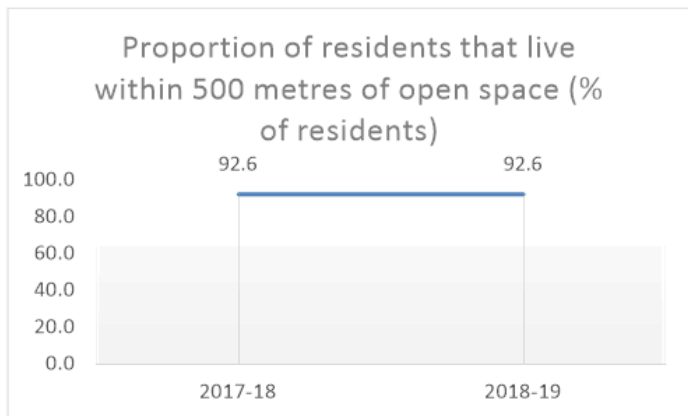
**Status:** Met



Source: Darebin City Council Community Satisfaction Survey

**Target:** 85% year-on-year

**Status:** Met

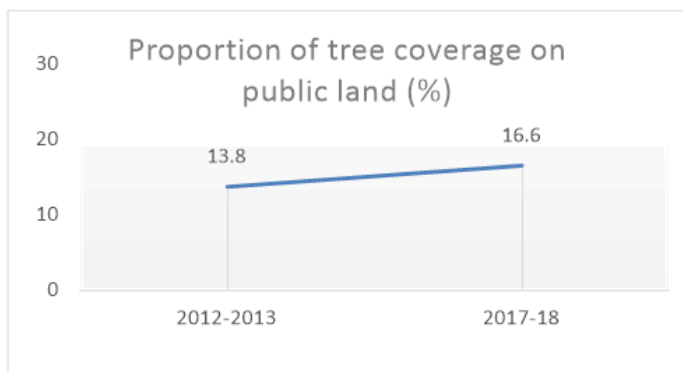


Council’s new Open Space Strategy (Breathing Space) will guide our work towards improving the quality of open spaces and parklands, and the overall amount of public open space.

Source: Darebin Asset System, GIS and 2016 Census Data

**Target:** 100% by 2021

**Status:** Off track



Data collection for this indicator is on a five-year cycle and will be collected again in 2023 and 2028.

Source: Council’s thermal imaging and Urban Forest monitoring audit of the municipality

**Target:** 25% increase by 2028

**Status:** On track

**Please Note:**

The strategic indicator ‘Reduce private vehicle usage’ is not reported here as the relevant data set will not be released until 2019–2020.

**SOME FUTURE PLANS FOR GOAL 1**

- Complete a new Waste Strategy
- Continue advocacy to the Victorian Government calling for the use and transparency of landfill levy funds, banning of single-use plastics, introduction of container deposit legislation and the need for urgent action on recycling issues.
- Finalise our first 'Streets for People' corridor in Northcote/Thornbury. These works provide for safer and more enjoyable walking and cycling environment along our commuter streets where walking, cycling and green space take priority.
- Purchase Council's first fully electric garbage truck.
- Roll out food waste collection service in the spring of 2019 to all households that have a green waste bin.
- Work with other councils and our community to advocate to both the Victorian and Australian governments to declare a climate emergency.

A detailed Council Plan Action Plan for 2019–2020 can be found at [darebin.vic.gov.au/CouncilPlan](http://darebin.vic.gov.au/CouncilPlan)



## Goal 2 – Opportunities to live well

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

- Strategy 2.1: We will ensure health and social services meet our community's needs across their life-course.
- Strategy 2.2: We will expand opportunities for participation and social connection through sport, physical activity, arts, culture and other leisure activities.
- Strategy 2.3: We will expand life-long learning opportunities, to enable local people to learn, develop their interests, and secure good-quality work.

There are 53 actions listed under Goal 2 in the Council Plan Action Plan 2018–2019. The following section shows progress against the Big Actions from the Council Plan and also provides highlights from the Action Plan. Progress comments on all 53 actions can be found at [darebin.vic.gov.au/CouncilPlan](http://darebin.vic.gov.au/CouncilPlan)

### BUDGET ALLOCATED TO GOAL 2

Net cost	2018–2019 \$'000
Budget	16,693
Actual	17,288
Variance	(595)

### SERVICES FOR GOAL 2

While all departments contribute to the achievement of each of our goals, these services specifically relate to Goal 2.

*Note: The service areas in the table align with the 2018–2019 Budget, and are consistent with the Council Plan 2017–2021.*

Service area	Description of services provided	Net cost of providing this service in 2018–2019 Budget Actual Variance \$'000
<b>Opportunities to live well</b>		
Aged and disability	Provides a range of services to assist older people and those with a disability and their carers who wish to live independently and remain active in the community. Services and activities include general home care, personal care, respite care, home maintenance, housing support, dementia care, meals and community transport.	6,346 <u>5,444</u> 902
Families, youth and children	Responsible for a mix of service delivery, policy and community partnership projects that target Darebin's children, youth and their families. It includes early childhood resources and liaison, help for early years services to support children with additional needs, a	4,944 <u>5,321</u> (377)




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	centralised registration service for kindergarten and child care services, supported play groups, toy library, maternal and child health services, an immunisation program, family support services and youth services.	
Recreation and leisure	Recreation policy, planning and programming; facility management; sports development and liaison; specialist recreation programming for disadvantaged groups and individuals; and information provision. Responsible for Council’s major recreation facilities at the Darebin Community Sports Stadium, Darebin International Sports Centre, Northcote Aquatic and Recreation Centre and the Reservoir Leisure Centre.	959 <u>2,333</u> (1,374)
Learning and libraries	Responsible for our library services at Fairfield, Northcote, Preston and Reservoir and our virtual library at www.darebinlibraries.vic.gov.au	4,445 <u>4,189</u> 256

**BIG ACTIONS FOR GOAL 2**

Legend

 GREEN	 AMBER	 RED
On Track	Getting there, some obstacles	Well behind schedule

**Big Action 6: Create a new park, playground, oval and children’s hub on the site of the old Ruthven Primary School in Reservoir**



With input from a Community Reference Group, Council has started development of a master plan for the park, including short and long term improvements. A planting list has been created to improve biodiversity and maintain the natural character of the park. In 2019-20, Council will consult and finalise the Masterplan and progress planting at the site. Council decided not to proceed with a children’s hub late-2018 and based on community consultation ensured that this site remain a natural, open space.

**Big Action 7: Build a multi-sports stadium**



Architects have been appointed to design the Multi-Sports Stadium. The design is well underway and Council will be asked to consider the concept design of the project in late 2019.

**Big Action 8: Renew the Northcote Aquatic and Recreation Centre**



Council resolved to proceed with the design phase of the redevelopment for NARC. In June 2019, Council entered into a contract with an architect for design services for NARC. The design process is underway.

**Big Action 9: Reimagine and revitalise seniors clubs**

As part of the Age Friendly Darebin Review, initiated May 2018, the draft report provided recommendations about Senior Citizens Centres and Clubs. Future actions to deliver this initiative, will be considered after the independent panel report to Council. A functional assessment of all senior citizen centres in Darebin commenced and is expected to be completed late-July 2019.

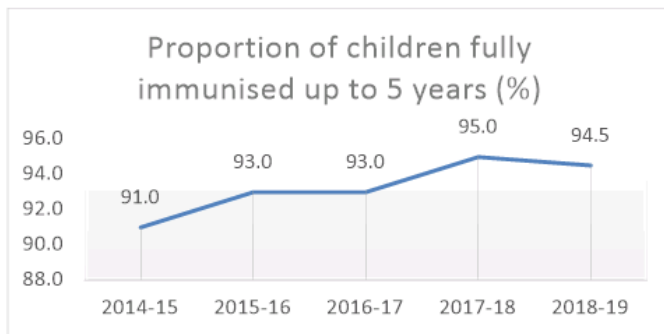
**HIGHLIGHTS AND ACHIEVEMENTS FOR GOAL 2**

- A major oval renovation project at Preston City Oval involved levelling of the surface to facilitate better drainage and improvements to the grass surface.
- An increase in new commercial child care centres in Darebin has provided additional choice and flexibility for families and alleviated many of the enrolment pressures early years services have historically experienced.
- Completed a mural commission in April to congratulate residents for a Nobel Peace Prize. Collateral, lighting and a marker were scheduled to be completed in August.
- Completed an Age Friendly Darebin Review, with 98 recommendations including: new/ improved services, social and cultural connections, and better built environments. The two rounds of community consultation engaged 1,100 people in more than 50 events and activities.
- Constructed the first Changing Places facility in Darebin. Changing Places include an adult-sized changing table, hoist, and enough space to support someone in a safe and clean environment.
- Held a Home Made Food and Wine Festival, with participant numbers in the competition up by 20%. About 1,500 people attended a Meet the Makers event.
- Held a music feast closing party, with 4,000 people in attendance.
- Held an Unspoken: What Will Become of Me? event to connect the community with end-of-life processes and resources.
- Reservoir Leisure Centre had strong increases in attendances across a range of programs including an:
  - increase in overall centre attendance, up 11% to just under 390,000 total visits
  - increase in total visits by members, up 18.6%.

**CHALLENGES FOR GOAL 2**

- Complete and implement a new Darebin Libraries Strategy to provide much-needed support for our community's lifelong learning needs.
- Ensure that ageing recreation and aquatic facilities keep up with community needs and expectations.
- Provide appropriate female-friendly facilities to cater for continued growth in sports participation by women and girls.
- Respond to community and stakeholder concerns about the future direction of aged care services.

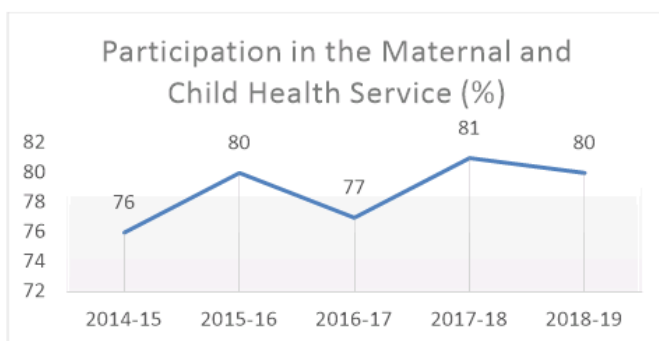
**PERFORMANCE INDICATORS AND RESULTS FOR GOAL 2**



Source: Australian Immunisation Register

**Target:** 95% by 2021

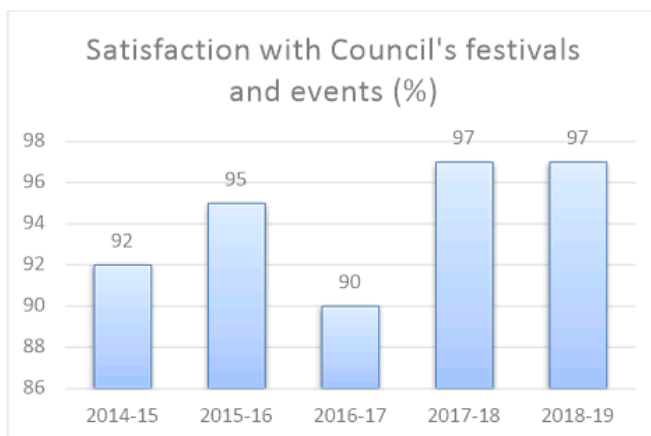
**Status:** On track



Source: Child Development Information System

**Target:** Increase from 2016–2017 baseline

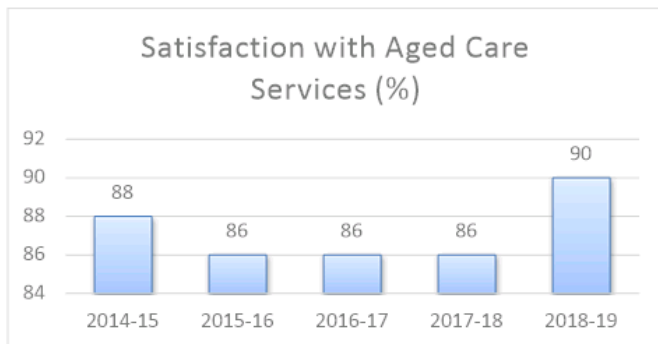
**Status:** Met



Source: Darebin City Council Community Satisfaction Survey

**Target:** 85% year-on-year

**Status:** Met



Source: Internal Council survey

**Target:** 85% year-on-year

**Status:** Met

**Please Note:**

The strategic indicator 'Increase kindergarten participation' is not reported this year as the relevant data is no longer available to Council.

## SOME FUTURE PLANS FOR GOAL 2

- Design and implement an exciting, new, cutting-edge arts and culture festival program.
- Following on from the development of the Age Friendly Darebin Report, implement a new and improved ways of making Darebin an even better place for older people, and therefore everyone, to live.
- Pursue a new strategic direction that will allow more resources to be committed to arts projects and practice at the Northcote Town Hall and Darebin Arts Centre.
- Work with the community on the design of the Northcote Aquatic and Recreation Centre and Multi-Sports Stadium.

## Goal 3 – A liveable city

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

- Strategy 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.
- Strategy 3.2: We will support our creative industries to ensure the city grows as a significant arts and creative centre.
- Strategy 3.3: We will manage local roads, buildings and public spaces to make our city safer, cleaner and more attractive.

There are 36 actions listed under Goal 3 in the Council Plan Action Plan for 2018–19. The following section shows progress against the Big Actions from the Council Plan and also provides highlights from the Action Plan. Progress comments on all 36 actions can be found at [darebin.vic.gov.au/CouncilPlan](http://darebin.vic.gov.au/CouncilPlan)

### Budget allocated to Goal 3 for 2018–2019

Net cost	2018–2019 \$'000
Budget	22,020
Actual	23,623
Variance	(1,603)

### SERVICES FOR GOAL 3

**While all departments contribute to the achievement of each of our goals, these services specifically relate to Goal 3.**

*Note: The service areas in the table align with the 2018–2019 Budget, and are consistent with the Council Plan 2017–2021.*




Service area	Description of services provided	Net cost of providing this service in 2018–2019 Budget Actual Variance \$'000
<b>A Liveable City</b>		
City development and health	Provides support and advice to Council with respect to the Darebin Planning Scheme (Strategic Planning) as well as delivering services to ensure compliance with building legislation and industry standards (Statutory Planning). Responsible for Council's environmental health service (enforcement of the <i>Food Act</i> , <i>Health Act</i> , <i>Tobacco Act</i> and <i>Environmental Protection Act</i> and associated regulations).	4,875 <u>5,038</u> (163)

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Service area	Description of services provided	Net cost of providing this service in 2018–2019 Budget Actual Variance \$'000
Creative culture and events	Provides a program of arts and cultural events and activities and develops policies and strategies to facilitate arts practice in the municipality. Management and programming of the Bundoora Homestead Art Centre and the Darebin Art and History Collection, and coordination of Darebin Arts Centre and Northcote Town Hall Arts Centre and community hubs.	4,736 <u>5,084</u> (348)
Facilities and infrastructure management and maintenance	Responsible for planning, management and maintenance of roads, footpaths, drains, bridges, facilities, properties as well as network of street, directional, parking, regulatory and advisory signs. Oversees and coordinates the capital works program including construction of major infrastructure projects.	11,870 <u>12,249</u> (379)
Civic compliance	Responsible for Council's animal management, Local Laws, Planning Enforcement, Traffic Enforcement and School Crossings Supervision Service.	539 <u>1,253</u> (714)

### BIG ACTIONS FOR GOAL 3

Legend

 GREEN	 AMBER	 RED
On Track	Getting there, some obstacles	Well behind schedule

#### Big Action 12: Expand our land subdivision levy



Council's current land subdivision levy (Open Space Levy) collects funds for new and improved open space capacity to help meet the needs of our growing population. Feedback from the community on the draft Open Space Strategy has been incorporated into a final strategy which Council adopted on 2 September 2019. A key action of the strategy is to increase the levy's contribution rate. A new Open Space Contribution Framework is currently being developed to inform the increased levy rates. Once the framework is finalised and adopted by Council, a planning scheme amendment process would commence to implement the levy.

#### Big Action 13: Create a Developer Contributions Scheme



The Developer Contribution Scheme is a multi-year project that will allow Council to collect funds from new developments to cover the costs of infrastructure. Currently, work is focused on planning for specific infrastructure needs and works to which developers would contribute. Future work is expected to commence on a Planning Scheme Amendment, with the public exhibition process to follow.



**Big Action 14: Create a new suburb for Northland**

There have been some delays to some of the milestones in this project. A draft Precinct Plan is expected to be released in early-2020. Further work is being commissioned to provide more detail to guide the future development of the area.

**Big Action 15: Use the opportunity created by the Government's removal of road and rail crossings**

In 2018-19 Council secured a commitment from the State Government to remove all four level crossings in Preston and is now using the opportunity and calling for high quality design of the area including new parks and recreation spaces as well as walking, wheeling and cycling connections. The State Government has started replacing Reservoir Station and removing the level crossing, which will create new open space and improve the station and make it more accessible. Council has been asking for improved designs including widening the pedestrian plaza, planting more trees, increasing bike parking and incorporating kiosks.

**Big Action 16: Develop a plan for the revitalisation of central Preston**

Council has undertaken community engagement activities to develop a new vision for Central Preston. These included targeted stakeholder workshops, street stands and a full-day Future Preston Summit, held in the Shire Hall. Together with Council advocating to the State Government for integrated level crossing removal and station redevelopment at Bell Street and the review of the planning controls for Preston Market, these projects are an opportunity to revitalise the central Preston area and deliver improved community outcomes.

**HIGHLIGHTS AND ACHIEVEMENTS FOR GOAL 3**

- Advanced our exploration of affordable housing projects on Council land through a Request for Proposals from registered housing providers for a scheme at Townhall Avenue and in partnership with Kids Under Cover at a site in central Preston.
- Advocated for a better standard of development and have achieved recent success in the Victorian Civil and Administrative Tribunal in asking developers to improve the design quality of their developments. Council has been supported in saying 'no' to poor development, as illustrated by decisions made on proposed developments in High Street and Plenty Road (Preston), and High Street and Broadway (Reservoir).
- Finalised Breathing Space: The Darebin Open Space Strategy to guide our work in getting more and better open space for our growing population.
- Implemented life-time animal registration tags to streamline our registration process and allow for e-renewal notices in the near future. This will make it easier for residents to renew their animal registrations.
- Replaced more than 18,000 square metres of damaged footpaths.
- Secured a commitment from the Victorian Government to support Council's position for the removal of four level crossings in Preston, following 3.5 years of advocacy. This paves the way for the removal in 2022 of level crossings at Oakover Road, Bell Street, Cramer Street and

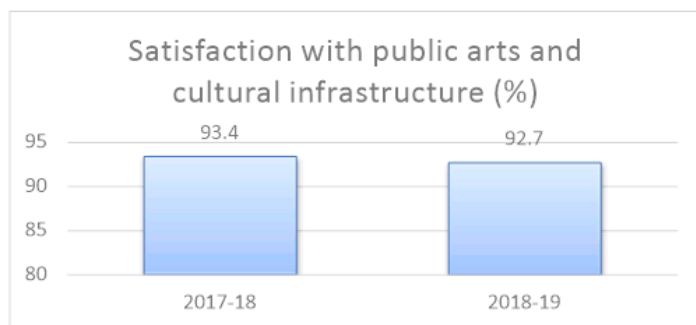
82

Murray Road, Preston.

**CHALLENGES FOR GOAL 3**

- The complexity and frequency of disruption related to construction, service authority and infrastructure improvement activity continue to place pressure on the level of amenity our community enjoys. Council is continuing to look at new ways of tackling this problem and minimising the disruptive effects of these activities.

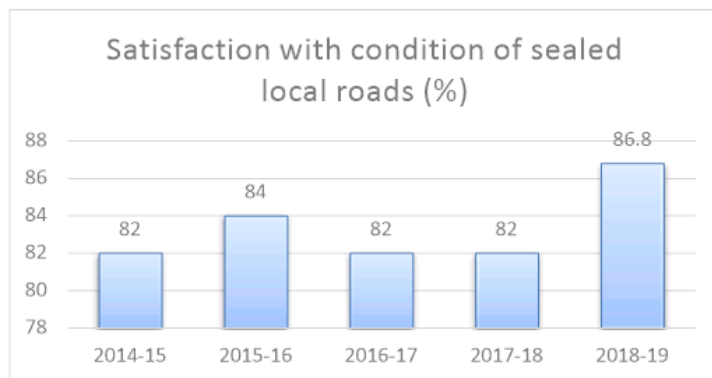
**PERFORMANCE INDICATORS AND RESULTS FOR GOAL 3**



Source: Darebin City Council Community Satisfaction Survey

**Target:** 85% year-on-year

**Status:** Met

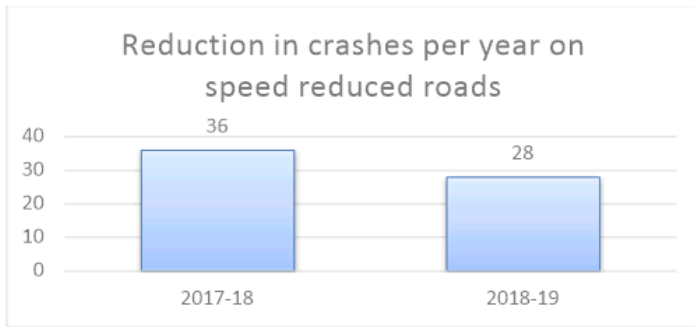


Source: Darebin City Council Community Satisfaction Survey

**Target:** 85% year-on-year

**Status:** Met

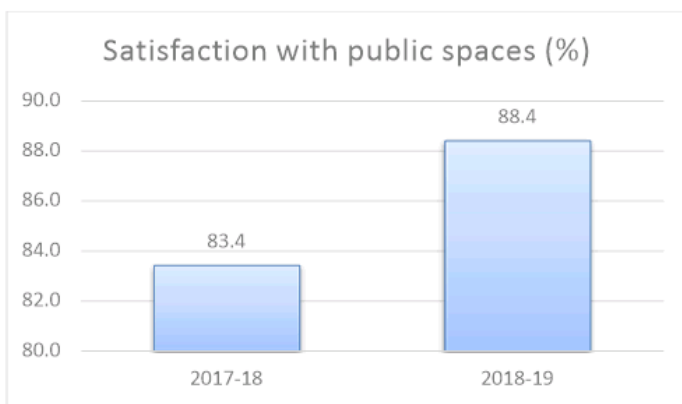




Source: VicRoads crash stats website (multi-year averages on locations used to compare rates)

**Target:** Reduce

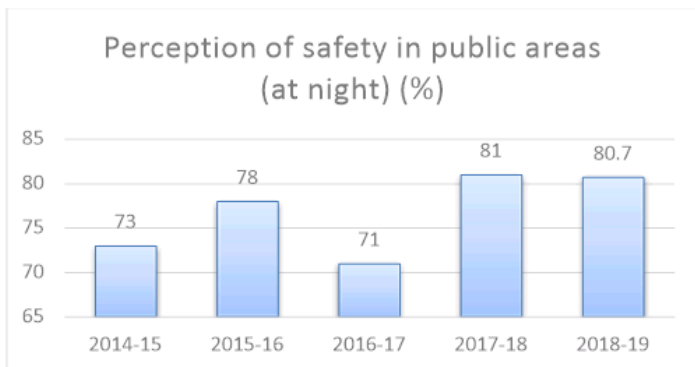
**Status:** Met



Source: Darebin City Council Community Satisfaction Survey

**Target:** 80% year-on-year

**Status:** Met



Source: Darebin City Council Community Satisfaction Survey

**Target:** 80% year-on-year

**Status:** Met

**FUTURE PLANS FOR GOAL 3**

- Advocate for new open spaces as part of the removal of the level crossings at Preston and Bell stations (i.e. Oakover Road, Bell Street, Cramer Street and Murray Road, Preston)
- Complete the review of the Local Law to improve its format, with improved clarity for residents and staff alike.
- Continue to show leadership in the interests of community safety working to support the Victorian Building Authority and the Victorian Cladding Taskforce in addressing the issues associated with combustible cladding.
- Continue to work collaboratively with the Level Crossing Removal Project to maximise the benefits and support our community and businesses in getting through the disruption of these highly beneficial rail infrastructure projects.
- Manage disruption and achieve positive outcomes for the level crossing removal projects.

## Goal 4 – A strong economy

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

- Strategy 4.1: We will foster an environment that ensures our local businesses succeed – from large industries to microbusiness and freelancers.
- Strategy 4.2: We will enable and activate space, including vacant shop fronts and council facilities, to accommodate different businesses and industries.
- Strategy 4.3: We will pursue regionally significant economic opportunities to drive growth and sustainability for our region.

There are 12 actions listed under Goal 4 in the Council Plan Action Plan for 2018–2019. The following section shows progress against the Big Actions from the Council Plan and also provides highlights from the Action Plan. Progress comments on all 12 can be found at [darebin.vic.gov.au/CouncilPlan](http://darebin.vic.gov.au/CouncilPlan)

### Budget allocated to Goal 4 for 2018–2019

Net cost	2018–2019 \$'000
Budget	1,134
Actual	1,038
Variance	96

### SERVICES FOR GOAL 4




While all departments contribute to the achievement of each of our goals, these services specifically relate to Goal 4.

*Note: The service areas in the table align with the 2018–2019 Budget, and are consistent with the Council Plan 2017–2021.*

Service area	Description of services provided	Net cost of providing this service in 2018–2019 Budget Actual Variance \$'000
<b>A Strong Economy</b>		
Economic development	Economic development develops and implements strategies and activities to foster and promote a sustainable business sector to provide local employment. We work with local trader and business associations to help them improve business performance. We work with neighbouring municipalities to develop and implement regional economic growth.	1,134 <u>1,038</u> 96

**BIG ACTION FOR GOAL 4**

Legend

 GREEN	 AMBER	 RED
On Track	Getting there, some obstacles	Well behind schedule

**Big Action 10: Reinvigorate the Darebin Arts Centre**



An upgrade of the Darebin Arts Centre foyer commenced in January 2019 and construction works completed in April 2019. This upgrade ensures the venue is fit-for-purpose, accessible to people of all abilities and a thriving arts centre. A new five-year operational plan for Darebin Arts Centre is near completion and provides a road map to enable and support arts and creativity locally. The plan will significantly enhance the use of the venue, facilitating the making of new work - enabling spaces within Darebin for artists and creative sector organisations to base themselves.

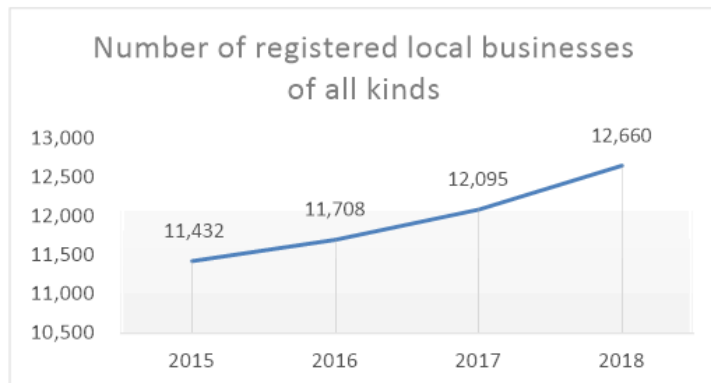
**HIGHLIGHTS AND ACHIEVEMENTS FOR GOAL 4**

- Advanced the work to renew special rates levies across three activity centres – Fairfield, Preston and Northcote – to enable targeted marketing and promotional activities for the shopping strips over the next five years.
- Introduced Pitch It, a program to identify and support exciting new local businesses with grant funding and mentoring.
- Successfully partnered with Northland Shopping Centre to conduct the annual Job Fair in September 2018. More than 1,000 young people and 18 retailers participated, with young people supported through daily resume and interview readiness activities delivered at The Hub.
- Undertook extensive community engagement, completed key background and technical reports including an Identity Study, and worked closely with the Victorian Planning Authority to inform the planning process for the Preston Market.

**CHALLENGES FOR GOAL 4**

There is a need to build understanding within our community of what Council can directly control and what it can influence or advocate for.

**PERFORMANCE INDICATORS AND RESULTS FOR GOAL 4**

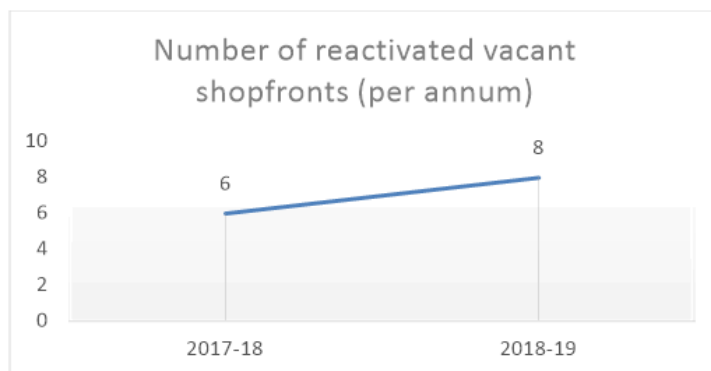


Data for this indicator is collected in June and released the following February, so there is a long delay between collection and release.

Source: Australian Bureau of Statistics, Counts of Australian Businesses, including Entries and Exits, Cat. No. 8165.0

**Target:** Increase

**Status:** On track



Source: Darebin City Council's internal records

**Target:** Increase

**Status:** Met

**FUTURE PLANS FOR GOAL 4**

- Develop our new place management program of activities to make our local areas more vibrant, active and successful.
- Translate the engagement findings and technical information for Preston Market to continue to advocate for the best outcomes for the market and the precinct as the Structure Plan process is progressed by the Victorian Government.

## Goal 5 – Involving our diverse communities

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

- Strategy 5.1: We will ensure our services, facilities and programs benefit all, including our most vulnerable
- Strategy 5.2: We will bring the ideas of our diverse community into our decision-making
- Strategy 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

There are 36 actions listed under Goal 5 in the Council Plan Action Plan for 2018–2019. The following section shows progress against the Big Actions from the Council Plan and also provides highlights from the Action Plan. Progress comments on all 36 can be found at [darebin.vic.gov.au/CouncilPlan](http://darebin.vic.gov.au/CouncilPlan)

### BUDGET ALLOCATED TO GOAL 5

Net cost	2018–2019 \$'000
Budget	9,730
Actual	9,879
Variance	(149)

### SERVICES FOR GOAL 5

**While all departments contribute to the achievement of each of our goals, these services specifically relate to Goal 5.**

*Note: The service areas in the table align with the 2018–2019 Budget, and are consistent with the Council Plan 2017–2021.*

Service area	Description of services provided	Net cost of providing this service in 2018–2019 Budget Actual Variance \$'000
<b>Involving our Diverse Communities</b>		
Customer service	This provides the customer interface for several services and a wide range of transactions. Service is accessed via customer service centres, a telephone call centre, our website and an after-hours emergency service.	2,479 <u>2,220</u> 259

Equity and wellbeing	This service develops policy and implements projects that address disadvantage and make Darebin a healthier, safer and more inclusive place for all residents.	2,883 <u>2,885</u> (2)
People and development	Provides support to the organisation on strategic issues such as change management, leadership development and organisation development.	2,447 <u>2,486</u> (39)
Communication, advocacy and engagement	Using demographic data to undertake consultation, facilitation, engagement and evaluation to inform the promotion and advocacy of social justice, community inclusion and equity. Work with other levels of government, partners, stakeholders and media on issues that are important to the Darebin community.	1,921 <u>2,287</u> (366)

## BIG ACTIONS FOR GOAL 5

### Big Action 4: Advocate for better public transport\*



Improving public transport is a key priority. Council has advocated to the Federal Government to commit investment in the extension of the Tram Route 11 to Reservoir Station and with the State Government to bring forward the section of the Suburban Rail Loop - serving the north and other east-west public transport connections. Council has also advocated for key local issues such as reinstatement of the tram stop at Tyler St and Plenty Road. After many years of advocacy, Council has welcomed the State Government's significant commitment to better public transport in Darebin, through removal of the Reservoir Level Crossing and a pre-election commitment to remove four level crossings in Preston. Council is now advocating for the design of these removals to maximise access to public transport and connect buses, trains and trams.

Note: A well-developed transport system has particular benefits for disadvantaged segments of the population.

## HIGHLIGHTS AND ACHIEVEMENTS FOR GOAL 5

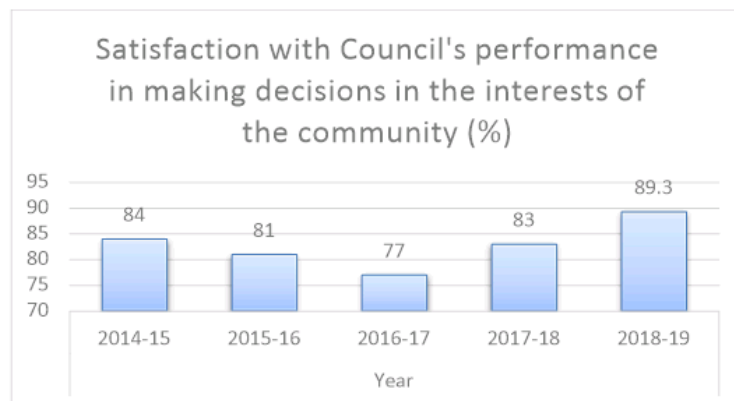
- Adopted a Rates Financial Hardship Policy to provide a framework for financial relief to individual ratepayers having trouble in meeting their rate payment obligations.
- Increased program hours on offer at the East Preston Community Centre program from 20 in 2017–2018 to 70 a week in 2018–2019. New programs included a community led sewing course, legal services, gentle exercise classes and story time for children.
- More than 300 Year 5 students attended the Schools Yarning Conference, celebrating the 2018 NAIDOC theme 'Because of her we can'. Students learned about First Peoples' history and culture across interactive workshops, led by 27 Aboriginal and Torres Strait Islander educators.
- The Aboriginal Maternal and Child Health Initiative has been recognised for its beneficial contributions to our community by being a finalist in the 2019 LGPro Excellence Awards.
- Young Citizens Jury successfully completed 100% of the Young Citizens Jury Solutions Implementation Plan 2018–2019, and maintained a strong advocacy for young people's

voices through local projects.

**CHALLENGES FOR GOAL 5**

- Responding to the needs of an increasing number of rough sleepers in Darebin.
- Supporting local services and organisations to respond to the increasing needs of asylum seekers affected by the cuts to the Status Resolution Support Services payment.

**PERFORMANCE INDICATORS AND RESULTS FOR GOAL 5**



Source: Darebin City Council Community Satisfaction Survey

**Target:** Above 80% year-on-year **Status:** Met



Source: Victorian Commission for Gambling and Liquor Regulation

**Target:** Reduce below \$231,000 **Status:** Met



**FUTURE PLANS FOR GOAL 5**

- Deploy a new Community Engagement Framework and Strategy to help Council hear the community's views in the development of our programs and services.
- Develop and implement an assertive outreach program to support the wellbeing needs of people experiencing homelessness in Darebin.
- Develop the new Darebin Access and Inclusion Plan. Council will work with community members with a disability to create a vision of an accessible and inclusive Darebin.
- Partner with a local jobs provider to set up a community employment program for 10 community members from lower socio-economic backgrounds who are either unemployed or underemployed. Program participants will obtain a Certificate III in Business Administration and enter Council's casual pool of workers.

## Goal 6 – A well-governed Council

**We will be a leading, modern, and open Council to meet our challenges, now and in the future.**

- Strategy 6.1: We will implement the best delivery models to optimise efficiency and value.
- Strategy 6.2: We will find new ways to deliver long-term financial sustainability.
- Strategy 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.

There are 23 actions listed under Goal 6 in the Council Plan Action Plan for 2018–2019. The following section shows progress against the Big Actions from the Council Plan and also provides highlights from the Action Plan. Progress comments on all 23 can be found at [darebin.vic.gov.au/CouncilPlan](http://darebin.vic.gov.au/CouncilPlan)

### BUDGET ALLOCATED TO GOAL 6 FOR 2018–2019

Net cost	2018–2019 \$'000
Budget	20,422
Actual	17,437
Variance	2,985

### SERVICES FOR GOAL 6

**While all departments contribute to the achievement of each of our goals, these services specifically relate to Goal 6.**

*Note: The service areas below align with the 2018–2019 budget, and are consistent with the Council Plan 2017–2021.*

Service area	Description of services provided	Net cost of providing this service in 2018–2019 Budget Actual Variance \$'000
<b>A Well Governed Council</b>		
Mayor and Council	The Mayor and Councillors are responsible for the governance and leadership of the community, and for providing strategic direction to the organisation.	1,942 <u>1,965</u> (23)
Corporate governance	This service includes direct administrative support to the Mayor and Councillors, coordination of Council and Committee meetings. It also	6,065 <u>3,187</u>

	includes the chief executive officer, Executive Management Team, as well as the administration of Council business, policy support and corporate risk.	2,878
Digital services	Responsible for providing computer software and hardware support to the organisation and records management.	6,076 <u>5,713</u> 363
Financial services	Provides financial services and support to internal and external customers and includes management of Council's finances, raising and collection of rates and charges, and valuation of properties.	3,179 <u>3,401</u> (222)
Fleet Services	Responsible for the oversight of the fleet required to support Council's service provision.	3,159 <u>3,171</u> 12

### BIG ACTIONS FOR GOAL 6

There are no Big Actions for this goal.

### HIGHLIGHTS AND ACHIEVEMENTS FOR GOAL 6

- Continued to remain financially sustainable, achieving an underlying surplus of \$19.27 million, despite the challenges created by Council rates revenue increases being capped by the Victorian Government and the increased expectations and demands on Council services arising from population growth and demographic changes.
- Coordinated more than 100 overseas qualified, Aboriginal and Torres Strait Islander, disability and work experience placements.
- Council won a Gold Award in the internationally recognised Australasian Reporting Awards for its 2017–2018 Annual Report.
- Our public-facing work on pokies machines placed Darebin at the front of the community campaign to limit the damage that electronic gambling causes to the community.
- Partnered with the Inner Norther Local Learning and Employment Network to conduct the Real Jobs Interview Program, with more than 280 Darebin Year 10 students participating.
- The Customer Service Centre is more accessible for people with disabilities now that we have Central Accreditation Service (CAS) accreditation and have installed hearing loops. We have also increased the Language Aid Program to provide interpreters for more people who need them.
- The Statutory Planning Service now has an almost complete digital capability through the planning application process. This transformation reduces our energy footprint and paper consumption and provides a better, more convenient service.<sup>1</sup>

<sup>1</sup> With the exception of section 72 amendment applications, all planning applications can now be lodged digitally.

### CHALLENGES FOR GOAL 6

- The cap on rate rises will continue to constrain Council's financial sustainability and its capacity to continue to meet the community's expectations on infrastructure and services provided.
- The short timeframe provided for feedback on the additional reforms proposed for the *Local Government Bill 2018* was challenging, given the substantial nature of the proposal and its potential impact. Council continues to advocate for an appropriate consultation process for these significant reforms.

### PERFORMANCE INDICATORS AND RESULTS FOR GOAL 6

There are no performance indicators associated with this target.

### FUTURE PLANS

- Continue reviews of services to ensure that service provision aligns with community needs, efficient delivery of services, and long term financial sustainability.
- Develop a better customer complaints process and a customer experience approach across Council services.
- Develop and implement a Workforce Planning Strategy with diversity principles applied to support Council to meet present and emerging community needs.
- Implement applications that will allow customers to complete their financial transactions with Council anywhere, anytime, on any device.
- Increase cyber security capabilities, such as recruiting a security specialist and increasing security awareness within Council, to harden our barriers to potential hackers and cyber thieves.
- New property and asset management strategies will provide contemporary frameworks to guide evidence-based and service-focused decision making by Council.

## 6. GOVERNANCE AND CORPORATE INFORMATION

### 1. An overview of our governance in 2018–2019

Darebin Council is committed to open and transparent governance in accordance with the *Local Government Act 1989* (the Act). Council recognises the need for ongoing commitment and monitoring of all the reforms implemented to ensure a high level of good governance is consistently maintained throughout the coming years.

Council remains focused on ensuring decision-making processes continue to provide transparent, responsive, inclusive and participatory policies and practices and that the community has a voice in decision making. Agendas are published online in advance of scheduled meetings, encouraging greater public participation and democracy.

Council is committed to an ongoing development program for all Councillors by providing and facilitating opportunities for professional development that assists them to perform their roles as elected representatives.

The Councillor Code of Conduct strengthens the foundations of working relationships between elected representatives. It is complemented by a provision in the Act that covers principles of conduct for Council staff. The Councillor Code of Conduct is imperative to ensure all Councillors conduct themselves honourably and in the best interests of the community.

For more information, go to [www.darebin.vic.gov.au/Governance](http://www.darebin.vic.gov.au/Governance)

### 2. Councillor allowances

The allowance paid to local government councillors recognises the work required to successfully carry out their duties. The framework for allowances payable to councillors and mayors in Victoria is based on a three-level structure of councils. The three categories are determined on Council population and recurrent revenue.

Darebin is a Category 3 Council in the structure. In this category, allowances of up to \$30,827 a year for councillors and up to \$98,465 a year for the mayor apply. Mayoral and councillor allowances are also subject to the addition of the equivalent of the superannuation guarantee, which is 9.5 per cent. The allowance is subject to annual automatic adjustments by the Minister for Local Government.

On 26 November 2018, Councillor Rennie was elected to serve as Mayor of Darebin Council for a one-year term.

### 3. Councillor expenses

Councillors incur expenses while fulfilling their roles as elected representatives. Expenditure is regulated by the Councillor Support and Expenses Policy, as endorsed by Council, and is

consistent with Section 75 of the *Local Government Act 1989*. A quarterly summary of Councillor expenses is published at [www.darebin.vic.gov.au/Governance](http://www.darebin.vic.gov.au/Governance) and presented to the Audit Committee.

Councillor expenses 1 July 2018 to 30 June 2019										
	Cr. McCarthy	Cr. Greco	Cr. Laurence	Cr. Williams	Cr. Le Cerf	Cr. Messina	Cr. Rennie	Cr. Amir	Cr. Newton	Total
Day-to-day activities	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Mobile	403	469	265	936	309	560	506	295	347	4,090
Landline	-	-	-	-	-	-	-	-	-	-
Internet	240	240	240	240	240	480	240	240	241	2,401
Travel	637	-	576	40	833	1,130	-	-	-	3,216
Family care	-	-	-	-	100	-	-	-	-	-
Conferences/training	1,825	-	-	-	969	7,165	3,350	8,450	1,954	23,713
Functions/events	-	-	-	-	-	-	-	-	-	-
Approved by Council resolution	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
<b>Net expenses</b>	<b>3,105</b>	<b>709</b>	<b>1,081</b>	<b>1,216</b>	<b>2,451</b>	<b>9,335</b>	<b>4,096</b>	<b>8,985</b>	<b>2,542</b>	<b>33,420</b>
Reimbursements to Council	-	-	-	-	-	-	-	-	-	-
<b>Total net expenses</b>	<b>3,105</b>	<b>709</b>	<b>1,081</b>	<b>1,216</b>	<b>2,451</b>	<b>9,335</b>	<b>4,096</b>	<b>8,985</b>	<b>2,542</b>	<b>33,420</b>

#### 4. Conflict of interest declaration

In accordance with the *Local Government Act 1989*, Councillors and Council officers are required to disclose conflicts of interest and leave the meeting before discussions about those particular agenda items. During 2018–2019, there were 14 conflicts of interest declared by Councillors and four conflicts of interest declared by Council officers.

The requirement to disclose conflicts of interest extends to Assemblies of Councillors.

#### 5. Assemblies of Councillors

The *Local Government Act 1989* provides for Assemblies of Councillors. An Assembly of Councillors is a scheduled meeting, briefing or workshop involving at least half of the councillors and one member of council staff. Matters are considered that are intended or likely to be the subject of a future council decision, or subject to the exercise of a function, duty or power of the council under delegation by a Special Committee or a member of council staff. An Advisory Committee with at least one councillor present is also an Assembly of Councillors.

In 2018–2019, there were 154 Assemblies of Councillors convened, including Councillor briefing sessions and strategic workshops, which usually take place twice a month.

## 6. Council meetings

Council meetings are usually held every three weeks. The times and venues of Council meetings are fixed annually and advertised in Darebin’s local newspapers and at [www.darebin.vic.gov.au/Meetings](http://www.darebin.vic.gov.au/Meetings).

Council meetings are generally open to the public. Council is committed to transparent governance and meetings are only closed when reports being considered are deemed by the Chief Executive Officer and/or Council to be confidential. During 2018–2019, there were 11 Council reports considered to be confidential.

In addition to considering reports at Council meetings, the community is invited to ask or submit questions during public question time. In 2018–2019, there were 238 questions submitted. The record of Councillor attendance at Ordinary Meetings of Council and Special Council Meetings held during 2018–2019 is shown in the table on page 99.

## Councillor attendance at meetings, 1 July 2018 to 30 June 2019

Date	Ordinary Meeting	Special Meeting	Number of Reports	Confidential Items	Questions from the Gallery	Notices of Motion	Cr Amir	Cr Greco	Cr Laurence	Cr Le Cerf	Cr McCarthy	Cr Messina	Cr Newton	Cr Rennie	Cr Williams
2/07/2018	1	-	5	0	10	0	1	LoA	LoA	LoA	1	1	1	1	LoA
23/07/2018	1	-	7	3	2	1	1	1	LoA	1	LoA	Ap	1	1	1
13/08/2018	1	-	6	0	16	5	1	1	LoA	1	1	1	1	1	1
3/09/2018	1	-	13	0	11	9	1	1	LoA	1	1	1	1	1	1
24/09/2018	1	-	8	2	13	8	1	1	1	1	1	1	1	1	1
15/10/2018	1	-	10	0	7	8	1	1	LoA	1	1	1	1	1	1
5/11/2018	1	-	10	0	10	6	1	1	LoA	1	1	1	LoA	1	1
26/11/2018	-	1	7	0	0	0	1	1	LoA	1	1	1	1	1	1
3/12/2018	1	-	17	1	6	1	1	1	LoA	1	1	1	LoA	1	1
4/02/2019	1	-	7	0	10	1	LoA	1	1	1	1	1	1	1	1
25/02/2019	1	-	13	0	11	0	1	1	1	1	1	Ap	1	1	1
18/03/2019	1	-	7	0	8	12	1	1	1	1	1	1	1	1	1
8/04/2019	1	-	8	0	11	11	1	1	1	1	LoA	1	1	1	1
29/04/2019	1	-	10	1	3	2	1	1	LoA	LoA	1	1	1	1	1
20/05/2019	1	-	10	1	12	0	LoA	1	LoA	1	1	1	1	1	1
11/05/2019	1	-	8	0	51	1	1	1	Ap	1	1	1	1	1	1
11/06/2019	1	-	8	0	51	1	1	1	Ap	1	1	1	1	1	1
24/06/2019	1	-	12	1	6	1	1	1	1	1	1	1	1	1	1
	17	1	166	9	238	67	18	18	16	18	18	16	18	18	18

LoA: Approved leave of absence (counted as an attendance) Ap: Apology



## 7. Our Council Committees

Darebin Council has four Standing Committees, known as Special Committees, that: make decisions on behalf of Council; manage a service or facility on behalf of Council; or advise and recommend to Council on a specific area of Council's functions or responsibilities.

Our Special Committees are the Hearing of Submissions Committee, the Planning Committee, the Bundoora Homestead Board of Management and the Audit Committee. The Planning Committee is the only committee that can make decisions on behalf of Council. The remaining committees make recommendations to Council.

Council also has Community Advisory Committees that provide specialist advice or recommendations to Council. More information about our committees can be read at [www.darebin.vic.gov.au/Committees](http://www.darebin.vic.gov.au/Committees)

## 8. Hearing of Submissions Committee

The Hearing of Submissions Committee is a Special Committee appointed pursuant to section 86 of the *Local Government Act 1989* to hear and report to Council on submissions received in accordance with section 223 of the Act.

The Committee comprises all Councillors and meets as required to hear submissions in relation to many of Council's powers under various Acts. The statutory procedures require Council to give public notice of each proposal and invite public submissions in relation to the proposal.

The Hearing of Submissions Committee has delegated authority to hear any person who has requested to be heard in support of their written submission made under section 223 of the Act. The Committee reports as required to a subsequent Council meeting. A separate report on each specific matter heard by the Committee is submitted for formal determination by Council.

### 8.1 Hearing of Submissions Committee membership and attendance in 2018–2019

From 1 July 2018 to 30 June 2019

	Hearing of Submissions Committee	Cr Laurence	Cr Williams	Cr McCarthy	Cr Greco	Cr Amir	Cr Le Cerf	Cr Rennie	Cr Newton	Cr Messina
25/03/2019	1	1	1	1	1	1	1	1	LoA	1

LoA: Approved leave of absence (counted as an attendance) Ap: Apology

### 8.2 The year in review for the Hearing of Submissions Committee

One meeting was held in 2018–2019 to hear submissions in relation to the proposed 2019–2020 Budget.

## 9. Planning Committee

The Planning Committee is a Special Committee appointed pursuant to section 86 of the *Local Government Act 1989* to assist Council in urban planning matters. It also deals with applications for permits under the *Planning and Environment Act 1987*.

Planning Committee meetings are held to consider and determine:

- applications that receive five or more objections, fail to meet the objectives of adopted Council policy, or raise major policy implications and applications for major development and change of use
- minor amendments to development plans that can be determined by the Planning Committee.

The Planning Committee has delegated authority to determine applications and has discretion to refer matters to full Council when appropriate.

### 9.1 Planning Committee membership and attendance 2018–2019

All Councillors were members of the Committee. Cr Rennie (Mayor 26 November 2018 to 30 June 2019) was the Chair. Councillor attendance at Planning Committee meetings is shown in the accompanying table.

From 1 July 2018 to 30 June 2019

Date	Planning Committee Meeting	Number of Reports	Cr Amir	Cr Greco	Cr Laurence	Cr Le Cerf	Cr McCarthy	Cr Messina	Cr Newton	Cr Rennie	Cr Williams
20/08/2018	1	2	1	1	LoA	1	1	1	1	1	1
19/11/2018	1	2	1	LoA	LoA	1	1	1	1	1	Ap
17/12/2018	1	4	1	1	LoA	1	1	Ap	1	1	1
12/03/2019	1	1	1	1	1	1	1	1	1	1	LoA
15/04/2019	1	3	1	1	1	1	1	1	1	1	1
13/05/2019	1	3	1	1	Ap	1	1	1	1	1	1
	<b>6</b>	<b>15</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>5</b>

LoA: Approved leave of absence (counted as an attendance) Ap: Apology

### 9.2 The year in review for the Planning Committee

The Planning Committee considered reports on 17 planning applications. It also received reports on:

- numerous Victorian Civil and Administrative Tribunal (VCAT) matters, including consideration of amended plans and reports on applications appealed at VCAT
- new applications and amendments to development plans where development proposals were more complex and involved multiple stages of projects.

### 9.3 Key issues in 2018–2019

The Planning Committee dealt with several large and complex planning applications, including:

- a proposal at 43–47 Simpson Street Northcote for a four-storey mixed-use development, with ground floor retail/commercial floor space and 12 dwellings
- an amendment to the development plan for an 11,980 square metre (sqm) site at 198 Beavers Road, Northcote proposed to be developed with up to 140 dwellings at a height of four storeys
- an 18 storey mixed-use development at 6-34 High Street Preston, containing 157 dwellings and 900 sqm of retail and office space
- consideration of legal advice in relation to the decision by Victorian Civil and Administrative Tribunal (VCAT) not to support Council's refusal of an application proposing additional electronic gaming machines within the Darebin RSL, 396–402 Bell Street, Preston
- a five-storey mixed-use development at 834 High Street, Preston, proposing seven dwellings with a ground floor shop
- a proposed new double storey Police Station at 67-73 Mahoneys Road, Reservoir
- a six-storey mixed-use development at 345 Bell Street, Preston, proposing dwellings and ground floor shops
- a five-storey mixed use development at 479 St Georges Road, Thornbury, containing six dwellings and a ground floor office.

### 9.4 Challenges

The Planning Committee functioned efficiently and made decisions on 17 applications in 2018–2019. This is a reduction on previous years and has resulted in a stronger focus by the Committee on more significant development proposals. A challenge for Council remains gaining support for its Planning Committee decisions at VCAT with an overall track of 44 per cent support in 2018–2019 for Council decisions that were appealed at VCAT.

## 10. Bundoora Homestead Board of Management

The Bundoora Homestead Board of Management is a Special Committee appointed pursuant to section 86 of the *Local Government Act 1989* to manage the operation of Bundoora Homestead Art Centre, the public art gallery within the City of Darebin. The Board comprises nominated Councillors and community representatives and has delegated authority from Council to manage Bundoora Homestead. In 2018–2019, the Board was chaired by Kirsten Matthews to 5 December 2018 and then by JD Mittman.

### 10.1 Bundoora Homestead Board of Management membership and attendance 2018–2019

Meeting and Event dates	Kirsten Matthews (Chair to 05/12/18)	JD Mittmann (Chair from 05/12/18)	Cr Gaetano Greco	Cr Tim Laurence	Cr Susanne Newton	Angie Bedford	Peta Clancy	Giovanna D'Abaco	Cathy Henderson	Janette Lewis	Kade McDonald	Valentina Maxwell-Tansley	Sue Thornton	Lyndel Wischer
19/09/18 Board Meeting	1	1	Ap	Ap	Ap	N/A	N/A	N/A	1	Ap	1	1	N/A	Ap
05/12/18 Board Meeting	1	1	Ap	Ap	Ap	N/A	N/A	1	1	Ap	1	1	N/A	Ap
31/01/19 Induction	1	Ap	Ap	LoA	Ap	1	1	1	1	Ap	1	1	1	1
15/03/19 Networking Event	1	1	Ap	Ap	LoA	1	Ap	1	1	Ap	1	1	1	1
2/04/19 Workshop	1	1	Ap	1	1	Ap	Ap	1	1	1	Ap	1	1	1
12/06/19 Board Meeting	1	1	Ap	Ap	Ap	Ap	Ap	Ap	1	1	Ap	Ap	1	1
	6	5	0	2	2	2	1	4	6	2	4	5	4	4

LoA: Approved leave of absence (counted as an attendance)

Ap: Apology

N/A: Not applicable due to resignation or change of status of Board Member.

### 10.2 The year in review for the Bundoora Homestead Board of Management

Highlights in 2018–2019 included:

- The Board gathered on six occasions for meetings, induction of new members, a workshop and a networking event. The workshop in April 2019 focussed on reviewing and planning for sustainable cafe operations at the facility.
- The Board acknowledged Kirsten Matthews for her time and expertise as Chair from 28 June 2017 to 5 December 2018. JD Mittman has been appointed as Kirsten Mathew's successor.

- Four new Board members were appointed by Council in 2018: Peta Clancy, Angie Bedford, Sue Thornton and Giovanna D'Abaco. The Board acknowledges these new members and thanks them for volunteering their time to support art and heritage across the municipality.
- The Board presented two Annual Reports to Council on 25 February 2019 for the 2016–2017 and 2017–2018 periods. Council thanked the Board for its commitment and work over the past two financial years.
- The Board was pleased to host a networking event in March 2019 where the Chair announced the Sushi Snake Play Space, a design created with Indigenous artist Steaphan Paton and Hassell Landscape Architects.

### 10.3 Bundoora Homestead Board of Management outlook for 2018–2019

- Consolidate the considerable change that has been implemented since 2017.
- Assess opportunities for future growth of art and heritage services to the community.

You can find more information about Bundoora Homestead at [www.darebin.vic.gov.au/BundooraHomestead](http://www.darebin.vic.gov.au/BundooraHomestead) or [www.bundoorahomestead.com](http://www.bundoorahomestead.com)

## 11. Audit Committee

The Audit Committee is an advisory committee established in accordance with section 139 of the *Local Government Act 1989* to assist Council in fulfilling its responsibilities relating to external financial and performance reporting, risk and financial management, corporate governance and internal control systems.

The Audit Committee comprises three independent members and two Councillors:

- Mr Terry Richards (Chair from 1 July to 3 December 2018)
- Ms Lisa Tripodi (Chair from 25 March to 30 June 2019)
- Dr Marco Bini
- Cr Kim Le Cerf
- Cr Susan Rennie (to 3 December 2018)
- Cr Lina Messina (from 3 December 2018).

Independent members are appointed for a two-year term, with the option of a further two-year term. The Chair is elected from among the independent members.

The Audit Committee meets four times a year. The internal and external auditors, the Chief Executive Officer, the General Manager Governance and Engagement, the Manager Governance and Performance, and the Manager Finance attend all Audit Committee meetings. Other management representatives attend as required to present reports.

Council receives six-monthly reports on matters considered by the Audit Committee.

## 12. Darebin community advisory committees

Council draws upon 18 community advisory committees to facilitate community participation and provide input into policy and service development. Community advisory committees typically include one Councillor and a proxy, Council officers, and community representatives.

The community representatives can be residents or representatives of service authorities, support agencies or community organisations. Advisory committee representatives are appointed through an expression of interest process. Council reviews the committees' terms of reference annually before the Councillor representatives are appointed (usually at the statutory meeting of Council in November). Each committee has a Council officer who supports its operation. Community advisory committees report to Council on their special areas of expertise and interest twice a year and their advice contributes to the development and evaluation of Council strategies, policies and programs.

### A list of the Darebin community advisory committees in 2018–2019

Community Advisory Committee	Appointments for 2018–2019
Active and Healthy Ageing Community Board	Cr Rennie (Mayor) (Chair) Cr Newton (Deputy Mayor) (Deputy Chair) Cr Greco (proxy)
Climate Emergency Darebin Advisory Committee	Cr Le Cerf (Chair) Cr McCarthy Cr Rennie (proxy)
Darebin Aboriginal Advisory Committee	Cr Rennie (Mayor) (Chair) Cr Newton (Deputy Mayor) (Deputy Chair) Cr Greco (proxy)
Darebin Arts Ambassadors	Cr Newton (Deputy Mayor) (Chair) Cr Laurence (Deputy Chair)
Darebin Bicycle Advisory Committee	Cr Amir (Chair) Cr Newton (Deputy Mayor) (proxy)
Darebin Community Awards Advisory Committee	Cr Rennie (Mayor) (Chair)
Darebin Disability Advisory Committee	Cr Williams (Chair) Cr Newton (Deputy Mayor) (proxy)
Darebin Domestic Animal Management Reference Group	Cr Williams (Chair) Cr Le Cerf (Proxy)
Darebin Education Committee	Cr Rennie (Mayor) (Chair) Cr Messina (Proxy)
Darebin Environmental Reference Group	Cr McCarthy (Chair) Cr Messina (proxy)
Darebin Interfaith Council	Cr Greco (Chair) Cr Messina (proxy)
Darebin Lifelong Learning Strategy Reference Group	Cr Amir (Chair) Cr Williams (Proxy)
Darebin Nature Trust	Cr McCarthy (Chair) Cr Amir Cr Newton
Darebin Women's Advisory Committee	Cr Messina (Chair) Cr Rennie (proxy)



Community Advisory Committee	Appointments for 2018–2019
Edwardes Lake Park Reference Group	Cr Greco (Chair) Cr Laurence Cr Newton
Municipal Emergency Management Planning Committee	Cr Rennie (Mayor) (Chair)
Northland Urban Renewal Precinct Steering Committee	Cr Rennie (Mayor) (Chair) Cr Amir Cr Messina Cr Williams
Sexuality, Sex and Gender Diversity Advisory Committee	Cr Newton (Deputy Mayor) (Chair) Cr Amir (proxy)

This information is also available at [www.darebin.vic.gov.au/Committees](http://www.darebin.vic.gov.au/Committees)

Six-monthly progress reports from the committees for 2018–2019 can be accessed in the Council Minutes for 25 February 2019 and 2 September 2019 at [www.darebin.vic.gov.au/Your-Council/How-council-works/Meeting-Agendas-and-Minutes](http://www.darebin.vic.gov.au/Your-Council/How-council-works/Meeting-Agendas-and-Minutes)

### 13. Community Grants Program

Every year Council provides funds and assistance to not-for-profit groups and organisations through the Community Grants Program (previously Community Support Program).

For more information visit [www.darebin.vic.gov.au/Grants](http://www.darebin.vic.gov.au/Grants).

The program aims to support community projects and activities that address priority areas of the Council Plan 2017–2021, including building social inclusion, addressing climate change and enhancing the wellbeing of Darebin residents.

Council also funds a Quick Response Program that is available throughout the year for groups that missed the annual funding round.

#### 13.1 Summary of applications received and recommendations for the 2018–2019 funding round

Funding stream	Applications received	Applications approved	Percentage approved	Amount requested	Amount approved
Cash grants	125	97	77.6%	\$516,161	\$237,816
Venue hire subsidy grants	62	62	100%	\$103,271	\$81,499
Quick response grants – venue hire subsidies	19	19	100%	\$7,566	\$7,244
<b>Total</b>	<b>206</b>	<b>178</b>	<b>86.4%</b>	<b>\$626,998</b>	<b>\$326,559</b>

**13.2 Annual Cash Grant applications by funding streams**

Funding stream	Applications received	Applications approved	Percentage approved	Amount requested	Amount approved
Arts and culture	23	19	82.7%	\$83,952	\$61,217
Sport and recreation	14	7	50.0%	\$57,370	\$23,100
Environment	12	11	91.7%	\$52,417	\$24,000
Community development	76	60	78.9%	\$322,422	\$129,499
<b>Total</b>	<b>125</b>	<b>97</b>	<b>77.6%</b>	<b>\$516,161</b>	<b>\$237,816</b>

**13.3 Annual facility hire subsidy applications by venue**

Venue	Applications received	Applications approved	Percentage approved	Amount requested	Amount approved
Northcote Town Hall	10	10	100%	\$25,270	\$14,500
Darebin Arts and Entertainment Centre	2	2	100%	\$1,985	\$1,985
Northcote and Preston Libraries' Meeting Rooms	9	9	100%	\$13,799	\$10,000
City and Shire Halls	20	20	100%	\$36,645	\$31,458
Intercultural Centre	11	11	100%	\$17,642	\$16,541
Reservoir Community and Learning Centre	4	4	100%	\$2,300	\$2,000
Donald Street Community Hall	1	1	100%	\$855	\$729
Clyde Street Community Hall	3	3	100%	\$1,146	\$1,125
Fairfield Community Hall	1	1	100%	\$1,161	\$1,161
Keon Park Children's Hub	1	1	100%	\$2,468	\$2,000
<b>Total</b>	<b>62</b>	<b>62</b>	<b>100%</b>	<b>\$103,271</b>	<b>\$81,499</b>

Further information about the Community Support Program is available at [www.darebin.vic.gov.au/Grants](http://www.darebin.vic.gov.au/Grants).



## 14. Documents available for inspection

In accordance with regulation 12 of the *Local Government (General) Regulations 2015*, the following are prescribed documents that are available for public inspection during office hours at the Darebin Civic Centre, 274 Gower Street, Preston. Copies of the documents can be obtained for the purposes of section 222 of the *Local Government Act 1989* at the Darebin Civic Centre.

- A document containing details of overseas or interstate travel (other than interstate travel by land for less than three days) undertaken in an official capacity by any Councillor or member of Council staff in the previous 12 months.
- The agendas for, and minutes of, Ordinary and Special Meetings held in the previous 12 months, which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting that was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act.
- The minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting that was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act.
- A register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act.
- A document containing details of all leases involving land that were entered into by the Council as lessor, including the lessee and the terms and the value of the lease.
- A register maintained under section 224(1A) of the Act of authorised officers appointed under that section.
- A list of donations and grants made by Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.

## 15. Other information available for inspection

- *General Local Law No. 1 of 2015 and Governance Local Law 2017.*
- The program for applying best value principles, together with any quality or cost standards adopted by Council.
- The Council Plan, Strategic Resource Plan, Council Budget and Annual Report.
- The Councillor Code of Conduct.
- The Councillor Support and Expenses Policy.
- Election campaign donation returns by candidates at the previous Council election.
- Council's Procurement Policy.
- Certified voters' roll, which can be inspected according to section 24B of the *Local Government Act 1989*.
- Names of Councillors who submitted returns of interest during the financial year.
- Names of Council officers who were required to submit a return of interest during the financial year.
- Register of Delegations to Special Committees and to members of Council staff, including date

of last review.

Requests about the information available for inspection should be directed to the General Manager, Governance and Engagement.

## 16. Statutory information

### 16.1 Best Value Report 2018–2019

The *Local Government Act 1989* requires that all councils comply with a series of best value principles and report to communities on how they have achieved this.

The principles are based on:

- quality and cost standards
- responsiveness to community needs
- accessibility
- continuous improvement
- community consultation
- reporting to the community.

To ensure the principles were given effect, the Darebin City Council implemented a program of continuous improvement characterised by a regular cycle of business planning and reporting.

Achievements within the Continuous Improvement Framework for 2018–2019 included:

- Local government performance indicators and service indicators were incorporated into the Continuous Improvement Framework and benchmarked against previous results.
- Quarterly reports on progress against the Council Plan Action Plan 2018–2019 were presented to Council and posted on the website.
- The PuLSE continuous improvement framework was implemented across the organisation. PuLSE encourages staff to change the way they go about their work and to turn problems into solutions. Through its capacity-building component, more than 80 staff have been trained in applying continuous improvement techniques and tools such as lean and process mapping. Improved processes are documented electronically and shared via a process library. The program objective is to empower staff to create more value for customers with fewer resources. The approach provides ongoing improvements to service provision.

In addition, there were several programs and projects that addressed the Best Value principles:

- The Customer Service Centre is more accessible for people with disabilities with Central Accreditation Services (CAS) accreditation and installation of hearing loops. The Language Aid Program has increased to provide interpreters for more people who need them.

- The program hours on offer at the East Preston Community Centre program have been increased from 20 to 70 per week, enabling provision of new programs and services that were informed by community need and demand.
- Developing a new community co-design program (Streets for People) for the Darebin community helped shape streets that are safer and more enjoyable for cyclists and pedestrians. This is a change in the way Council has previously consulted on walking and cycling infrastructure and involves tapping into community knowledge at the local level about what could be improved.
- More than 1,000 young people's voices were part of the consultation and community engagement process for the Youth Services Strategy 2019—2021. Asked to share their current concerns/challenges and aspirations for the future that they would like to inherit, young people assisted in clarifying aspirational goals and ensured alignment with Council's commitment.
- Embedded the recommendations from Darebin's Aged Friendly Cities Report into Breathing Space: The Darebin Open Space Strategy to ensure older people are able to access and enjoy Darebin's open spaces.
- The Animal Management Unit revised operations when dealing with dog attacks. This effort was recognised by the Ombudsman as being leading best practice for the sector.
- Efficiencies were generated and convenience were improved for ratepayers through increasing the number rates notices sent via eNotice and BPAY View and sending SMS reminders of payments due. This also helped to reduce postage costs.
- The Tree Planting Program involves extensive community consultation upon notification of intention to remove and plant trees. Residents are provided with tree assessments for all trees in their street, options for selecting the next species of tree to be planted, and voting forms where residents can register their choice of tree.
- A review of Council's assets protection process has been completed. This has assisted in ensuring that construction activity is undertaken to minimise damage and provide adequate repair of any damage to public infrastructure. This includes roads, footpaths, kerbs, street trees and drainage infrastructure. The review considered improving levels of service delivery, management of bonds held by Council to secure the protection of assets and reducing any cost burden associated with damage to Council assets from construction.
- Consultation was undertaken with the Disability Advisory Committee to achieve an improved outcome from for the replacement lift at Darebin North East Community Hub, ensuring community accessibility needs are met now and in the future.

## 16.2 Carers Recognition

Council takes all practicable measures to comply with its responsibilities as outlined in the *Carers Recognition Act 2012* and is in the process of promoting the principles of the Act to people in care relationships who receive Council services.

Council ensures that its staff, agents and volunteers are informed about the principles and obligations of the Act by including information on the care relationship in induction and training programs for staff working in home and community care, disability services, and other front-line positions with the general community.

Council has started to review and modify policies, procedures and supports to include recognition of the carer relationship.

## 16.3 Charter of Human Rights and Responsibilities

The *Victorian Charter of Human Rights and Responsibilities Act 2006* sets out the rights, freedoms and responsibilities of all Victorians. Government departments and public bodies must observe the 20 civil and political rights set out in the Act when creating laws, developing policy and providing services. This means that the Victorian Government, local councils, state schools, Victoria Police and other public authorities are required to act in a way that is consistent with the rights protected under the charter.

During 2018–2019, activities that occurred under the charter included:

- participation in the Victorian Human Rights and Equal Opportunity Commission’s linked projects to increase reports of racism and discrimination via a Community Reporting Tool, and providing community education sessions on reporting racism aimed at African and/or Muslim communities.
- training and information for staff on the charter and, specifically, the responsibilities it places on staff to protect, promote and uphold rights in their everyday work.
- flying the Intersex flag above Preston Town Hall for the first time in recognition of the International Intersex Awareness Day, along with a staff development session.
- a Yarning Conference for Darebin’s Grade 5 schools, in collaboration with key Aboriginal organisations and held at the Aborigines Advancement League to provide deep learning on aspects of Aboriginal history, culture and heritage.
- changes to the Equity, Inclusion and Wellbeing Planning and Audit Tool with a renewed emphasis on collegiate discussions to embed equity and human rights considerations in Council’s work. This dialogue approach has deepened corporate understanding of the Charter and helped identify and address barriers to implementing a human rights based approach.
- review and update of the framework guiding Council’s work in equity, inclusion, and human rights which will consolidate and strengthen implementation of the Charter. This Framework will establish the conceptual, legal and practical dimensions of a human rights-based approach in Council.

In 2018–2019, there were no complaints relating to Darebin City Council’s implementation of the *Victorian Charter of Human Rights and Responsibilities Act 2006* received by Council or the Victorian Ombudsman.

Further information about the ongoing implementation of the Act can be obtained from Council’s Equity and Wellbeing Department.

#### **16.4 Disability Access and Inclusion Plan**

Over the past 12 months, Council continued its strong legacy of leadership in access and inclusion by running and supporting projects, activities and events designed to enhance access and inclusion in the City of Darebin.

Council worked in partnership with government, peak bodies, the Local Area Coordinator of the Brotherhood of St Laurence, and the service sector to continue to support the Darebin community as the National Disability Insurance Scheme (NDIS) was fully rolled out across Victoria.

The Darebin Access and Inclusion Plan 2015—2019 includes actions that promote:

- liveable housing and safe public places
- accessible transport and freedom of movement
- the right to education, employment and pathways to wellbeing
- an amplified voice in public affairs and decision-making
- the right to a creative and dynamic city with quality services
- freedom from discrimination.

Highlights from 2018–2019 include:

- construction of the first ‘Changing Places’ facility in Darebin, located on Kelvin Grove Preston.
- an ongoing partnership with the Local Area Coordinator, Brotherhood of St Laurence to provide a localised approach to information exchange and partnership opportunities.
- partnering with the Committee for Melbourne and Amaze to commence a ‘Streetability’ project to make Central Preston Autism friendly. This project includes assessing local services and businesses and supporting simple adjustments to create autism friendly environments. This project is ongoing.
- conducting two housing workshops in partnership with the Summer Foundation, providing information to people with disability, their families, carers, and service providers, to understand the housing options available under the National Disability Insurance Scheme (NDIS), and how to develop a housing plan.
- ongoing support of ‘Bandmates Victoria’ to increase community and cultural participation of people with disability, including the delivery of access training to Darebin live-music venues and Council festival and events staff.
- upgrade and installation of hearing assistance equipment to meet Council’s obligations under the *Disability Discrimination Act (1992)*.

- conducting three workshops for carers in partnership with Carers Victoria, to support carers to understand and prioritise their own health and wellbeing.
- participating in the North East Melbourne Area Disability Service Providers Expo in partnership with City of Whittlesea and Nillumbik Shire Council.
- supporting the Customer Service Centre to attain the Communication Access Symbol. Communication tools were developed, and staff were trained to communicate successfully with people with communication difficulties.

It is a requirement of Section 38(3) of the *Disability Act 2006* that Council reports on the progress of its Access and Inclusion Plan in the Annual Report and at a public Council meeting.

For further information relating to Darebin's Access and Inclusion Plan, contact our Aged and Disability department.

### **16.5 Domestic Animal Management Plan**

The Domestic Animal Management Plan 2017–2021 was adopted by Council on 17 October 2017 for the next four years and aims to guide Council and the community towards the goal of responsible animal ownership and management. The Plan was developed in accordance with the *Domestic Animals Act 1994* and the Victorian Government's requirements.

Key highlights and achievements in 2018–2019 include:

- In collaboration with our partners at the Epping Animal Welfare Facility, we have been able to reduce the total number of animals coming into Council's care by 113 on a year-on-year basis. This reduction has in part been brought about by the introduction of targeted de-sexing programs, and the continued focus of educating our community to be responsible pet owners.
- Of the 1,205 animals (458 dogs and 747 cats) that were impounded, 405 dogs and 485 cats were either reclaimed or adopted during the year, with our partner, the RSPCA, maintaining its policy that the facility operates on a 'No kill of a healthy animal' philosophy. Forty cats were still awaiting adoption.
- Council's continuing commitment to responsible pet ownership, as outlined in the Domestic Animal Management Plan, has led to the following achievements:
  - a review and update of Council's assessment procedures for dealing with, and assessing, dangerous dogs and restricted breeds
  - an increase in the hours staff are patrolling on-leash and off-leash parks
  - an expanded discount animal de-sexing program
  - an increase in pet education programs, including the very successful Pet Expo
  - an increased staff training program
  - a commitment to doorknock areas with low registration numbers
- The level of euthanasia of cats entering the Epping Animal Welfare Facility is of a concern to Council. To help mitigate this, Council has sought assistance from neighbouring councils, and has put in place partnerships with local veterinary clinics and animal welfare organisations. These arrangements will reduce the level of cat euthanasia over time. This work is aimed at reducing the numbers of unowned (feral) or partly-owned cats that are not de-sexed.

## 16.6 Food Act Ministerial Directions

In accordance with section 7E of the *Food Act 1984*, Council is required to publish a summary of any Ministerial Directions received during the financial year. No such Ministerial Directions were received in 2018–2019.

## 16.7 Infrastructure and development contributions

In accordance with section 46GM and 46QD of the *Planning and Environment Act 1987*, Council must provide a report on infrastructure and development contributions, including levies and works in kind.

### **Infrastructure contributions**

In 2018–2019, no levies were received, no works-in-kind were accepted, and there was no expenditure of funds from Infrastructure Contributions Plans.

### **Development contributions**

In 2018–2019, no levies were received and no works-in-kind were accepted under Development Contributions Plans (DCPs). Expenditure of DCP levies is detailed below.

Land, works, services or facilities delivered in 2018–2019 from DCP levies collected							
Project description	DCP name (year approved)	DCP fund expended \$	Works-in-kind accepted \$	Council's contribution \$	Other contributions \$	Total project expenditure \$	% of item delivered
Multi-Sports Stadium	City of Darebin Development Contributions Plan, June 2004 (Revised 2015) as amended by Planning Scheme Amendment C148 May 2016	\$560,755	\$0	\$0	\$916,286	\$1,477,041	14%

## 16.8 Freedom of information

The *Freedom of Information Act 1982* grants the community the right to access certain Council documents. This general right of access is limited by exceptions and exemptions that have been prescribed to protect public interests, and the private and business affairs of people about whom Council holds information.

The Act has four main functions:

- to provide a general right of access to documents
- to enable individuals to amend incorrect information about them held by agencies
- to provide rights of appeal in relation to the previous two functions
- to require agencies to publish certain details about themselves and their functions.

### **FOI Part II Statements**

Part II of the *FOI Act* requires Council to publish a range of information about our functions and

procedures, the types of documents we keep, reports and publications, and freedom of information arrangements. This information is set out at [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

Written requests for documents under the *Freedom of Information Act 1982* must be addressed to the: Freedom of Information Officer

Darebin City Council

PO Box 91

PRESTON VIC 3072

or

[foi@darebin.vic.gov.au](mailto:foi@darebin.vic.gov.au)

FOI requests received	2015–2016	2016–2017	2017–2018	2018–2019
New requests	35	37	39	44
Access granted in full	0	3	9	3
Access granted in part	17	20	19	21
Access denied in full	0	0	5	1
Requests not finalised at the end of the reporting period	4	8	1	3
Withdrawn	8	2	0	2
Requests outside the Act	0	0	1	3
Requests, no documents existed	3	1	1	0
Others: not processed, not proceeded with, Act did not apply	4	3	3	1
Application fees collected	\$867.60	\$834.20	\$787.50	\$924.80
Charges collected	\$706.00	\$875.50	\$910.60	\$644.50

## 16.9 Information privacy

Council believes the responsible handling of personal information is a key aspect of good corporate governance and is strongly committed to protecting an individual's right to privacy. Council takes the necessary steps to ensure the personal information that customers and residents share with us remains confidential.

Council is committed to ensuring that personal information received by the organisation is collected and handled in a responsible manner and in accordance with the Information Privacy Principles incorporated within the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*. Council's Information Privacy and Health Privacy policies are available at [www.darebin.vic.gov.au/Privacy](http://www.darebin.vic.gov.au/Privacy).

Darebin City Council received six privacy complaints in 2018–2019.



### 16.10 Protected disclosures

The *Protected Disclosure Act 2012* aims to ensure openness and accountability in government by encouraging people to disclose improper conduct within the public sector and providing protection for people who make disclosures. Further information about the application of the *Protected Disclosure Act 2012*, including how to make a disclosure, is available on our website at [www.darebin.vic.gov.au/Governance](http://www.darebin.vic.gov.au/Governance).

During 2018–2019, no protected disclosures were received by Council and no protected disclosures were referred to Council by the Independent Broad-based Anti-corruption Commission.

### 16.11 Contracts

Compliance with Council's procurement requirements remained strong in 2018–2019.

- 1) Council did not enter into any contracts valued at \$150,000 or more for goods or services or \$200,000 or more for works of a kind specified in section 186(5)(a) and (c) of the Act.
- 2) With the exception of two suppliers – which were engaged for consulting purposes without undertaking a public tender process with a value of \$182,154.50 and \$284,827.27 respectively – Council did not enter into any other contracts valued at \$150,000 or more for the goods or services and \$200,000 or more for works without engaging in a competitive process.

### 16.12 Report against the *Road Management Act 2004*

In its role as a road authority, Council must comply with the requirements of the *Road Management Act 2004*. The aim of the Act is to provide a safe and efficient road network via a coordinated approach and a legal framework for the management of public roads.

The *Road Management Act 2004* gives road authorities the option of developing a Road Management Plan. This Plan provides a policy defence against claims for damages from road users and articulates the intervention levels that will be implemented to maintain the integrity of Council's road assets, ensuring that these assets are safe for all road users.

The Road Management Plan:

- establishes a management system for Council's road management functions that is based on policy, operational objectives and available resources
- establishes the relevant standards or policies in relation to the discharge of duties in the performance of those road management functions
- details the management systems that Council proposes to implement in the discharge of its duty to inspect, maintain and repair those public roads for which Council is responsible.

Council adopted its initial Road Management Plan in 2004, revised it in 2009 and 2013, and adopted the latest version on 19 June 2017. Under section 54(5) of the *Road Management Act 2004*, "a road authority must in accordance with the regulations conduct a review of its Road Management Plan at prescribed intervals". *Road Management (General) Regulations 2016*, Part 3 requires Council to complete its review of the Road Management Plan within six months after each general election or

by the next 30 June, whichever is later.

Council uses mobile devices to collect the data that result from our inspections carried out by the Inspections Officer live in the field. This data is uploaded directly into Council's asset management system and is used to produce a GPS record of the inspection, a temporary repairs works request and the permanent repair work orders in real time.

## 17. Local Government Performance Reporting Framework Indicators

The following statement provides the results of the prescribed service performance indicators and measures including, explanation of material variances.

Service measure	2015–16 Actual	2016–17 Actual	2017–18 Actual	2018–19 Actual	Material Variations and Comments
<b>Aquatic Facilities</b>					
<b>Satisfaction</b> User satisfaction with aquatic facilities (optional) [User satisfaction with how Council has performed on provision of aquatic facilities]	0.00	0.00	0.00	0.00	
<b>Standard</b> Health inspections of aquatic facilities [Number of authorised officer inspections of Council aquatic facilities/Number of Council aquatic facilities]	1.50	4.00	3.50	4.00	Council aquatic facility numbers remained constant whilst inspections increased compared to the previous year.
<b>Health and safety</b> Reportable safety incidents at aquatic facilities [Number of WorkSafe reportable aquatic facility safety incidents]	1.00	0.00	3.00	0.00	Reportable safety incidents at aquatic facilities within Darebin decreased to zero in 2018-19 due to operational changes and increased training with a focus on a proactive approach to safety.
<b>Service cost</b> Cost of indoor aquatic facilities [Direct cost of indoor aquatic facilities less income received/Number of visits to indoor aquatic facilities]	-\$0.71	-\$0.38	\$0.23	\$1.07	Both Northcote Aquatic and Recreation Centre (NARC) and Reservoir Leisure Centre (RLC) experienced a number of service interruptions. This resulted in an increase in cost per visit in 2018–2019 compared to previous years.
<b>Service cost</b> Cost of outdoor aquatic facilities [Direct cost of outdoor aquatic facilities less income received/Number of visits to outdoor aquatic facilities]	\$0.00	\$0.00	\$0.00	\$0.00	Service not provided.

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Service measure	2015–16 Actual	2016–17 Actual	2017–18 Actual	2018–19 Actual	Material Variations and Comments
aquatic facilities]					
<b>Utilisation</b> Utilisation of aquatic facilities [Number of visits to aquatic facilities/Municipal population]	5.55	5.41	5.25	5.33	Currently two leisure centres operate within the City of Darebin: Northcote Aquatic and Recreation Centre (NARC) which is managed externally by YMCA Victoria, and Reservoir Leisure Centre (RLC) which is managed in-house.
<b>Animal Management</b>					
<b>Timeliness</b> Time taken to action animal management requests [Number of days between receipt and first response action for all animal management requests/Number of animal management requests]	1.84	1.78	2.12	2.09	Over 2018–2019 Council received 4,303 animal management requests. Darebin City Council is committed to delivering a high-quality risk-based animal management service, with request response times averaging two days.
<b>Service standard</b> Animals reclaimed [Number of animals reclaimed/Number of animals collected] x100	38.47%	40.23%	37.15%	40.10%	This indicator does not include animals that have been diverted to animal rescue groups for rehoming or adopted via the RSPCA animal adoption networks, therefore the number of animals that have found owners is well in excess of this percentage outcome.
<b>Service cost</b> Cost of animal management service [Direct cost of the animal management service/Number of registered animals]	\$64.51	\$66.34	\$81.77	\$94.08	As Darebin has improved and increased its out of hours animal management service scope in response to the community's needs, this increase in service cost reflects the increase in staffing costs necessary to meet the increased service demand.
<b>Health and safety</b> Animal management prosecutions [Number of successful animal management prosecutions]	3.00	8.00	3.00	2.00	Increased public education, and a focus on proactive patrolling, particularly early morning and late evening park patrols, has increased compliance and produced a corresponding decrease in matters proceeding to court.

Service measure	2015–16 Actual	2016–17 Actual	2017–18 Actual	2018–19 Actual	Material Variations and Comments
<b>Food Safety</b>					
<b>Timeliness</b> Time taken to action food complaints [Number of days between receipt and first response action for all food complaints/Number of food complaints]	1.50	2.09	2.14	2.14	
<b>Service standard</b> Food safety assessments [Number of registered Class 1 food premises and Class 2 food premises that receive an annual food safety assessment in accordance with the <i>Food Act 1984</i> /Number of registered Class 1 food premises and Class 2 food premises that require an annual food safety assessment in accordance with the <i>Food Act 1984</i> ] x100	90.21%	99.16%	98.39%	95.39%	Council completed the vast majority of scheduled food safety assessments in the financial year. Any outstanding assessments were made a priority for completion.
<b>Service cost</b> Cost of food safety service [Direct cost of the food safety service/Number of food premises registered or notified in accordance with the <i>Food Act 1984</i> ]	\$537.75	\$527.66	\$530.59	\$512.14	Increased registerable business growth across the municipality resulted in a lower cost per premise than in the previous reporting period.
<b>Health and safety</b> Critical and major non-compliance outcome notifications Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up/Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100	100.00%	92.13%	100.00%	100.00%	Darebin achieved a 100% result again in 2018–2019, thereby demonstrating Council's commitment to addressing high-risk, non-compliant premises.

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Service measure	2015–16 Actual	2016–17 Actual	2017–18 Actual	2018–19 Actual	Material Variations and Comments
<b>Governance</b>					
<b>Transparency</b> Council decisions made at meetings closed to the public [Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public/Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors] x100	5.14%	6.37%	4.11%	3.07%	This result reflects Council's commitment to transparent governance and decision making.
<b>Consultation and engagement</b> Satisfaction with community consultation and engagement [Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]	66.00	65.00	68.00	70.80	During 2018–2019, Council undertook more than 30 engagement projects, including the Preston Market Precinct, Darebin Graffiti Management Strategy, Darebin Integrated Weed Management Strategy, and a number of play space improvements such as DR Atkinson Reserve in Reservoir.
<b>Attendance</b> Councillor attendance at council meetings [The sum of the number of Councillors who attended each ordinary and special Council meeting/(Number of ordinary and special Council meetings) × (Number of Councillors elected at the last Council general election)] x100	92.63%	94.02%	95.24%	97.08%	
<b>Service cost</b> Cost of governance [Direct cost of the governance service/Number of Councillors elected at the last Council general	\$45,771.89	\$52,913.78	\$53,774.22	\$54,342.78	

Service measure	2015–16 Actual	2016–17 Actual	2017–18 Actual	2018–19 Actual	Material Variations and Comments
election]					
<b>Satisfaction</b> Satisfaction with council decisions [Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community]	66.90	65.00	67.00	70.80	
<b>Libraries</b>					
<b>Utilisation</b> Library collection usage [Number of library collection item loans/Number of library collection items]	5.92	5.71	5.71	5.64	
<b>Resource standard</b> Standard of library collection [Number of library collection items purchased in the last 5 years/Number of library collection items] x100	72.70%	70.14%	71.29%	65.65%	
<b>Service cost</b> Cost of library service [Direct cost of the library service/Number of visits]	\$8.12	\$8.37	\$8.42	\$8.55	Council and our community value its library services and invests appropriate financial resources to support customer needs. Significant investment in well-used digital collections and access through the Darebin Libraries apps enable customers to access library services without visiting a branch. Libraries After Dark continues to offer weekly programming with increased opening hours to encourage community participation.
<b>Participation</b> Active library members [Number of active library members/Municipal population] x100	16.02%	15.01%	14.68%	15.60%	Increased promotion of the collection, the purchase of new higher-performing digital collections, and increased investment in existing digital collections has seen an increase in active library members at a time of local population growth.

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Service measure	2015–16 Actual	2016–17 Actual	2017–18 Actual	2018–19 Actual	Material Variations and Comments
<b>Maternal and Child Health (MCH)</b>					
<b>Participation</b> Participation in first MCH home visit [Number of first MCH home visits/Number of birth notifications received] x100	99.80%	101.31%	99.48%	97.63%	All parents are provided with a home visit on receipt of a birth notice. Some parents decide to continue to work with their midwife for an additional six weeks. Hence, these parents do not receive a home visit from the Maternal and Child Health nurse.
<b>Service standard</b> Infant enrolments in the MCH service [Number of infants enrolled in the MCH service (from birth notifications received)/Number of birth notifications received] x100	96.80%	103.47%	102.88%	102.73%	The Maternal and Child Health service received marginally less birth notices this year compared to previous years. This may be due to various reasons such as a less births or a higher number of parents moving out of the area after the birth of their child.
<b>Service cost</b> Cost of the MCH service [Cost of the MCH service/Hours worked by MCH nurses]	\$74.18	\$73.73	\$77.41	\$77.38	The Maternal and Child health calendars are regularly reviewed to ensure internal staff are able provide a full coverage across multiple sites during annual leave periods
<b>Participation</b> Participation in the MCH service [Number of children who attend the MCH service at least once (in the year)/Number of children enrolled in the MCH service] x100	80.37%	78.47%	81.40%	79.99%	The Maternal and Child Health service has practices in place to ensure all families are contacted and reminded to attend the Key Age and Stage visit. A recent data cleansing exercise may have contributed to the marginally lower percentage.
<b>Participation</b> Participation in the MCH service by Aboriginal children [Number of Aboriginal children who attend the MCH service at least once (in the year)/Number of Aboriginal children enrolled in the MCH service] x100	52.94%	91.53%	90.91%	90.80%	All Aboriginal families are provided with a service that is flexible and culturally safe with the aim of supporting families to access and remain engaged with the Maternal and Child Health Service.



Service measure	2015–16 Actual	2016–17 Actual	2017–18 Actual	2018–19 Actual	Material Variations and Comments
<b>Roads</b>					
<b>Satisfaction</b> Sealed local road requests [Number of sealed local road requests/Kilometres of sealed local roads] x100	27.21	18.54	19.92	43.59	The number of community requests varies from year to year. This year's requests included: increased requests relating to sealing right of ways, infrastructure permits from private works, and requests from other road authorities.
<b>Condition</b> Sealed local roads maintained to condition standards [Number of kilometres of sealed local roads below the renewal intervention level set by Council/Kilometres of sealed local roads] x100	99.81%	99.88%	99.94%	99.57%	
<b>Service cost</b> Cost of sealed local road reconstruction [Direct cost of sealed local road reconstruction/Square metres of sealed local roads reconstructed]	\$151.00	\$315.38	\$103.35	\$249.65	This year's works included: design, soil testing, concrete works, asphalt works, blue stone work, drainage, landscaping, traffic management devices, street tree replacement, rain gardens, removal of any contaminated material from site, and the use of new environment friendly products. Year-on-year comparisons are not always the best measure of a year's performance.
<b>Service cost</b> Cost of sealed local road resealing [Direct cost of sealed local road resealing/Square metres of sealed local roads resealed]	\$19.75	\$15.34	\$24.74	\$23.44	The works included 36 street locations from across the municipality. Streets included: Gertz Avenue, Cooper Street, Wood Street, Theobald Street and Charles Street. All were resurfaced with environmentally friendly asphalts that are made with over 90% recycled products in aggregate.
<b>Satisfaction</b> Satisfaction with sealed local roads [Community satisfaction rating out of 100 with how council has performed on the condition of	70.80	70.00	70.00	71.50	

Service measure	2015–16 Actual	2016–17 Actual	2017–18 Actual	2018–19 Actual	Material Variations and Comments
sealed local roads]					
<b>Statutory Planning</b>					
<b>Timeliness</b> Time taken to decide planning applications [The median number of days between receipt of a planning application and a decision on the application]	103.00	116.00	127.00	124.50	In 2018–2019, the proportion of more complex applications for medium to high density increased to 40%, which is part of the reason that processing time was long. Many required further information requests and design improvement to achieve high levels of compliance and good design outcomes. Council is aiming to cut the time taken in future years.
<b>Service standard</b> Planning applications decided within required time frames [(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days)/Number of planning application decisions made] x100	40.01%	46.18%	31.23%	27.70%	Council is aiming to significantly increase the number of applications that it processes within statutory timeframes. It is working on a variety of improvements, including process and technology improvements.
<b>Service cost</b> Cost of statutory planning service [Direct cost of the statutory planning service/Number of planning applications received]	\$2,351.37	\$2,821.56	\$3,246.35	\$3,413.72	The overall operating costs were similar to the previous financial year. However, as the total number of applications dropped compared with 2017–2018, this shows as an increase per application.
<b>Decision making</b> Council planning decisions upheld at VCAT [Number of VCAT decisions that did not set aside council's decision in relation to a planning application/Number of VCAT decisions in relation to planning applications] x100	60.32%	41.33%	46.05%	44.90%	

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Service measure	2015–16 Actual	2016–17 Actual	2017–18 Actual	2018–19 Actual	Material Variations and Comments
<b>Waste Collection</b>					
<b>Satisfaction</b> Kerbside bin collection requests [Number of kerbside garbage and recycling bin collection requests/Number of kerbside bin collection households] x1000	116.65	101.65	99.78	63.64	As part of the service improvements to reduce the number of requests, there has been an increase in runners to remove the bins from behind parked cars for collection by the driver.
<b>Service standard</b> Kerbside collection bins missed [Number of kerbside garbage and recycling collection bins missed/Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000	9.51	7.80	7.70	7.80	
<b>Service cost</b> Cost of kerbside garbage bin collection service [Direct cost of the kerbside garbage bin collection service/Number of kerbside garbage collection bins]	\$97.03	\$96.30	\$94.70	\$96.07	
<b>Service cost</b> Cost of kerbside recyclables collection service [Direct cost of the kerbside recyclables bin collection service/Number of kerbside recyclables collection bins]	\$25.55	\$26.63	\$22.30	\$26.82	The cost of kerbside recycling collection has increased due to a shutdown in the recycling processing service which resulted in additional cartage costs for a period of 4.5 weeks.
<b>Waste diversion</b> Kerbside collection waste diverted from landfill [Weight of recyclables and green organics collected from kerbside bins/Weight of garbage, recyclables and green organics collected from kerbside bins] x100	47.42%	47.95%	49.10%	46.39%	A period of disruption in the recycling processing service resulted in 1,014 tonnes of recyclable material going to landfill, which has resulted in a decrease in diversion. Without this disruption, diversion would have slightly increased to 50%.

## 18. Governance and Management Checklist

Governance and Management Items	Assessment
1. Community engagement policy (policy outlining council's commitment to engaging with the community on matters of public interest)	Policy  Date of operation of current policy: 20 August 2012  Development of a new community engagement strategy is underway.
2. Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	Guidelines  Date of operation of current guidelines: 20 August 2012  Development of new community engagement guidelines is underway.
3. Strategic Resource Plan (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years)	Adopted in accordance with section 126 of the Act  Date of adoption: 12 June 2019
4. Annual budget (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Adopted in accordance with section 130 of the Act  Date of adoption: 12 June 2019
5. Asset management plans (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Incomplete set of plans  Date of operation of current plan(s): Roads 20 June 2016  Plans for other asset classes are under review
6. Rating strategy (strategy setting out the rating structure of council to levy rates and charges)	Strategy  Date of operation of current strategy: 12 June 2019
7. Risk policy (policy outlining council's commitment and approach to minimising the risks to council's operations)	Policy  Date of operation of current policy: 20 December 2016
8. Fraud policy (Policy outlining council's commitment and approach to minimising the risk of fraud)	Policy  Date of operation of current policy: 20 April 2016

Governance and Management Items	Assessment
9. Municipal emergency management plan (plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the <i>Emergency Management Act 1986</i>  Date of preparation: 13 July 2018
10. Procurement policy (policy under section 186A of the <i>Local Government Act 1989</i> outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	No policy  Reason for no policy: The review of the Procurement Policy adopted 21 August 2017 has been ongoing for some months and the new policy is currently being written.
11. Business continuity plan (plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)	Plan  Date of operation of current plan: 2 May 2019
12. Disaster recovery plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	No plan  Reason for no plan: The Disaster Recovery Plan dated 1/5/2018 is currently being reviewed. It is expected to be updated and operational by 1/11/2019.
13. Risk management framework (framework outlining council's approach to managing risks to the council's operations)	Framework  Date of operation of current framework: 20 December 2016
14. Audit Committee (advisory committee of council under section 139 of the Act whose role is to oversee the integrity of a council's financial reporting, processes to manage risks to the council's operations and for compliance with applicable legal, ethical and regulatory requirements)	Established in accordance with section 139 of the Act  Date of establishment: 3 December 2018
15. Internal audit (independent accounting professionals engaged by the council to provide analyses and recommendations aimed at improving council's governance, risk and management controls)	Engaged  Date of engagement: 16 April 2019
16. Performance reporting framework (a set of indicators measuring financial and non-financial performance indicators referred to in section 131 of the Act)	Framework  Date of operation of current framework: 28 June 2018
17. Council Plan reporting	Report

Governance and Management Items	Assessment
(report reviewing the performance of the council against the council plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Date of reports: 25 February 2019 and 20 May 2019
18. Financial reporting (quarterly statements to council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Statements presented to council in accordance with section 138(1) of the Act  Date statements presented: 3 September 2018, 3 December 2018, 25 February 2019 and 20 May 2019
19. Risk reporting (six-monthly reports of strategic risks to council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Reports  Date of reports: 27 August 2018, 3 December 2018, 25 March 2019 and 17 June 2019
20. Performance reporting (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	Reports  Date of reports: 28 August 2018 and 22 May 2019
21. Annual report (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial and performance statements)	Considered at a meeting of council in accordance with section 134 of the Act  Date statements presented: 15 October 2018
22. Councillor Code of Conduct (Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by councillors)	Reviewed in accordance with section 76C of the Act  Date reviewed: 13 February 2017
23. Delegations (a document setting out the powers, duties and functions of council and the Chief Executive Officer that have been delegated to members of staff)	Reviewed in accordance with section 98(6) of the Act  Date of review: 13 August 2018
24. Meeting procedures (a local law governing the conduct of meetings of council and special committees)	Meeting procedures local law made in accordance with section 91(1) of the Act  Date local law made: 18 September 2017



## 19. Certification of the Governance and Management Checklist



### Certification of Governance and Management Arrangements For the Year Ended 30 June 2019

I certify that this information presents fairly the status of Council's governance and management arrangements.

Sue Wilkinson  
Chief Executive Officer  
Dated: 11 September 2019

Cr Susan Rennie  
Mayor  
Dated: 11 September 2019

## 7. ANNUAL FINANCIAL REPORT AND PERFORMANCE STATEMENT

### 1. Guide to the Financial Statements

#### For the year ended 30 June 2019

This guide provides an overview of each of the statements including the 2018-19 financial statements for the Darebin City Council and the key financial results. The guide is best read in conjunction with the financial overview.

#### **Financial Statements**

The Financial Statements report on how the Council performed financially during the year and the overall financial position at the end of the year. The Financial Statements include five main statements:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works

The Financial Statements also contain 33 Notes, which set out Council's accounting policies and details of the line item amounts contained in each of the five main statements.

#### **Comprehensive Income Statement**

The Comprehensive Income Statement measures Council's financial performance for the year ending 30 June 2019 and shows the value of revenues, such as rates, that Council earned and the value of expenses, such as employee costs, Council incurred in delivering services. These expenses only relate to the operations of Council and do not include the costs associated with the purchase, renewal, upgrade or expansion of Council assets.

This statement is prepared on an 'accrual' basis and includes both cash and non-cash items. All revenue and expenses for the year are reflected in the statement even though some revenue may not yet be received (such as fees invoiced but not yet received) and some expenses may not yet be paid (such as supplier invoices not yet paid for goods and services already received).

The surplus or deficit for the year is the key figure to look at on the Comprehensive Income Statement to assess Council's financial performance. It is calculated by deducting the total expenses for the year from total revenues. While Council is a 'not-for-profit' organisation, it should nonetheless generate a surplus to ensure future financial sustainability. A surplus means revenue was greater than expenses.

For the 2018-19 year the Darebin City Council recorded a surplus of \$19.27 million.

#### **Balance Sheet**

The Balance Sheet is a one-page summary that provides a snapshot of the financial situation of Council as at 30 June 2019. It details Council's net worth and discloses owned assets such as cash, investment, building, land, parks, roads and drains, what it owes as liabilities such as amounts owed to creditors, and the equity. The bottom line of this statement is net assets. This is the net worth of Council built up over many years.

The assets and liabilities are separated into current and non-current. Current refers to assets or liabilities that will fall due in the next 12 months or that cannot be deferred for greater than 12 months. Non-current are all those assets and liabilities that are held for a longer term than 12 months.



The net current assets, or working capital, is an important measure of Council's ability to meet its debts as and when they fall due. The equity section of the Balance Sheet shows Council's reserves and the total of all the surpluses that have accumulated over the years. The total of the equity section represents the net financial worth of Council.

At 30 June 2019 the Balance Sheet shows Council to be in a healthy financial position, with \$89.10 million in cash and financial assets and a net worth of \$1.44 billion. Council's liquidity or current ratio is 2.62:1 (current assets: current liabilities). This means that for every \$1 of current liabilities, Council has \$2.62 of current assets to settle these liabilities. This demonstrates that the Darebin City Council has sufficient funds on hand to pay liabilities as they fall due.

#### **Statement of Changes in Equity**

The Statement of Changes in Equity shows the changes that happened during the year for each of the amounts shown in the equity section of the Balance Sheet. The main reasons for such changes in equity include:

- A surplus (profit) or deficit (loss) recorded in the Comprehensive Income Statement;
- The use of monies from reserves set aside in cash and investments for future replacement of specific types of assets or a specific purpose; and
- An increase in the value of non-current assets resulting from the revaluation of those assets.

At 30 June 2019 the Statement of Changes in Equity shows a decrease in equity, or net worth, of \$76.51 million during the 2018–19 financial year, representing the recorded comprehensive result for the year which has been impacted by the net asset revaluation decrement of \$95.78 million.

#### **Cash Flow Statement**

The Cash Flow Statement shows all cash amounts received and all cash payments made during the year. It also shows the change in Council's bank balance during the year and the balance at the end of the year. The cash flows are separated into three different activities.

Cash flows from operating activities are those cash receipts and payments arising from delivering the various services of Council. The net cash provided from operating activities is an important result in the statement, as it shows the ability of Council to generate a cash surplus that can be used to fund the purchase or construction of long-term assets such as property and infrastructure. If this amount is negative, it means Council will be unable to fund future capital expenditure or pay its debts as and when they fall due.

Cash flows from investing activities are those cash receipts and payments arising from the purchase and sale of Council's non-current assets.

Cash flows from financing activities are those cash receipts and payments arising from the raising of new borrowings and the repayment thereof.

The Cash Flow Statement shows that in 2018-19 Council generated a \$34.12 million cash inflow from operating activities. A cash outflow of \$22.20 million was incurred on investing activities and financing activities incurred a nil cash outflow. Total cash balances increased by \$11.92 million during the year to \$55.40 million at 30 June 2019.

#### **Statement of Capital Works**

The Statement of Capital Works details all amounts expended on capital works by asset class and by type of asset expenditure. The Statement of Capital Works shows that in 2018–19 \$32.74 million was expended on capital works.

**Notes to the Financial Statements**

The Financial Statements contain 33 notes that form an important and informative section of the report. To enable readers to understand the basis on which the values shown in the statements are established, it is necessary to detail Council's accounting policies. These are described in Note 1.

Apart from the accounting policies, the notes also give details behind many of the summary figures contained in the statements.

It is important that the notes be read at the same time as the statements. To assist readers, where additional information in a statement is included in a note, the number of the note is shown next to that value. For example, in the Comprehensive Income Statement, a reference to Note 3.1 is shown next to Rates and Charges. Note 3.1 shows a number of items that make up the Rates and Charges value for the current and previous year.

**Performance Statement**

The Victorian Government developed a performance reporting framework to ensure that all councils across Victoria measure and report their performance in a consistent way. The framework became mandatory from 1 July 2014 and this Performance Statement is a required part of all councils' 2018–19 Annual Reports.

The Performance Statement contains information about the performance of Council for the financial year and is a key section of the Annual Report whereby Council makes itself accountable to the community.

The primary purpose of the Performance Statement is to communicate Council's performance to the community in the context of prior performance and for the financial performance indicators, in the context of forecast performance.

**Certifications by the Principal Accounting Officer, Councillors and Chief Executive Officer**

The Certification of the Principal Accounting Officer is made by the person responsible for the financial management of Council and is made separately in respect of each Statement. The person must state whether in their opinion the Statements have met all the statutory and professional reporting requirements.

The Certification of Councillors is made by two Councillors on behalf of Council and the Chief Executive Officer and is made separately in respect of each Statement. The Councillors and the Chief Executive Officer must state that in their opinion the Statements are fair and not misleading or inaccurate.

**Independent Audit Reports**

The Independent Audit Report is the external and independent opinion of the Victorian Auditor-General and provides the reader with a totally independent view about Council's compliance with the statutory and professional requirements as well as the fairness aspects of the Statements.

The Victorian Auditor-General issues two Audit Reports – a combined Report on the Financial Statements and a separate Report on the Performance Statement. Each of the Audit Reports is addressed to the Councillors of the Darebin City Council.

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### 3. Certification of the Financial Statements for the Year Ended 30 June 2019

Darebin City Council  
2018/2019 Financial Report

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#### Certification of the Financial Statements

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.

  
Allan Cochrane CPA  
Principal Accounting Officer

Melbourne  
2 September 2019

In our opinion, the accompanying financial statements present fairly the financial transactions of the Darebin City Council for the year ended 30 June 2019 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstance which would render any particulars in the financial report to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.

  
Kim Le Cerf  
Councillor

  
Lina Messina  
Councillor

  
Sue Wilkinson  
Chief Executive Officer

Melbourne  
2 September 2019

## 4. Independent Auditor's Report for the Year Ended 30 June 2019



Victorian Auditor-General's Office


### Independent Auditor's Report

To the Councillors of Darebin City Council

Opinion	<p>I have audited the financial report of Darebin City Council (the council) which comprises the:</p> <ul style="list-style-type: none"> <li>• balance sheet as at 30 June 2019</li> <li>• comprehensive income statement for the year then ended</li> <li>• statement of changes in equity for the year then ended</li> <li>• statement of cash flows for the year then ended</li> <li>• statement of capital works for the year then ended</li> <li>• notes to the financial statements, including significant accounting policies</li> <li>• certification of the financial report.</li> </ul> <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the council as at 30 June 2019 and its financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 6 of the <i>Local Government Act 1989</i> and applicable Australian Accounting Standards.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Councillors' responsibilities for the financial report	<p>The Councillors of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Local Government Act 1989</i>, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Councillors are responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

<p>Auditor's responsibilities for the audit of the financial report</p>	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.</p> <p>As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:</p> <ul style="list-style-type: none"> <li>• identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.</li> <li>• obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control</li> <li>• evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councillors</li> <li>• conclude on the appropriateness of the Councillors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.</li> <li>• evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.</li> </ul> <p>I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.</p>
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MELBOURNE  
15 September 2019

  
 Jonathan Kyvelidis  
*as delegate for the Auditor-General of Victoria*

## 5. Financial Statements

### Darebin City Council 2018/2019 Financial Report

#### Comprehensive Income Statement For the Year Ended 30 June 2019

	Note	2019 \$'000	2018 \$'000
<b>Income</b>			
Rates and charges	3.1	130,621	123,315
Statutory fees and fines	3.2	9,515	9,748
User fees	3.3	10,171	11,031
Grants - operating	3.4	16,058	15,946
Grants - capital	3.4	4,521	2,222
Contributions	3.5	8,773	5,990
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	3.6	2,294	713
Fair value adjustments for investment property	6.2	(30)	(302)
Other income	3.7	4,687	3,893
<b>Total Income</b>		<b>186,610</b>	<b>172,556</b>
<b>Expenses</b>			
Employee costs	4.1	81,592	80,902
Materials and services	4.2	56,461	50,292
Depreciation and amortisation	4.3	22,359	23,003
Bad and doubtful debts	4.4	2,197	1,563
Other expenses	4.5	4,735	4,927
<b>Total expenses</b>		<b>167,344</b>	<b>160,687</b>
<b>Surplus/(deficit) for the year</b>		<b>19,266</b>	<b>11,869</b>
<b>Other comprehensive income</b>			
<b>Items that will not be classified to surplus or deficit in future periods</b>			
Net asset revaluation increment/(decrement)	9.1	(\$95,779)	149,876
<b>Total comprehensive result</b>		<b>(\$76,513)</b>	<b>161,745</b>

The above comprehensive income statement should be read with the accompanying notes.



Darebin City Council  
2018/2019 Financial Report

**Balance Sheet**  
As at 30 June 2019

	Note	2019 \$'000	2018 \$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5 (a)	55,399	43,480
Trade and other receivables	5 (c)	13,820	12,855
Other financial assets	5 (b)	33,701	42,286
Inventories	5 (a)	94	89
Other assets	5 (b)	2,684	3,695
<b>Total current assets</b>		<b>105,698</b>	<b>102,405</b>
<b>Non-current assets</b>			
Trade and other receivables	5 (c)	3,751	176
Other financial assets	5 (b)	236	236
Property, infrastructure, plant and equipment	6	1,372,804	1,458,568
Investment property	6	2,810	2,840
Intangible assets	5 (c)	982	665
<b>Total non-current assets</b>		<b>1,380,583</b>	<b>1,462,485</b>
<b>Total assets</b>		<b>1,486,281</b>	<b>1,564,890</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	5 (a)	15,505	17,419
Trust funds and deposits	5 (b)	4,571	5,335
Provisions	5	20,294	19,568
<b>Total current liabilities</b>		<b>40,370</b>	<b>42,322</b>
<b>Non-current liabilities</b>			
Provisions	5	1,810	1,954
<b>Total non-current liabilities</b>		<b>1,810</b>	<b>1,954</b>
<b>Total liabilities</b>		<b>42,180</b>	<b>44,276</b>
<b>Net assets</b>		<b>1,444,101</b>	<b>1,520,614</b>
<b>Equity</b>			
Accumulated surplus		551,832	540,836
Reserves	9	892,269	979,778
<b>Total equity</b>		<b>1,444,101</b>	<b>1,520,614</b>

*The above balance sheet should be read with the accompanying notes.*



Darebin City Council  
2018/2019 Financial Report

**Statement of Changes in Equity**  
For the Year Ended 30 June 2019

	Note	Total \$'000	Accumulated Surplus \$'000	Asset Revaluation Reserve \$'000	Other Reserves \$'000
<b>2019</b>					
Balance at beginning of the financial year		1,520,614	540,836	961,575	18,203
Surplus/(deficit) for the year		19,266	19,266	0	0
Net asset revaluation increment/(decrement)	9 (a)	(95,779)	0	(95,779)	0
Transfers to other reserves	9 (b)	0	(12,960)	0	12,960
Transfers from other reserves	9 (b)	0	4,690	0	(4,690)
<b>Balance at end of financial year</b>		<b>1,444,101</b>	<b>551,832</b>	<b>865,796</b>	<b>26,473</b>
<b>2018</b>					
Balance at beginning of the financial year		1,358,869	534,108	811,699	13,062
Surplus/(deficit) for the year		11,869	11,869	0	0
Net asset revaluation increment/(decrement)	9 (a)	149,876	0	149,876	0
Transfers to other reserves	9 (b)	0	(9,243)	0	9,243
Transfers from other reserves	9 (b)	0	4,102	0	(4,102)
<b>Balance at end of financial year</b>		<b>1,520,614</b>	<b>540,836</b>	<b>961,575</b>	<b>18,203</b>

*The above statement of changes in equity should be read with the accompanying notes.*

Darebin City Council  
2018/2019 Financial Report

**Statement of Cash Flows**  
For the Year Ended 30 June 2019

	2019	2018
	Inflows/ (Outflows)	Inflows/ (Outflows)
Note	\$'000	\$'000
<b>Cash flows from operating activities</b>		
Rates and charges	126,041	122,959
Statutory fees and fines	7,016	7,928
User fees (inclusive of GST)	12,898	13,409
Grants - operating	16,043	16,188
Grants - capital	4,521	2,222
Contributions - monetary	8,365	5,737
Interest received	2,791	2,376
Net trust funds and deposits	(753)	352
Other receipts	2,014	1,586
Net GST refund/(payment)	7,482	7,550
Employee costs	(82,276)	(78,498)
Materials and services (inclusive of GST)	(70,013)	(61,097)
Net FSPL receipt/(payment)	(11)	(51)
<b>Net cash provided by/(used in) from operating activities</b>	<b>9.2</b>	<b>40,661</b>
<b>Cash flows from investing activities</b>		
Payments for property, infrastructure, plant and equipment	6.1	(33,642)
Proceeds from sale of property, infrastructure, plant and equipment	2,849	744
Payments for investments	8,585	(14,440)
Repayment of loans and advances	9	9
<b>Net cash provided by/(used in) investing activities</b>	<b>(22,199)</b>	<b>(44,216)</b>
Net increase/(decrease) in cash and cash equivalents	11,919	(3,555)
Cash and cash equivalents at the beginning of the financial year	43,480	47,035
<b>Cash and cash equivalents at the end of the financial year</b>	<b>5.1</b>	<b>43,480</b>
Financing arrangements	5.5	
Restrictions on cash assets	5.1	

*The above statement of cash flows should be read with the accompanying notes.*

Darebin City Council  
2018/2019 Financial Report

**Statement of Capital Works**  
For the Year Ended 30 June 2019

	Note	2019 \$'000	2018 \$'000
<b>Property</b>			
Land		1,710	0
<b>Total land</b>		<u>1,710</u>	<u>0</u>
Buildings		7,628	6,521
Building improvements		2,734	0
<b>Total buildings</b>		<u>10,362</u>	<u>6,521</u>
<b>Total property</b>		<u>12,072</u>	<u>6,521</u>
<b>Plant and equipment</b>			
Plant, machinery and equipment		2,574	3,408
Fixtures, fittings and furniture		127	138
Computers and telecommunications		718	790
Library books		477	562
<b>Total plant and equipment</b>		<u>3,896</u>	<u>4,898</u>
<b>Infrastructure</b>			
Roads		5,265	6,849
Bridges		2,050	712
Footpath and cycleways		4,915	3,945
Drainage		1,324	1,812
Land improvements		768	4,194
Parks, open space and streetscapes		2,381	3,828
Off street car parks		71	53
<b>Total infrastructure</b>		<u>16,774</u>	<u>21,393</u>
<b>Total capital works expenditure</b>		<u>32,742</u>	<u>32,812</u>
<b>Represented by:</b>			
New asset expenditure		6,841	5,764
Asset renewal expenditure		18,395	22,892
Asset expansion expenditure		838	544
Asset upgrade expenditure		6,668	3,612
<b>Total capital works expenditure</b>		<u>32,742</u>	<u>32,812</u>

*The above statement of capital works should be read with the accompanying notes.*

**OVERVIEW****Introduction**

The Darebin City Council was established by an Order of the Governor in Council on 22 June 1994 and is a body corporate.

Council's main office is located at 274 Gower Street, Preston.

**Statement of compliance**

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the *Local Government (Planning and Reporting) Regulations 2014*.

**Significant accounting policies****(a) Basis of accounting**

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of Australian Accounting Standards that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.1)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.1)
- the determination of employee provisions (refer to Note 5.4)

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

Darebin City Council                      **Notes to the financial report**  
 2018/2019 Financial Report              For the Year Ended 30 June 2019

**Note 1 Performance against budget**

The budget comparison notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of 10 percent or where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 12 June 2018. The budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for revenue and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

**1.1 Income and Expenditure**

	Budget 2019 \$'000	Actual 2019 \$'000	Variance 2019 \$'000	Variance 2019 %	Ref
<b>Income</b>					
Rates and charges	132,500	130,621	(1,879)	-1%	
Statutory fees and fines	9,182	9,515	333	4%	
User fees	10,831	10,171	(660)	-6%	
Grants - operating	14,981	16,058	1,077	7%	I1
Grants - capital	2,636	4,521	1,885	72%	I2
Contributions - monetary	5,700	8,365	2,665	47%	I3
Contributions - non-monetary assets	0	408	408	+100%	I4
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	(412)	2,294	2,706	-657%	I5
Fair value adjustments for investment property	0	(30)	(30)	+100%	I6
Other income	4,794	4,687	(107)	-2%	
<b>Total income</b>	<b>180,212</b>	<b>186,610</b>	<b>6,398</b>	<b>4%</b>	
<b>Expenses</b>					
Employee costs	82,287	81,592	695	1%	
Materials and services	54,401	56,461	(2,060)	-4%	E1
Bad and doubtful debts	1,267	2,197	(930)	-73%	E2
Depreciation and amortisation	23,535	22,359	1,176	5%	E3
Other expenses	4,198	4,735	(537)	-13%	E4
<b>Total expenses</b>	<b>165,688</b>	<b>167,344</b>	<b>(1,656)</b>	<b>-1%</b>	
<b>Surplus/(deficit) for the year</b>	<b>14,524</b>	<b>19,266</b>	<b>4,742</b>	<b>33%</b>	

Darebin City Council  
2018/2019 Financial Report

Notes to the financial report  
For the Year Ended 30 June 2019

Note 1 Performance against budget

(i) Explanation of material variations

Var Ref	Item	Explanation
I1	Grants - operating	Operating grants were exceeded due to Family and Children grants (\$0.2 million), receipts from Commonwealth Home Support Program (\$0.3 million), recycling and environmental education funding (\$0.2 million) offset by the timing of receipt of the 1st and 2nd quarter 2017/18 and 2018/19 Victorian Grants Commission funding (\$0.1 million) received in June 2019.
I2	Grants - capital	Capital grants were exceeded due to new funding being received for the Inner City Netball program (\$2.0 million) (due to be received in the previous year), the Rathcrown Road - Tee Street bridge (\$0.6 million), Bill Lawry Oval pavilion (\$0.4 million) and Streets for People (\$0.3 million). Funding for the Beavers Road bridge was not received (\$1.5 million).
I3	Contributions - monetary	Contributions - monetary were exceeded due to the receipt of small-scale technology certificates (STC) for the Solar Saver special charge (\$1.9 million) and the receipt of other contributions for minor works (\$0.4 million).
I4	Contributions - non-monetary assets	Contributions - non-monetary assets were exceeded due to contributed infrastructure assets from development received during the year. Contributed assets are not budgeted for during the year.
I5	Net gain/(loss) on disposal of property, infrastructure, plant and equipment	Anticipated net loss on disposal of property, infrastructure, plant and equipment was not achieved as it was more than offset by higher than anticipated sale proceeds received for the sale of discontinued road in Plenty Road (\$1.6 million) and for fleet items replaced during the year (\$0.5 million).
I6	Fair value adjustments for investment property	Fair value adjustment for investment property was not achieved due to a decrease in the fair value of the Sullivan Reserve stadium land (\$0.1 million). Fair value movements in investment property are not budgeted for during the year.
E1	Materials and services	Materials and services was exceeded due to a higher than anticipated major maintenance expenditure which was originally anticipated as capital works expenditure. This includes purchases or projects not recognised as assets in accordance with Council's asset capitalisation policy thresholds (see Note 6). Projects include, Urban forest strategy (\$0.3 million), Gellibrand Kindergarten refurbishment (\$0.5 million) and IT strategy implementation (\$0.9 million).
E2	Bad and doubtful debts	Bad and doubtful debts was exceeded mainly due to a higher provision for doubtful debts required for traffic fines, animal registrations and miscellaneous local law fines (\$0.9 million).
E3	Depreciation and amortisation	Depreciation and amortisation was not achieved due to the full year impact of last year's road infrastructure revaluation (\$1.0 million) which identified improved condition of road and footpaths within the municipality.
E4	Other expenses	Other expenses was exceeded mainly due to legal fees incurred for development issues and employee relations (\$0.3 million).



Darebin City Council                      **Notes to the financial report**  
 2018/2019 Financial Report              For the Year Ended 30 June 2019

**Note 1 Performance against budget**

**1.2 Capital Works**

	Budget 2019 \$'000	Actual 2019 \$'000	Variance 2019 \$'000	Variance 2019 %	Ref
<b>Property</b>					
Land	0	1,710	1,710	+100%	CW1
<b>Total Land</b>	0	1,710	1,710	+100%	
Buildings	14,806	7,628	(7,178)	-48%	CW2
Building improvements	3,955	2,734	(1,221)	-31%	CW3
<b>Total Buildings</b>	18,761	10,362	(8,399)	-45%	
<b>Total Property</b>	18,761	12,072	(6,689)	-36%	
<b>Plant and Equipment</b>					
Plant, machinery and equipment	4,480	2,574	(1,906)	-43%	CW4
Fixtures, fittings and furniture	0	127	127	+100%	CW5
Computers and telecommunications	4,321	718	(3,603)	-83%	CW6
Library books	804	477	(327)	-41%	CW7
<b>Total Plant and Equipment</b>	9,605	3,896	(5,709)	-59%	
<b>Infrastructure</b>					
Roads	6,845	5,265	(1,580)	-23%	CW8
Bridges	4,582	2,050	(2,532)	-55%	CW9
Footpaths and cycleways	4,552	4,915	363	8%	
Drainage	1,968	1,324	(644)	-33%	CW10
Land improvements	1,161	769	(392)	-34%	CW11
Recreational, leisure and community facilities	160	128	(32)	-20%	
Parks, open space and streetscapes	4,569	2,252	(2,317)	-51%	CW12
Off street car parks	0	71	71	+100%	
<b>Total Infrastructure</b>	23,837	16,774	(7,063)	-30%	
<b>Total Capital Works Expenditure</b>	52,203	32,742	(19,461)	-37%	
<b>Represented by:</b>					
New asset expenditure	16,005	6,841	(9,164)	-57%	
Asset renewal expenditure	24,571	18,395	(6,176)	-25%	
Asset expansion expenditure	1,705	838	(867)	-51%	
Asset upgrade expenditure	9,922	6,668	(3,254)	-33%	
<b>Total Capital Works Expenditure</b>	52,203	32,742	(19,461)	-37%	

Darebin City Council                      **Notes to the financial report**  
 2018/2019 Financial Report              For the Year Ended 30 June 2019

**Note 1 Performance against budget**

(i) Explanation of material variations

Var Ref	Item	Explanation
CW1	Land	The budget for land was exceeded due to the purchase of 421 High Street Preston (\$1.7 million).
CW2	Buildings	The budget for buildings was not achieved largely due to delays completing works on the Multisport Stadium (\$4.5 million), planned demolition of 421 High Street (\$0.5 million), Bill Lawry Oval pavilion (\$1.5 million) and GE Robinson Reserve pavilion (\$0.7 million).
CW3	Building improvements	The budget for building improvements was not achieved largely due to delays in environmental sustainable building upgrades at Council facilities (\$0.6 million) and office accommodation works (\$0.2 million).
CW4	Plant, machinery and equipment	The budget for plant, machinery and equipment was not achieved due to delays in the delivery of a number of heavy and light vehicles purchased late in the reporting period (\$1.7 million), chiller/boiler replacement at Preston Civic Centre (\$0.2 million) and a number of purchases not recognised as assets (\$0.4 million) in accordance with Council's policy (see Note 6).
CW5	Fixtures, fittings and furniture	The budget for fixtures, fittings and furniture was exceeded due to a number of purchases included with office accommodation (\$0.1 million).
CW6	Computers and telecommunications	The budget for computers and telecommunications was not achieved due to delays in the implementation of the IT strategy (\$2.6 million), Darebin Library website upgrade (\$0.2 million) and a number of purchases were not recognised as assets (\$0.5 million) in accordance with Council's policy (see Note 6).
CW7	Library books	The budget for Library books was not achieved due to a number of purchases not recognised as assets (\$0.3 million) in accordance with Council's policy (see Note 6).
CW8	Roads	The budget for roads was not achieved due to delays in Edwin Street reconstruction (\$0.2 million) and other road rehabilitation and design works (\$0.7 million).
CW9	Bridges	The budget for bridges was not achieved due to delays in completing the Beavers Road bridge (\$2.3 million).
CW10	Drainage	The budget for drainage was not achieved due to delays in works undertaken at Wilson Boulevard, Jackman Street, Mais Street and St Vigeons Road (\$0.7 million).
CW11	Land improvements	The budget for land improvements was not achieved due to delays in completion of the Edwardes Lake Park athletic track (\$0.3 million).
CW12	Parks, open space and streetscapes	The budget for parks, open space and streetscapes was not achieved largely due to delays completing works including play space upgrades (\$1.1 million), sportsfield lighting (\$0.2 million) and streetscape upgrades (\$0.4 million).



**Note 2.1 Analysis of Council results by program**

Council delivers its functions and activities through the following programs.

**2.1 (a) City Sustainability & Strategy**

The City Sustainability & Strategy division's role is to plan for the long term future of Darebin and to ensure sustainable social, environmental, economic and community wellbeing benefits for our community. The City Sustainability and Strategy Division includes the following departments: City Development; City Futures; City Safety and Compliance; and Environment and Sustainable Transport. Significant items allocated to the division include; public open space contributions.

**Operations & Capital**

The Operations & Capital division provides the delivery of major operational services and the delivery of capital works. The Operations and Capital division includes the following departments: Assets and Capital Delivery; City Works; and Parks and Open Spaces. Significant items allocated to the division include; contributed assets infrastructure asset depreciation and net gain on sale of assets.

**Community**

The Community division provides high quality community focused programs, service delivery and communication to residents. The Community Division includes the following departments: Aged and Disability; Creative Culture and Events; Equity and Wellbeing; Families, Youth and Children; and Recreation and Libraries.

**Governance & Engagement**

The Governance & Engagement division's role is to act as a business partner by understanding the organisation's needs, risks and limitations and provide timely specialist advice as well as smart, agile customer orientated support. The Governance and Engagement division includes the following departments: Communications and Engagement; Finance; Information Services; People and Development; and Governance and Performance. Significant items allocated to the division include; general rates and charges, interest on rates and investments, Victorian grants commission funding and fair value adjustment for investment property.

Darebin City Council  
2018/2019 Financial Report

Notes to the financial report  
For the Year Ended 30 June 2019

**Note 2.1 Analysis of Council results by program**

**2.1 (b) Summary of revenues, expenses, assets and capital expenses by program**

	Income	Expenses	Surplus / (Deficit)	Grants included in income	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2019</b>					
City Sustainability & Strategy	23,776	33,505	(9,729)	1,007	175,231
Operations & Capital	7,077	60,838	(53,761)	4,463	819,042
Community	21,355	48,007	(26,652)	11,030	249,668
Governance & Engagement	134,402	24,994	109,408	4,079	153,240
Non-attributable	0	0	0	0	89,100
	<b>186,610</b>	<b>167,344</b>	<b>19,266</b>	<b>20,579</b>	<b>1,486,281</b>
<b>2018</b>					
City Sustainability & Strategy	18,157	27,620	(9,463)	692	176,660
Operations & Capital	5,155	59,789	(54,634)	2,457	806,395
Community	20,996	48,824	(27,828)	10,941	318,852
Governance & Engagement	128,248	24,454	103,794	4,078	177,217
Non-attributable	0	0	0	0	85,766
	<b>172,556</b>	<b>160,687</b>	<b>11,869</b>	<b>18,168</b>	<b>1,564,890</b>

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<b>Note 3 Funding for the delivery of our services</b>		
<b>3.1 Rates and charges</b>		
Council uses Capital Improved Value as the basis of valuation of all properties within the municipal district. Capital Improved Value means the sum which land and all its improvements might be expected to realise at the time of valuation, if offered for sale on any reasonable terms and conditions.		
The valuation base used to calculate general rates for 2018/19 was \$59,109,797,470 (2017/18: \$46,208,273,361).		
General rates	123,214	118,702
Cultural and recreational properties	44	32
Green waste services	2,526	2,418
Special rates and charges	3,517	337
Supplementary rates and rate adjustments	747	1,321
Interest on rates and charges	573	505
<b>Total rates and charges</b>	<b>130,621</b>	<b>123,315</b>
The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2018, and the valuation was first applied in the rating year commencing 1 July 2018.		
Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.		
<b>3.2 Statutory fees and fines</b>		
Animal registration	667	724
Building services	957	979
Environmental health	770	792
Statutory planning	1,928	1,981
Traffic enforcement	3,461	3,307
Infringement court recoveries	1,265	1,337
Other statutory fees and fines	467	628
<b>Total statutory fees and fines</b>	<b>9,515</b>	<b>9,748</b>
Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.		
<b>3.3 User fees</b>		
Aged and health services	1,023	1,044
Arts and culture	1,925	2,027
Family, children and community programs	180	185
Golf course attendance	1,024	941
Leisure centres and recreation	3,544	3,873
Library	197	197
Recycling	15	577
Registrations and other permits	2,167	2,028
Other fees and charges	96	159
<b>Total user fees</b>	<b>10,171</b>	<b>11,031</b>
User fees are recognised as revenue when the service has been provided or the payment is received, whichever first occurs.		

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<b>3.4 Funding from other levels of government</b>		
Grants were received in respect of the following:		
<b>Summary of grants</b>		
Commonwealth funded grants	11,211	11,675
State funded grants	9,368	6,493
<b>Total grants</b>	<u>20,579</u>	<u>18,168</u>
<b>Recurrent - Commonwealth Government</b>		
Diesel fuel rebate scheme	83	88
Centre based care	315	352
General home care	5,927	5,614
Financial assistance grant - general purpose	3,182	3,215
Financial assistance grant - local roads	896	882
<b>Recurrent - State Government / Other</b>		
Centre based care	13	13
Disability resource	176	182
Family support	471	450
General home care	652	883
Health & safety	117	116
Immunisation	132	150
Libraries	971	956
Maternal and child health	1,269	1,218
Metro access	145	139
Playgroup Initiatives	243	237
School crossings	489	474
Youth services	41	43
Other programs	7	6
<b>Total recurrent operating grants</b>	<u>15,129</u>	<u>15,018</u>
<b>Non-recurrent Commonwealth Government</b>		
<b>Non-recurrent - State Government / Other</b>		
Immunisation	0	101
Disability inclusion in sport	72	0
Gender equity early years	73	0
Housing strategy	88	0
Maternal and child health	71	130
Northland urban renewal	0	150
Recycling	138	146
Darebin speak	0	60
Youth services	96	96
Other programs	391	245
<b>Total non-recurrent operating grants</b>	<u>929</u>	<u>928</u>
<b>Total operating grants</b>	<u>16,058</u>	<u>15,946</u>
<b>Capital Grants</b>		
<b>Recurrent - Commonwealth Government</b>		
Roads to recovery	648	1,523
<b>Recurrent State Government / Other</b>		
Minor works	18	18
<b>Total recurrent capital grants</b>	<u>666</u>	<u>1,541</u>

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	2019 \$'000	2018 \$'000
<b>3.4 Grants (continued)</b>		
<i>Non-recurrent Commonwealth Government</i>		
Edwardes Lake Park synthetic surface	160	0
<i>Non-recurrent State Government / Other</i>		
Bill Lawry Oval pavillion	425	0
Blackspot funding	94	0
BT Connor Reserve lighting	135	0
Mayer Park lighting	135	0
Minor works	25	10
Multi sports stadium	916	0
Bicycle friendly roads	0	100
Pavillion upgrades	0	180
Public convenience works	0	100
Public safety infrastructure	91	0
Rathcown Rd / Tee St bridge	535	0
Inner City Netball Program	1,058	291
Streets for people	281	0
<b>Total non-recurrent capital grants</b>	<b>3,855</b>	<b>681</b>
<b>Total capital grants</b>	<b>4,521</b>	<b>2,222</b>
<b>Total grants</b>	<b>20,579</b>	<b>18,168</b>

**Unspent grants received on condition that they be spent in a specific manner**

Balance at start of year	5,048	4,415
Received during the financial year and remained unspent at balance date	4,106	2,655
Received in prior years and spent during the financial year	(3,654)	(2,022)
<b>Balance at end of year</b>	<b>5,500</b>	<b>5,048</b>

Grant income is recognised when Council obtains control of the contribution. This is normally obtained upon their receipt (or acquittal) or upon earlier notification that a grant has been secured, and are valued at their fair value at the date of transfer.

**3.5 Contributions****(a) Monetary**

Drainage and open space	5,795	5,386
Small-scale technology certificates	1,927	0
Other capital and minor works	643	351
<b>Monetary</b>	<b>8,365</b>	<b>5,737</b>
<b>Non-monetary</b>	<b>408</b>	<b>253</b>
<b>Total contributions</b>	<b>8,773</b>	<b>5,990</b>

Contributions of non-monetary assets were received in relation to the following asset classes.

Land	0	36
Land under roads	52	10
Roads	69	12
Drainage	287	195
<b>Total non-monetary contributions</b>	<b>408</b>	<b>253</b>

Monetary and non-monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

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	2019 \$'000	2018 \$'000
<b>3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>		
Proceeds of sale - Right of ways	2,135	590
Proceeds of sale - Other assets	595	793
Write down value of assets disposed	(436)	(670)
<b>Total net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>	<b>2,294</b>	<b>713</b>
The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.		
<b>3.7 Other income</b>		
Interest on investments, loans and advances	1,962	1,853
Property rental and leases	711	454
Workers compensation insurance recovery	340	416
Other recovery of costs	1,674	1,170
<b>Total other income</b>	<b>4,687</b>	<b>3,893</b>
Interest is recognised as it is earned.		
Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.		
<b>Note 4 The cost of delivering services</b>		
<b>4.1 (a) Employee costs</b>		
Wages, salaries and related oncosts	65,312	65,873
Casual staff	6,714	6,013
Superannuation	7,837	7,537
Personal gratuity leave	169	118
WorkCover	1,259	1,010
Fringe benefits tax	301	351
<b>Total employee costs</b>	<b>81,592</b>	<b>80,902</b>
<b>(b) Superannuation</b>		
Council made contributions to the following funds:		
<b>Defined benefit fund</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	778	919
Employer contributions - other funds	0	0
	<b>778</b>	<b>919</b>
<b>Accumulation funds</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	4,612	4,572
Employer contributions - other funds	2,447	2,046
	<b>7,059</b>	<b>6,618</b>
Employer contributions payable at reporting date.	548	514
Refer to Note 9.3 for further information relating to Council's superannuation obligations.		



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	2019 \$'000	2018 \$'000
<b>4.2 Materials and services</b>		
Advertising, marketing and promotions	628	668
Apprentices and trainees	415	481
Banking fees and charges	406	400
Consultants	3,177	2,449
Contract payments for goods and services	33,092	27,588
Facility rental and hire	382	368
Fleet parts, consumables and registration	872	817
Fuel and oil	971	939
Insurances and excess	1,544	1,365
License fees	119	114
Materials and consumables	2,292	2,179
Memberships and subscriptions	336	270
Minor equipment purchases	434	495
Office administration	3,660	3,358
Repairs and maintenance	3,547	4,675
Other supplies and services	357	577
Utilities	4,229	3,549
<b>Total materials and services</b>	<b>56,461</b>	<b>50,292</b>
<b>4.3 Depreciation and amortisation</b>		
Property	6,016	5,838
Plant and equipment	4,379	4,654
Infrastructure	11,649	12,044
<b>Total depreciation</b>	<b>22,044</b>	<b>22,536</b>
Intangibles	315	467
<b>Total depreciation and amortisation</b>	<b>22,359</b>	<b>23,003</b>
<i>Refer to Note 5.2 (c) and 6.1 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.</i>		
<b>4.4 Bad and doubtful debts</b>		
Parking fine debtors	243	192
Parking related debtors - Fines Victoria	1,530	1,202
Other debtors	424	169
<b>Total bad and doubtful debts</b>	<b>2,197</b>	<b>1,563</b>
<b>Movement in Provision for Doubtful Debts</b>		
Balance at the beginning of the year	6,269	5,147
New provisions recognised during the year	2,155	1,668
Amounts already provided for and written off as uncollectible	(276)	(546)
Amounts provided for but recovered during the year	0	0
<b>Balance at end of year</b>	<b>8,148</b>	<b>6,269</b>

Provision for doubtful debt is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.

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<b>4.5 Other expenses</b>		
Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	75	73
Auditors' remuneration - internal audit	32	136
Community grants and other contributions	2,216	1,857
Councillors' emoluments	376	368
Fire services levies	119	111
Lease payments	182	122
Legal expenses	1,264	1,047
Fines Victoria processing costs	166	169
Special rate payments	285	302
Write off of property, infrastructure and plant and equipment	20	742
<b>Total other expenses</b>	<b>4,735</b>	<b>4,927</b>



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	2019 \$'000	2018 \$'000
<b>Note 5 Our financial position</b>		
<b>5.1 Financial assets</b>		
<b>(a) Cash and cash equivalents</b>		
Cash on hand	19	20
Cash at bank	2,028	902
Money market call accounts	34,109	24,919
Term deposits	19,243	17,639
	<u>55,399</u>	<u>43,480</u>
<b>Restrictions</b>		
Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:		
- Developer contribution scheme	5,070	5,630
- Drainage development reserve	23	23
- Public resort and recreation reserve	13,526	10,123
- Fire Services Property Levy payable	15	27
- Contractor and security deposits (see Note 5.3 (b))	4,556	5,309
Total restricted funds	<u>23,190</u>	<u>21,112</u>
Total unrestricted cash and cash equivalents	<u>32,209</u>	<u>22,368</u>
<b>Intended allocations</b>		
Although not externally restricted the following amounts have been allocated for specific future purposes by Council:		
- Cash held to fund carried forward capital works	7,631	5,854
- Car park development reserve	227	228
- Unspent conditional grants	5,500	5,048
Total funds subject to intended allocations	<u>13,358</u>	<u>11,130</u>
<b>(b) Other financial assets</b>		
<b>Current</b>		
Term deposits	<u>33,701</u>	<u>42,286</u>
<b>Non-current</b>		
Unlisted shares in corporations at cost	<u>236</u>	<u>236</u>
<b>Total other financial assets</b>	<u>33,937</u>	<u>42,522</u>
<b>Total financial assets</b>	<u>89,336</u>	<u>86,002</u>

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, being market value, at balance date. Term deposits are measured at amortised cost. Unlisted shares are valued at the lower of cost and net realisable amount. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

The shares in unlisted corporations reflect Council's holdings in Maps Group Limited, Regional Kitchen Pty Ltd, and RFK Pty Ltd.

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	2019 \$'000	2018 \$'000
<b>5.1 Financial assets (continued)</b>		
<b>(c) Trade and other receivables</b>		
<b>Current</b>		
Rates debtors	8,275	7,144
Special rate assessment	462	1,030
Infringement debtors	8,837	7,100
Less: Provision for doubtful debts - infringements	(7,828)	(6,006)
<i>Non statutory receivables</i>		
Other debtors	2,620	2,176
Less: Provision for doubtful debts - other	(320)	(264)
GST receivable	1,765	1,666
Loans and advances	9	9
Total current trade and other receivables	<u>13,820</u>	<u>12,855</u>
<b>Non-current</b>		
Special rate assessment	3,584	0
<i>Non statutory receivables</i>		
Loans and advances	167	176
Total non-current trade and other receivables	<u>3,751</u>	<u>176</u>
<b>Total trade and other receivables</b>	<u>17,571</u>	<u>13,031</u>

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

**(d) Ageing of receivables**

At balance date other debtors representing financial assets were past due but not impaired. The ageing of the Council's trade and other receivables (excluding statutory receivables) was:

Current (not yet due)	13	142
Past due by up to 30 days	1,400	595
Past due between 31 and 60 days	109	181
Past due between 61 and 90 days	53	495
Past due above 90 days	1,045	763
<b>Total trade and other receivables</b>	<u>2,620</u>	<u>2,176</u>

**(e) Ageing of individually impaired trade and other receivables**

At balance date, other debtors representing financial assets with a nominal value of \$1,045,000 (2018: \$763,000) were impaired. The amount of the provision raised against these debtors was \$320,000 (2018: \$261,000). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements. The ageing of receivables that have been individually determined as impaired at reporting date was:

Over 3 months	320	261
<b>Total trade and other receivables</b>	<u>320</u>	<u>261</u>

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<b>5.2 Non-financial assets</b>			
<b>(a) Inventories</b>			
Inventories held for distribution	57	51	
Inventories held for sale	37	38	
<b>Total inventories</b>	<u>94</u>	<u>89</u>	
Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.			
<b>(b) Other assets</b>			
Accrued income	584	1,550	
Prepayments	2,100	2,145	
<b>Total other assets</b>	<u>2,684</u>	<u>3,695</u>	
<b>(c) Intangible assets</b>			
Software and system development costs	855	538	
Water access rights	127	127	
<b>Total intangible assets</b>	<u>982</u>	<u>665</u>	
	<b>Software \$'000</b>	<b>Water rights \$'000</b>	<b>Total \$'000</b>
<b>Gross carrying amount</b>			
Balance at 1 July 2018	5,150	127	5,277
Other additions	632	0	632
Balance at 30 June 2019	<u>5,782</u>	<u>127</u>	<u>5,909</u>
<b>Accumulated amortisation and impairment</b>			
Balance at 1 July 2018	(4,612)	0	(4,612)
Amortisation expense	(315)	0	(315)
Balance at 30 June 2019	<u>(4,927)</u>	<u>0</u>	<u>(4,927)</u>
Net book value at 30 June 2018	538	127	665
Net book value at 30 June 2019	<u>855</u>	<u>127</u>	<u>982</u>

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

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<b>5.3 Payables</b>		
<b>(a) Trade and other payables</b>		
Trade payables	14,158	14,778
Employee costs	1,306	2,577
Unearned revenue	41	64
<b>Total trade and other payables</b>	<b>15,505</b>	<b>17,419</b>
<b>(b) Trust funds and deposits</b>		
Contractor and security deposits	4,359	5,112
Fire Services Property Levy payable	15	26
Retention amounts	197	197
<b>Total trust funds and deposits</b>	<b>4,571</b>	<b>5,335</b>

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in Council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

*Purpose and nature of items*

Contractor and security deposits - deposits are taken by Council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits, and the use of civic facilities and other Council assets.

Fire Services Property Levy - Council is the collection agent for fire services property levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the State Government in line with that process.

Retention amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

**5.4 Provisions**

	Employee \$'000	Other \$'000	Total \$'000
<b>2019</b>			
Balance at beginning of the financial year	21,477	45	21,522
Additional provisions	7,973	0	7,973
Amounts used	(7,493)	0	(7,493)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	102	0	102
Balance at the end of the financial year	<b>22,059</b>	<b>45</b>	<b>22,104</b>
<b>2018</b>			
Balance at beginning of the financial year	20,347	45	20,392
Additional provisions	7,707	0	7,707
Amounts used	(6,894)	0	(6,894)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	317	0	317
Balance at the end of the financial year	<b>21,477</b>	<b>45</b>	<b>21,522</b>

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	2019 \$'000	2018 \$'000
<b>5.4 Provisions (continued)</b>		
<b>(a) Employee provisions</b>		
<b>Current employee provisions expected to be wholly settled within 12 months</b>		
Annual leave	4,473	4,117
Long service leave	1,718	1,477
Personal gratuity	255	268
Redundancy	0	377
	<u>6,446</u>	<u>6,239</u>
<b>Current employee provisions expected to be wholly settled after 12 months</b>		
Annual leave	2,547	2,300
Long service leave	9,434	9,098
Personal gratuity	1,822	1,886
Redundancy	0	0
	<u>13,803</u>	<u>13,284</u>
Total current employee provisions	<u>20,249</u>	<u>19,523</u>
<b>Non-current</b>		
Long service leave	1,810	1,954
Total non-current employee provisions	<u>1,810</u>	<u>1,954</u>
Current	20,294	19,568
Non-current	1,810	1,954
Total aggregate carrying amount of employee provisions	<u>22,104</u>	<u>21,522</u>
The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.		
<i>Wages and salaries and annual leave</i>		
Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.		
Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.		
<i>Long service leave</i>		
Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.		
<i>Personal gratuity leave</i>		
Liabilities for personal gratuity leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.		
Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.		
The following assumptions were adopted in measuring present values of employee benefits:		
	%	%
Weighted average rates of increase in employee costs	2.9	3.9
Weighted average discount rates	1.1	2.3
Weighted average settlement period	Years	Years
Long Service Leave	3.7	4.0
Annual Leave	2.3	2.2
<b>(b) Other provisions</b>		
Current	<u>45</u>	<u>45</u>



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<b>5.5 Financing arrangements</b>		
Credit card facility	45	43
Used facilities	21	15
Unused facilities	24	28

The Council had no access to a bank overdraft facility at balance date.

**5.6 Commitments**

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

2019	Not later than 1 year \$'000	Later than 1	Later than 2	Later than 5 years \$'000	Total \$'000
		year and not later than 2 years \$'000	years and not later than 5 years \$'000		
<b>Operating</b>					
Animal welfare services	411	411	1,645	828	3,295
Information systems & technology	1,627	0	0	0	1,627
Internal Audit	144	140	459	0	743
Collection & processing of recyclable waste (i)	209	0	0	0	209
Cleaning contracts for council buildings	400	0	0	0	400
Golf course management & maintenance	462	0	0	0	462
Insurance	1,566	0	0	0	1,566
Valuations	142	0	0	0	142
Traffic signal maintenance	80	81	80	0	241
Tree management	1,421	0	0	0	1,421
Waste disposal	320	0	0	0	320
<b>Total</b>	<b>6,782</b>	<b>632</b>	<b>2,184</b>	<b>828</b>	<b>10,426</b>
<b>Capital</b>					
Construction works	12,674	0	0	0	12,674
<b>Total</b>	<b>12,674</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,674</b>
2018	Not later than 1 year \$'000	Later than 1	Later than 2	Later than 5 years \$'000	Total \$'000
		year and not later than 2 years \$'000	years and not later than 5 years \$'000		
<b>Operating</b>					
Animal welfare services	411	411	1,645	1,509	3,976
Information systems & technology	1,420	0	0	0	1,420
Collection & processing of recyclable waste (i)	298	0	0	0	298
Collection & processing of hard waste (i)	617	0	0	0	617
Cleaning contracts for council buildings	239	0	0	0	239
Golf course management & maintenance	501	501	0	0	1,002
Insurance	1,292	0	0	0	1,292
Valuations	78	0	0	0	78
Waste disposal	262	0	0	0	262
Traffic signal maintenance	52	52	198	0	302
Tree management	631	0	0	0	631
<b>Total</b>	<b>5,801</b>	<b>964</b>	<b>1,843</b>	<b>1,509</b>	<b>10,117</b>
<b>Capital</b>					
Construction works	6,604	0	0	0	6,604
<b>Total</b>	<b>6,604</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,604</b>

Note (i): All or part of these commitments are calculated based on a contracted rate multiplied by estimated level of service consumption.

## Darebin City Council

## Notes to the financial report

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For the Year Ended 30 June 2019

	2019	2018
	\$'000	\$'000
<b>5.6 Commitments (continued)</b>		
<b>Operating lease commitments</b>		
At the reporting date, the Council had the following obligations under non-cancellable operating leases for the lease of equipment and land and buildings for use within Council's activities (these obligations are not recognised as liabilities):		
Not later than one year	304	236
Later than one year and not later than five years	560	329
Later than 5 years	0	31
	<u>864</u>	<u>596</u>

Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than expensed in the years in which they are incurred.

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For the Year Ended 30 June 2019

**Note 6 Assets we manage**

**6.1 Property, infrastructure, plant and equipment**

Summary of property, infrastructure, plant and equipment

	At Fair Value 30 June 2018	Additions	Contributions	Revaluation	Depreciation	Disposal	Write-off	Transfer	At Fair Value 30 June 2019
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Land	736,805	1,710	52	(92,866)	0	0	0	0	645,701
Buildings	208,323	6,413	0	(2,913)	(6,016)	0	(20)	1,878	207,664
Plant and equipment	18,027	3,337	0	0	(4,379)	(436)	0	255	16,804
Infrastructure	488,978	13,937	356	0	(11,649)	0	0	1,930	493,553
Work in progress	6,435	6,784	0	0	0	0	0	(4,137)	9,082
	<u>1,458,568</u>	<u>32,181</u>	<u>408</u>	<u>(95,779)</u>	<u>(22,044)</u>	<u>(436)</u>	<u>(20)</u>	<u>(74)</u>	<u>1,372,804</u>

Summary of Work in Progress

	Opening WIP	Additions	Transfers	Write-offs	Closing WIP
	\$'000	\$'000	\$'000	\$'000	\$'000
Buildings	3,241	3,949	(1,878)	0	5,312
Plant and equipment	122	0	(122)	0	0
Infrastructure	3,072	2,835	(2,137)	0	3,770
Total	<u>6,435</u>	<u>6,784</u>	<u>(4,137)</u>	<u>0</u>	<u>9,082</u>



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**Note 6 Assets we manage**

**6.1 Property, infrastructure, plant and equipment**

**(a) Property**

	Land - specialised	Land - non specialised	Total Land	Buildings - heritage	Buildings - specialised	Buildings - non specialised	Work in progress	Total Buildings	Total Property
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2018	697,161	39,644	736,805	44,315	325,225	11,790	3,241	384,571	1,121,376
Accumulated depreciation at 1 July 2018	0	0	0	(28,125)	(138,360)	(6,522)	0	(173,007)	(173,007)
	697,161	39,644	736,805	16,190	186,865	5,268	3,241	211,564	948,369
<b>Movements in fair value</b>									
Additions	0	1,710	1,710	1,119	5,294	0	3,949	10,362	12,072
Contributed assets	52	0	52	0	0	0	0	0	52
Revaluation increments/decrements	(88,045)	(4,821)	(92,866)	0	(6,852)	0	0	(6,852)	(99,718)
Fair value of assets disposed	0	0	0	0	0	0	0	0	0
Write-off	0	0	0	0	(110)	0	0	(110)	(110)
Transfers	0	0	0	132	1,746	0	(1,878)	0	0
	(87,993)	(3,111)	(91,104)	1,251	78	0	2,071	3,400	(87,704)
<b>Movements in accumulated depreciation</b>									
Depreciation and amortisation	0	0	0	(289)	(5,512)	(215)	0	(6,016)	(6,016)
Accumulated depreciation of disposals	0	0	0	0	89	0	0	89	89
Revaluation increments/decrements	0	0	0	0	3,939	0	0	3,939	3,939
Impairment losses recognised in operating result	0	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0	0
	0	0	0	(289)	(1,484)	(215)	0	(1,989)	(1,989)
At fair value 30 June 2019	609,168	36,533	645,701	45,566	325,303	11,790	5,312	387,971	1,033,672
Accumulated depreciation at 30 June 2019	0	0	0	(28,414)	(139,844)	(6,737)	0	(174,995)	(174,996)
	609,168	36,533	645,701	17,152	185,459	5,053	5,312	212,976	858,677

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For the Year Ended 30 June 2019

**Note 6 Assets we manage**

**6.1 Property, infrastructure, plant and equipment**

**(b) Plant and Equipment**

	Plant machinery and equipment	Computers and telecomms	Fixtures fittings and furniture	Library books	Artwork & historical collections	Other	Work in progress	Total plant and equipment
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2018	16,918	22,013	7,774	9,180	1,819	6,116	122	63,942
Accumulated depreciation at 1 July 2018	(8,963)	(18,446)	(6,946)	(6,806)	0	(4,632)	0	(45,793)
	7,955	3,567	828	2,374	1,819	1,484	122	18,149
<b>Movements in fair value</b>								
Additions	1,701	523	127	477	42	467	0	3,337
Contributed assets	0	0	0	0	0	0	0	0
Revaluation increments/decrements	0	0	0	0	0	0	0	0
Fair value of assets disposed	(1,490)	0	(17)	0	0	0	0	(1,507)
Write-off	0	0	0	0	0	0	0	0
Transfers	0	45	0	0	0	210	(122)	133
	211	568	110	477	42	677	(122)	1,963
<b>Movements in accumulated depreciation</b>								
Depreciation and amortisation	(2,018)	(1,224)	(147)	(705)	0	(285)	0	(4,379)
Accumulated depreciation of disposals	1,054	0	17	0	0	0	0	1,071
	(964)	(1,224)	(130)	(705)	0	(285)	0	(3,307)
At fair value 30 June 2019	17,129	22,581	7,884	9,657	1,861	6,793	0	65,905
Accumulated depreciation at 30 June 2019	(9,927)	(19,670)	(7,076)	(7,511)	0	(4,917)	0	(49,101)
	7,202	2,911	808	2,146	1,861	1,876	0	16,804

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**Note 6 Assets we manage**

**6.1 Property, infrastructure, plant and equipment**

**(c) Infrastructure**

	Roads	Footpaths and cycleways	Bridges	Drainage	Land improvements	Parks, open spaces and streetscapes	Off street car parks	Work in progress	Total Infrastructure
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2018	302,248	121,965	8,771	185,275	51,741	39,145	8,273	3,072	720,490
Accumulated depreciation at 1 July 2018	(71,740)	(39,275)	(1,195)	(77,720)	(16,062)	(18,086)	(4,362)	0	(228,440)
	230,508	82,690	7,576	107,555	35,679	21,059	3,911	3,072	492,050
<b>Movements in fair value</b>									
Additions	4,634	4,832	1,224	1,237	427	1,513	70	2,835	16,772
Contributed assets	69	0	0	287	0	0	0	0	356
Revaluation increments/decrements	0	0	0	0	0	0	0	0	0
Fair value of assets disposed	0	0	0	0	0	0	0	0	0
Write-off	0	0	0	0	0	0	0	0	0
Transfers	229	0	672	83	594	344	9	(2,137)	(206)
	4,932	4,832	1,896	1,607	1,021	1,857	79	698	16,921
<b>Movements in accumulated depreciation</b>									
Depreciation and amortisation	(4,177)	(2,031)	(108)	(1,548)	(1,170)	(2,510)	(105)	0	(11,649)
Revaluation increments/decrements	0	0	0	0	0	0	0	0	0
	(4,177)	(2,031)	(108)	(1,548)	(1,170)	(2,510)	(105)	0	(11,649)
At fair value 30 June 2019	307,180	126,797	10,667	186,882	52,762	41,002	8,352	3,770	737,412
Accumulated depreciation at 30 June 2019	(75,917)	(41,306)	(1,303)	(79,268)	(17,232)	(20,596)	(4,467)	0	(240,089)
	231,263	85,491	9,364	107,614	35,530	20,406	3,885	3,770	497,323

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Notes to the financial report  
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6.1 Property, infrastructure, plant and equipment

*Acquisition*

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

*Asset recognition thresholds and depreciation periods*

	Depreciation Period	Threshold Limit \$
Property		
land	-	5,000
land improvements	50 years	5,000
Buildings		
heritage buildings	50 - 80 years	5,000
buildings	50 - 80 years	5,000
building improvements	50 - 80 years	5,000
leasehold improvements	Life of lease	5,000
Plant and Equipment		
vehicles	3 to 10 years	1,000
plant, machinery and parks equipment	5 - 20 years	1,000
fixtures, fittings and furniture	10 years	1,000
computers and telecommunications	3 - 5 years	1,000
library books, tapes, videos and DVDs	3 - 8 years	All
Infrastructure		
road pavements and seals	20 - 30 years	All
road substructure	80 - 120 years	All
road formation and earthworks	-	All
road kerb, channel and minor culverts	40 - 60 years	All
bridges deck	50 - 100 years	All
bridges substructure	50 - 100 years	All
footpaths and cycleways	30 - 50 years	All
drainage including pipes, pits and gross pollutant traps	100 - 120	5,000
recreational, leisure and community facilities	10 - 50 years	5,000
waste management	50 years	5,000
parks, open space and streetscapes	10 - 50 years	5,000
off street car parks	10 - 50 years	5,000
Intangible assets		
software and system development costs	3 - 5 years	1,000

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Notes to the financial report  
For the Year Ended 30 June 2019

6.1 Property, infrastructure, plant and equipment

*Depreciation and amortisation*

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

*Repairs and maintenance*

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

*Leasehold improvements*

Leasehold improvements are recognised at cost and are amortised over the unexpired period of the lease or the estimated useful life of the improvement, whichever is the shorter. At balance date, leasehold improvements are amortised over a 15 year period.

*Valuation of land and buildings*

Valuation of land and buildings were undertaken by a qualified valuer Mr A Lee, AAPI, (Valuer General's contract valuer). The last valuation was undertaken as at 30 June 2019. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

The date of the current valuation is detailed in the following table. A full revaluation of these assets was conducted in 2018/19.

Details of the Council's land, land improvements and buildings and information about the fair value hierarchy as at 30 June 2019 are as follows:

Assets measured at fair value	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Total \$'000	Date of Valuation
Land	0	36,533	609,168	645,701	June 2019
Buildings	0	5,053	202,611	207,664	June 2018
	0	41,586	811,779	853,365	

No transfers between levels occurred during the year



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Notes to the financial report  
For the Year Ended 30 June 2019

6.1 Property, infrastructure, plant and equipment

*Valuations of infrastructure*

Infrastructure includes road surface and substructures, footpaths, kerb and channel, traffic devices parking bays, offstreet car parks, drainage pipes, pits, gross pollutant traps and bridges. The valuations for infrastructure assets were determined by Mr P Wansborough, B Eng (Civil), Co-ordinator Infrastructure Planning. The valuations were performed as at 30 June 2018 on the basis of fair value being the current replacement cost less accumulated depreciation at the date of the valuation.

Road and offstreet car park replacement cost is calculated with reference to a representative range of unit costs received from contractors and other relevant sources. Accumulated depreciation has been assessed with reference to the AUSTRROADS National Pavement Condition Indicators and road condition surveys.

Bridge replacement cost is based on the major components of the structure and sourced from representative bridge construction projects. Accumulated depreciation has been assessed based on knowledge of Council's bridge network and industry standards.

Drainage replacement cost is calculated with reference to a representative range of unit costs received from contractors and other relevant sources. Accumulated depreciation has been assessed based on knowledge of Council's drainage network and industry standards.

Land improvements are valued using the depreciated replacement cost method. This cost represents the replacement cost of the building/component after applying depreciation rates on a useful life basis. Replacement costs relate to costs to produce the property to an "as new" standard. Economic obsolescence has also been factored into the depreciated replacement cost calculation.

Land improvements includes playing surfaces, retarding basins and other land improvements. The valuations for land improvements were determined by Mr D Archer, AAPI, the City Valuer. The valuations were performed as at 30 June 2018 on the basis of fair value being the current replacement cost less accumulated depreciation at the date of the valuation.

The next scheduled full revaluation for this purpose will be conducted in 2020/21.

There were no changes in valuation techniques throughout the period 30 June 2019.

For all assets measured at fair value, the current use is considered the highest and best use.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2019 are as follows:

6.1 Property, infrastructure, plant and equipment

Assets measured at fair value	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Total \$'000	Date of Valuation
Roads	0	0	231,263	231,263	June 2018
Footpaths & cycleways	0	0	85,491	85,491	June 2018
Bridges	0	0	9,364	9,364	June 2018
Drainage	0	0	107,614	107,614	June 2018
Land improvements	0	0	35,530	35,530	June 2018
Parks, open spaces and streetscapes	0	0	20,406	20,406	June 2018
Offstreet carparks	0	0	3,885	3,885	June 2018
	0	0	493,554	493,554	

No transfers between levels occurred during the year.

Description of significant unobservable inputs into level 3 valuations

Specialised land and land under roads

Specialised land and land under roads is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 10% and 90%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$20 and \$3,218 per square metre.

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6.1 Property, infrastructure, plant and equipment

**Specialised buildings**

Specialised buildings are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs is calculated on a square metre basis and ranges from \$500 to \$8,775 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 50 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

**Infrastructure assets**

Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 30 years to 120 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets. Current replacement cost for infrastructure is calculated as follows;

Roads and offstreet car parks range between \$28 to \$418 per square metre.

Shared paths and cycleways range between \$48 to \$417 per square metre.

Drainage assets range between \$92 to \$1,785 per unit.

Bridge assets range vary depending on construction type.

	2019	2018
	\$'000	\$'000
<b>Reconciliation of specialised land</b>		
Land under roads	1,126	1,074
Community facilities	60,540	69,540
Council administration & depots	24,992	28,598
Offstreet carparks	12,703	14,497
Parks and reserves	509,807	583,452
<b>Total specialised land</b>	<b>609,168</b>	<b>697,161</b>

6.2 Investment property

	2019	2018
	\$'000	\$'000
Balance at beginning of financial year	2,840	3,142
Fair value adjustments	(30)	(302)
Balance at end of financial year	<b>2,810</b>	<b>2,840</b>

Investment property is held to generate long-term rental yields. Investment property is measured initially at cost, including transaction costs. Costs incurred subsequent to initial acquisition are capitalised when it is probable that future economic benefit in excess of the originally assessed performance of the asset will flow to the Council. Subsequent to initial recognition at cost, investment property is carried at fair value, determined annually by independent valuers. Changes to fair value are recorded in the comprehensive income statement in the period that they arise. Rental income from the leasing of investment properties is recognised in the comprehensive income statement on a straight line basis over the lease term.

**Valuation of investment property**

The valuation of investment property has been determined by Mr A Lee, AAPI, (Valuer General's contract valuer), who has recent experience in the location and category of the property being valued. The valuation is at fair value, based on the current market value for the property.

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**Note 7**    **People and relationships**  
**7.1**    **Council and key management remuneration**

**(a) Related Parties**

Council is the parent entity.

**(b) Key Management Personnel**

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

**Councillors**

Stephanie Amir (1/7/2018 - Current)	Gaetano Greco (1/7/2018 - Current)
Tim Laurence (1/7/2018 - Current)	Kim Le Cerf (1/7/2018 - Current)
Lina Messina (1/7/2018 - Current)	Trent McCarthy (1/7/2018 - Current)
Susanne Newton (1/7/2018 - Current)	Susan Rennie (Mayor 27/11/2018 - Current)
Julie Williams (1/7/2018 - Current)	

**Chief Executive Officer**

Sue Wilkinson (1/7/2018 - Current)

**Other Key Management Personnel**

**GM Operations & Capital**

Vito Albicini (1/7/2018 - 28/6/2019)

**GM City Sustainability & Strategy**

Rachael Ollivier (1/7/2018 - Current)

**GM Governance & Engagement**

Ingrid Bishop (1/7/2018 - Current)

**GM Community**

Cathy Henderson (1/7/2018 - Current)

	2019	2018
	Number	Number
Total Number of Councillors	9	9
Chief Executive Officer and other Key Management Personnel	5	11
Total Key Management Personnel	<u>14</u>	<u>20</u>

**(c) Remuneration of Key Management Personnel**

	2019	2018
	\$'000	\$'000
Total remuneration of key management personnel was as follows:		
Short-term benefits	1,664	1,663
Post employment benefits	129	123
Long-term benefits	42	206
Termination benefits	0	301
Total	<u>1,835</u>	<u>2,293</u>



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7.1 Council and key management remuneration

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:

	2019 Number	2018 Number
\$30,000 - \$39,999	7	8
\$60,000 - \$69,999	1	0
\$70,000 - \$79,999	1	4
\$80,000 - \$89,999	0	1
\$100,000 - \$109,999	0	1
\$150,000 - \$159,999	0	1
\$190,000 - \$199,999	0	1
\$220,000 - \$229,999	1	0
\$240,000 - \$249,999	1	0
\$260,000 - \$269,999	0	1
\$270,000 - \$279,999	1	0
\$290,000 - \$299,999	1	1
\$310,000 - \$319,999	0	2
\$350,000 - \$359,999	1	0
	<u>14</u>	<u>20</u>

(d) Senior Officers Remuneration

A Senior Officer is an officer of Council, other than key management personnel, who:

- a) has management responsibilities and reports directly to the Chief Executive; or
- b) whose total annual remuneration exceeds \$148,000.

The number of Senior Officers are shown below in their relevant income bands:

	2019 Number	2018 Number
< \$148,000	1	1
\$149,000 - \$149,999	1	1
\$150,000 - \$159,999	3	4
\$160,000 - \$169,999	4	2
\$170,000 - \$179,999	6	2
\$180,000 - \$189,999	3	3
\$190,000 - \$199,999	2	1
\$210,000 - \$219,999	1	2
\$220,000 - \$229,999	1	0
\$230,000 - \$239,999	1	1
\$240,000 - \$249,999	0	1
\$260,000 - 269,999	0	1
\$290,000 - \$299,999	0	1
	<u>23</u>	<u>20</u>
	<b>\$'000</b>	<b>\$'000</b>
Total remuneration for the year for Senior Officers included above amounted to:	<u>4,008</u>	<u>3,805</u>

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**7.2 Related party disclosure**

**(a) Transactions with related parties**

During the period Council had no reportable transactions with related parties.

**(b) Outstanding balances with related parties**

There are no balances outstanding at the end of the reporting period in relation to transactions with related parties.

**(c) Loans to/from related parties**

Council does not make loans to or receive loans from related parties. No guarantees have been provided.

**(d) Commitments to/from related parties**

Council has no outstanding commitments to/from other related parties.

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**Note 8 Managing uncertainties**  
**8.1 Contingent assets and liabilities**

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

**(a) Contingent assets**

**Operating lease receivables**

Council has entered into commercial property leases on its investment property, consisting of surplus freehold buildings. These properties held under operating leases have remaining non-cancellable lease terms of between 1 and 75 years. All leases include a CPI based revision of the rental charge annually.

Future minimum rentals receivable under non-cancellable operating leases at the end of the year are as follows :

	2019	2018
	\$'000	\$'000
Not later than one year	210	205
Later than one year and not later than five years	359	493
Later than 5 years	741	770
	<u>1,310</u>	<u>1,468</u>

**(b) Contingent liabilities**

**Superannuation**

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

**Future superannuation contributions**

In addition to the disclosed contributions, Council has paid unfunded liability payments to Vision Super totalling \$73,000 during the year 2018/19 year (2017/18 \$0). There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2019. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2020 are \$883,000.

**Former landfill sites**

Council has responsibility for a number of facilities contained on former landfill sites. Council may have to carry out site rehabilitation works in the future. At balance date, Council is unable to accurately assess the financial implications of such works.

**Legal matters**

The Council is presently involved in several confidential legal matters, which are being conducted through Council's solicitors. As these matters are yet to be finalised, and the financial outcomes are unable to be reliably estimated, no allowance for these contingencies has been made in the financial report.

**Building cladding**

Council has a number of building which may require rectification works as a result of flammable building cladding. Council is currently working with the Victorian Building Authority and Cladding Safety Victoria on monitoring and potential remediation of non-compliant cladding.

**8.2 Change in accounting standards**

The following new Australian Accounting Standards have been issued that are not mandatory for the 30 June 2019 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

*Revenue from contracts with customers (AASB 15) (applies 2019/20 for LG sector)*

The standard shifts the focus from the transaction-level to a contract-based approach. Recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract. The full impact of this standard is not known however it is most likely to impact where contracts extend over time, where there are rights and obligations that may vary the timing or amount of the consideration, or where there are multiple performance elements. This has the potential to impact on the recognition of certain grant income. Based on initial assessment, the change in accounting treatment will not have a material impact on Council's year end result.

*Amendments to Australian Accounting Standards – Deferral of AASB 15 for Not-for-Profit Entities (AASB 2016-7) (applies 2019/20)*

This Standard defers the mandatory effective date of AASB 15 for not-for-profit entities from 1 January 2018 to 1 January 2019.

*Leases (AASB 16) (applies 2019/20)*

The classification of leases as either finance leases or operating leases is eliminated for lessees. Leases will be recognised in the Balance Sheet by capitalising the present value of the minimum lease payments and showing a 'right-of-use' asset, while future lease payments will be recognised as a financial liability. The nature of the expense recognised in the profit or loss will change. Rather than being shown as rent, or as leasing costs, it will be recognised as depreciation on the 'right-of-use' asset, and an interest charge on the lease liability. The interest charge will be calculated using the effective interest method, which will result in a gradual reduction of interest expense over the lease term.

Council has elected to adopt the modified retrospective approach to the transition to the new lease standard. This will mean that only existing operating leases for non low value assets, with remaining terms greater than 12 months, will be recognised on transition (1 July 2019). Based on our current lease commitments and an assumption of a continuation of the current leasing arrangements Council expects that the transition to the new standard will see the initial recognition of \$292,000 in lease related assets and an equivalent liability

*Income of Not-for-Profit Entities (AASB 1058) (applies 2019/20)*

This standard replaces AASB 1004 Contributions and establishes revenue recognition principles for transactions where the consideration to acquire an asset is significantly less than fair value to enable to not-for-profit entity to further its objectives. Based on initial assessment, the change in accounting treatment will not have a material impact on Council's year end result.

**8.3 Financial instruments****(a) Objectives and policies**

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

**(b) Market risk**

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Council's exposures to market risk are primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

**Interest rate risk**

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Our interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes us to fair value interest rate risk. Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rate.

Investment of surplus funds is made with approved financial institutions under the Local Government Act 1989. We manage interest rate risk by adopting an investment policy that ensures:

- diversification of investment product,
- monitoring of return on investment,
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

**(c) Credit risk**

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause us to make a financial loss. We have exposure to credit risk on some financial assets included in our balance sheet. To help manage this risk:

- Council has a policy for establishing credit limits for the entities it deals with;
- Council may require collateral where appropriate; and
- Council only invests surplus funds with financial institutions which have a recognised credit rating specified in our investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when we provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral against these financial assets.



**8.3 Financial instruments (continued)****(d) Liquidity risk**

Liquidity risk includes the risk that, as a result of our operational liquidity requirements or we will not have sufficient funds to settle a transaction when required, we will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1, and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

**(e) Sensitivity disclosure analysis**

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the Council believes the following movements are 'reasonably possible' over the next 12 months (Base rates are sourced from Reserve Bank of Australia):

- A parallel shift of +0.5% and -0.5% in market interest rates (AUD) from year-end rates of 2.32%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

**8.4 Fair value measurement****Fair value hierarchy**

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

The capital works reserve fund was established with effect from 19 March 2018 by Council resolution for the purpose of financing future capital works projects. Funding is derived from identified capital works project savings. Council may expend funds from the reserve for the purposes of major capital works.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

**8.4 Fair value measurement***Revaluation*

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 2 to 3 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are

*Impairment of assets*

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

**8.5 Events occurring after balance date**

No matters have occurred after balance date that require disclosure in the financial report.

Darebin City Council  
2018/2019 Financial ReportNotes to the financial report  
For the Year Ended 30 June 2019

Note	9	Other matters				
			Balance at beginning of reporting period \$'000	Increment (decrement) on revaluation \$'000	Share of increment (decrement) on revaluation by an associate \$'000	Balance at end of reporting period \$'000
9.1		<b>Reserves</b>				
		<b>(a) Asset revaluation</b>				
		<b>2019</b>				
		<b>Property</b>				
		Land	612,078	(92,866)	0	519,212
		Buildings	95,483	(2,913)	0	92,570
			<u>707,561</u>	<u>(95,779)</u>	<u>0</u>	<u>611,782</u>
		<b>Plant and equipment</b>				
		Other	6,143	0	0	6,143
		<b>Infrastructure</b>				
		Roads	168,881	0	0	168,881
		Drainage	72,614	0	0	72,614
		Bridges	6,376	0	0	6,376
			<u>247,871</u>	<u>0</u>	<u>0</u>	<u>247,871</u>
		<b>Total asset revaluation reserves</b>	<b>961,575</b>	<b>(95,779)</b>	<b>0</b>	<b>865,796</b>
		<b>2018</b>				
		<b>Property</b>				
		Land	564,634	47,444	0	612,078
		Buildings	76,369	19,114	0	95,483
			<u>641,003</u>	<u>66,558</u>	<u>0</u>	<u>707,561</u>
		<b>Plant and equipment</b>				
		Other	6,143	0	0	6,143
		<b>Infrastructure</b>				
		Roads	94,360	74,521	0	168,881
		Drainage	66,756	5,858	0	72,614
		Bridges	3,437	2,939	0	6,376
			<u>164,553</u>	<u>83,318</u>	<u>0</u>	<u>247,871</u>
		<b>Total asset revaluation reserves</b>	<b>811,699</b>	<b>149,876</b>	<b>0</b>	<b>961,575</b>
		The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.				
			Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
		<b>(b) Other reserves</b>				
		<b>2019</b>				
		Car park development	228	0	0	228
		Capital works	1,775	0	0	1,775
		Developer contribution scheme	5,631	0	561	5,070
		Drainage development	23	0	0	23
		Information technology	0	1,422	0	1,422
		Plant replacement	424	2,065	1,736	753
		Public open space and recreation	10,122	5,796	2,393	13,525
		Unspent grants & contributions	0	3,677	0	3,677
		<b>Total other reserves</b>	<b>18,203</b>	<b>12,960</b>	<b>4,690</b>	<b>26,473</b>



Darebin City Council  
2018/2019 Financial Report

Notes to the financial report  
For the Year Ended 30 June 2019

Note 9.1 Reserves (continued)

2018

Car park development	228	0	0	228
Capital works	0	1,775	0	1,775
Developer contribution scheme	6,104	0	473	5,631
Drainage development	23	0	0	23
Plant replacement	0	2,082	1,658	424
Public open space and recreation	6,707	5,386	1,971	10,122
<b>Total other reserves</b>	<b>13,062</b>	<b>9,243</b>	<b>4,102</b>	<b>18,203</b>

**Nature and purpose of reserves**

**Statutory and discretionary reserves:**

**Car park development**

The car park development reserve is used to provide funding for future development and ongoing maintenance of car parks within the municipality. Funding is derived from unspent contributions from commercial developers for cash in lieu of constructed car parks. This funding is initially recognised in the comprehensive income statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

**Capital works**

The capital works reserve fund was established with effect from 19 March 2018 by Council resolution for the purpose of financing future capital works projects. Funding is derived from identified capital works project savings. Council may expend funds from the reserve for the purposes of major capital works.

**Developer contribution scheme**

The developer contribution reserve is used to provide for the future funding of Council's asset base. These assets include community facilities, parkland, and the drainage and road networks. Funding is provided by way of a developer's contribution, whereby the developer funds only the renewal of assets from that location. This funding is initially recognised in the comprehensive income statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

**Drainage development**

The drainage development reserve is used to provide partial funding for the replacement of Council's drainage network. Funding is provided from developer contributions for drainage which is initially recognised in the comprehensive income statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

**IT technology reserve**

The Information Technology reserve fund was established by Council resolution for the purpose of financing Council's IT strategy over the coming years. Funding is derived from identified IT related capital works project savings. Council may expend funds from the reserve for the purposes of information technology development and implementation projects.

**Plant replacement**

The plant replacement reserve was established to ensure adequate funds are available to purchase plant at the optimum replacement point. Transfers to and from the reserve are based upon plant depreciation or replacement charges less the net plant purchases as per the approved plant replacement program.

**Public open space and recreation**

The public open space and recreation reserve is used to provide funding for future purchases and improvements of open space. Funding is provided from developers' contributions for open space which is initially recognised in the comprehensive income statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

Darebin City Council  
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Notes to the financial report  
For the Year Ended 30 June 2019

Note 9.1 Reserves (continued)

**Unspent Grant and contributions funding**

The grant and contributions funding reserve is used to fund future grant funded projects. Grant funding is received in advance from both Federal and State Government authorities to fund projects. Revenue from grants and contribution is initially recognised in the comprehensive income statement and then transferred to the reserve from accumulated surplus to facilitate the tracking of the total funds received but not yet spent.

	2019 \$'000	2018 \$'000
<b>9.2 Reconciliation of cash flows from operating activities to surplus</b>		
Surplus / (Deficit) for the year	19,266	11,869
Depreciation and amortisation	22,359	23,003
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	(2,294)	(713)
Bad and doubtful debts	2,197	1,563
Fair value adjustments for investment property	30	302
Contributions - non-monetary assets	(408)	(253)
Write-off of property, plant and equipment	20	742
	<u>21,904</u>	<u>24,644</u>
Change in operating assets and liabilities		
Decrease (increase) in trade and other receivables	(6,286)	(1,227)
Decrease (increase) in inventories	(5)	(22)
Decrease (increase) in accrued income	389	375
Decrease (increase) in prepayments	45	114
Increase (decrease) in trade and other payables	(1,024)	3,426
Increase (decrease) in trust funds and deposits	(753)	352
Increase (decrease) in provisions	582	1,130
	<u>(7,052)</u>	<u>4,148</u>
Net cash provided by/(used in) operating activities	<u>34,118</u>	<u>40,661</u>

**9.3 Superannuation**

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

**Accumulation**

The Fund's accumulation categories, Vision MySuper/Vision Super Saver, receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2019, this was 9.5% as required under Superannuation Guarantee legislation).

**Defined Benefit**

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

**9.3 Superannuation (continued)****Funding arrangements**

Council makes employer contributions to the defined benefit category of the Fund at rates determined by the Trustee on the advice of the Fund's Actuary.

As at 30 June 2018, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 106.0%. The financial assumptions used to calculate the VBIs were:

Net investment returns 6.5% pa

Salary information 3.5% pa

Price inflation (CPI) 2.0% pa

Vision Super has advised that the VBI for the LASF Defined Benefit sub-plan is 107.1% as at 30 June 2019.

The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2018 interim actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

**Employer contributions****Regular contributions**

On the basis of the results of the 2018 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2019, this rate was 9.5% of members' salaries (9.5% in 2017/2018). This rate will increase in line with any increase to the contribution rate.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

**Funding calls**

If the defined benefit category is in an unsatisfactory financial position at actuarial investigation or the defined benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the defined benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound up, the defined benefit obligations of that employer will be transferred to that employer's successor.

**The 2018 interim actuarial investigation surplus amounts**

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2018 and a full actuarial investigation was conducted as at 30 June 2017.

The Fund's actuarial investigation identified the following for the Defined Benefit category of which Council is a contributing employer:

	2018	2017
	\$m	\$m
• A VBI surplus	\$131.9	\$69.8
• A total service liability surplus	\$218.3	\$193.5
• A discounted accrued benefits surplus	\$249.1	\$228.8

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2018.

## 6. Performance Statement for Year Ended 30 June 2019

### **Description of municipality**

The City of Darebin (Darebin) is situated over an area between 5 and 15 kilometres north of Melbourne's Central Business District. This area covers 53 square kilometres of land and stretches from Melbourne's inner northern suburbs of Northcote and Fairfield out to the traditional middle-ring suburbs of Reservoir and Bundoora. Darebin has a population of 161,609 which is projected to increase to 192,142 over the next 20 years. Darebin is home to one of the largest, most diverse communities in Victoria in terms of cultures, languages (148 languages are spoken), religions, socio-economic backgrounds, employment status, occupation and housing needs. Darebin's largest industries include education, training, retail trade, health care and social assistance.

Darebin City Council  
Sustainable Capacity Indicators  
For the Year Ended 30 June 2019

		Results				
Indicator/measure		2016	2017	2018	2019	Material Variations
<b>Population</b>						
C1	Expenses per head of municipal population [Total expenses / Municipal population]	\$930	\$967	\$1,013	\$1,035	No material variation from the previous year
C2	Infrastructure per head of municipal population [Value of infrastructure / Municipal population]	\$4,032	\$3,934	\$4,552	\$4,499	No material variation from the previous year
C3	Population density per length of road [Municipal population / Kilometres of local roads]	296	305	311	318	No material variation from the previous year
<b>Own-source revenue</b>						
C4	Own-source revenue per head of municipal population [Own-source revenue / Municipal population]	\$922	\$940	\$936	\$973	No material variation from the previous year
<b>Recurrent grants</b>						
C5	Recurrent grants per head of municipal population [Recurrent grants / Municipal population]	\$94	\$117	\$104	\$98	No material variation from the previous year
C6	Relative socio-economic disadvantage [Index of Relative Socio-economic Disadvantage by decile]	5.0	5.0	7.0	7.0	The Commonwealth Government calculates an index of relative socio-economic disadvantage which outlines an overall measure of disadvantage across the municipality. Darebin has risen in the relative ranking indicating a general improvement in economic conditions between 2011-2016.

**Definitions**

"adjusted underlying revenue" means total income other than —

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website



Darebin City Council  
**Service Performance Indicators**  
 For the Year Ended 30 June 2019

		Results				
Service/indicator/measure		2016	2017	2018	2019	Material Variations
<b>Aquatic Facilities</b>						
<b>Utilisation</b>						
AF6	<b>Utilisation of aquatic facilities</b> [Number of visits to aquatic facilities / Municipal population]	5.6	5.4	5.3	5.3	Currently two leisure centres operate within the City of Darebin, Northcote Aquatic and Recreation Centre (NARC) which is managed externally by YMCA Victoria, and Reservoir Leisure Centre (RLC) which is managed in-house
<b>Animal Management</b>						
<b>Health &amp; safety</b>						
AM4	<b>Animal management prosecutions</b> [Number of successful animal management prosecutions]	3	8	3	2	Increased public education with a particular focus on early morning and late evening park patrols has increased compliance. This has resulted in fewer offences being committed and therefore fewer matters proceeding to court.
<b>Food Safety</b>						
FS4	<b>Critical and major non-compliance notifications</b> [Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100	100.0%	92.1%	100.0%	100.0%	Council achieved a 100% result again in 2018-19 thereby demonstrating Council's commitment to addressing high-risk, non-compliant premises.
<b>Governance</b>						
<b>Satisfaction</b>						
G5	<b>Satisfaction with council decisions</b> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	66.9	65.0	66.7	70.8	
<b>Home and Community Care</b>						
<b>Participation</b>						
HC6	<b>Participation in HACC service</b> [Number of CALD people who receive a HACC service / Municipal target population for HACC services] x100	19.6%	N/A	N/A	N/A	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
HC7	<b>Participation in HACC service by CALD people</b> [Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100	18.5%	N/A	N/A	N/A	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs

Darebin City Council  
Service Performance Indicators  
For the Year Ended 30 June 2019

		Results				
Service/indicator/measure		2016	2017	2018	2019	Material Variations
Libraries						
<b>Participation</b>						
LB4	Active library members (Number of active library members / Municipal population) x100	16.0%	15.0%	14.7%	15.6%	Increased promotion of the collection, the purchase of new higher performing digital collections, and increased investment in existing digital collections has seen an increase in active library members at a time of local population growth.
Maternal & Child Health						
<b>Participation</b>						
MC4	Participation in the MCH service (Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	N/A	78.5%	81.4%	80.0%	The Maternal and Child Health service has practices in place to ensure all families are contacted and reminded to attend the Key Age and Stage visit. A recent data cleansing exercise may have contributed to the marginally lower percentage.
MC5	Participation in the MCH service by Aboriginal children (Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service]x100	N/A	91.5%	90.9%	90.8%	All Aboriginal families are provided with a service that is flexible and culturally safe with the aim of supporting families to access and remain engaged with the Maternal and Child Health Service.
Roads						
<b>Satisfaction</b>						
R5	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	70.8	70.4	69.9	71.5	
Statutory Planning						
<b>Decision making</b>						
SP4	Council planning decisions upheld at VCAT (Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	60.3%	41.3%	46.1%	44.9%	



Darebin City Council  
**Service Performance Indicators**  
 For the Year Ended 30 June 2019

		Results				Material Variations
Service/Indicator/measure		2016	2017	2018	2019	
Waste Collection						
<b>Waste diversion</b>						
WCS	Kerbside collection waste diverted from landfill (Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins) x100	47.4%	48.0%	49.1%	46.4%	The period of disruption in the contracted recycling service resulted in 1,014 tonnes of recyclable material going to landfill, which has resulted in a decrease in diversion. Without this disruption, diversion would have slightly increased to 50%

**Definitions**

- "Aboriginal child" means a child who is an Aboriginal person
- "Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006
- "active library member" means a member of a library who has borrowed a book from the library
- "annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act
- "CALD" means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English
- "class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act
- "class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act
- "Community Care Common Standards" means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth
- "critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health
- "food premises" has the same meaning as in the *Food Act 1984*
- "local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*
- "major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken
- "MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age
- "population" means the resident population estimated by council
- "target population" has the same meaning as in the Agreement entered into for the purposes of the Home and Community Care Act 1985 of the Commonwealth
- "WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*.

Darebin City Council  
**Financial Performance Indicators**  
 For the Year Ended 30 June 2019

Division/Indicator/measure	Results				Forecasts				Material Variations	
	2016	2017	2018	2019	2018	2020	2021	2022		
<b>Efficiency</b>										
<b>Revenue level</b>										
E1	Average residential rate per residential property assessment <small>(Residential rate revenue / Number of residential property assessments)</small>	\$1,448	\$1,487	\$1,519	\$1,553	\$1,570	\$1,577	\$1,584	\$1,591	No material variation from the previous year
<b>Expenditure level</b>										
E2	Expenses per property assessment <small>(Total expenses / Number of property assessments)</small>	\$2,087	\$2,175	\$2,290	\$2,344	\$2,420	\$2,387	\$2,407	\$2,469	Total expenditure increased by \$6.7 million from previous year.
<b>Workforce turnover</b>										
E3	Resignations and terminations compared to average staff <small>(Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year) x100</small>	5.0%	9.6%	12.0%	14.2%	9.3%	9.3%	9.3%	9.3%	Terminations and resignation impacted by ongoing organisational reviews during 2018/19.
<b>Working capital</b>										
L1	Current assets compared to current liabilities <small>(Current assets / Current liabilities) x100</small>	226.8%	259.6%	242.0%	261.8%	188.6%	131.3%	62.4%	(7.6%)	Current liabilities impacted by holding less trade payables and deposits than previous year. Current assets impacted by increased cash and cash equivalents arising mainly from delays in completing the planned capital works program and receipt of 50% of the 2019/20 Victorian Grants Commission funding. Future years are impacted by the planned capital expenditure for the Multi-sport Stadium, Northcote Aquatic and Recreation Centre, and Reservoir Leisure Centre.
<b>Unrestricted cash</b>										
L2	Unrestricted cash compared to current liabilities <small>(Unrestricted cash / Current liabilities) x100</small>	91.5%	116.8%	127.0%	130.7%	68.2%	16.4%	(30.2%)	(97.9%)	Delays in completing the planned capital works program and receipt of the 2019/20 Victorian Grants Commission funding has impacted unrestricted cash balances. Future years are impacted by the planned capital expenditure for the Multi-sport Stadium, Northcote Aquatic and Recreation Centre, and Reservoir Leisure Centre.

Darebin City Council  
**Financial Performance Indicators**  
 For the Year Ended 30 June 2019

Dimension/Indicator/measure	Results				Forecasts				Material Variations	
	2016	2017	2018	2019	2019	2020	2021	2022		
<b>Obligations</b>										
<b>Asset renewal</b>										
O1	Asset renewal compared to depreciation <small>(Asset renewal expenses / Asset depreciation) x100</small>	66.1%	79.0%	101.6%	83.4%	112.1%	113.3%	139.4%	147.8%	The previous year renewal expenditure was impacted by the resurfacing of the Darebin International Sports Centre synthetic surfaces
<b>Loans &amp; borrowings</b>										
O2	Loans and borrowings compared to rates <small>(Interest bearing loans and borrowings / Rate revenue) x100</small>	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	No material variation from the previous year
O3	Loans and borrowings repayments compared to rates <small>(Interest and principal repayments on interest bearing loans and borrowings / Rate revenue) x100</small>	0.16%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	No material variation from the previous year
<b>Indebtedness</b>										
O4	Non-current liabilities compared to own source revenue <small>(Non-current liabilities / Own source revenue) x100</small>	1.2%	1.2%	1.3%	1.2%	1.1%	1.1%	1.1%	1.0%	No material variation from the previous year
<b>Operating Position</b>										
<b>Adjusted underlying result</b>										
OP 1	Adjusted underlying surplus (or deficit) <small>(Adjusted underlying surplus (deficit) / Adjusted underlying revenue) x100</small>	8.0%	8.6%	6.2%	7.9%	2.8%	2.9%	3.2%	1.8%	Adjusted underlying surplus has increased by \$3.8 million from previous year.

Darebin City Council  
**Financial Performance Indicators**  
 For the Year Ended 30 June 2019

Description/Indicator/Measure	Results				Forecasts				Material Variations
	2016	2017	2018	2019	2019	2020	2021	2022	
<b>Stability</b>									
<b>Rates concentration</b>									
S1 Rates compared to adjusted underlying revenue (Rate revenue / Adjusted underlying revenue) x 100	73.9%	72.3%	71.5%	69.6%	74.4%	76.4%	76.6%	76.7%	No material variation from the previous year
<b>Rates effort</b>									
S2 Rates compared to property values (Rate revenue / Capital improved value of rateable properties in the municipality) x 100	0.25%	0.26%	0.26%	0.21%	0.24%	0.24%	0.25%	0.26%	No material variation from the previous year

**Definitions**

"adjusted underlying revenue" means total income other than—

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total 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

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"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

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.



Darebin City Council  
**Other Information**  
For the Year Ended 30 June 2019

**Note 1 Basis of Preparation**

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

## 7. Certification of Performance Statement for the Year Ended 30 June 2019

Darebin City Council  
**Certification of performance statement**  
For the Year Ended 30 June 2019

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

  
\_\_\_\_\_  
Allan Cochrane CPA

Melbourne  
2 September 2019

In our opinion, the accompanying performance statement of the Darebin City Council for the year ended 30 June 2019 presents fairly the results of council's performance in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify this performance statement in its final form.

  
\_\_\_\_\_  
Kim Le Cerf  
Councillor

  
\_\_\_\_\_  
Lina Messina  
Councillor

  
\_\_\_\_\_  
Sue Wilkinson  
Chief Executive Officer

Melbourne  
2 September 2019

## 8. Independent Auditor's Report for the Year Ended 30 June 2019



Victorian Auditor-General's Office

## Independent Auditor's Report

To the Councillors of Darebin City Council

Opinion	<p>I have audited the accompanying performance statement of Darebin City Council (the council) which comprises the:</p> <ul style="list-style-type: none"> <li>• description of municipality for the year ended 30 June 2019</li> <li>• sustainable capacity indicators for the year ended 30 June 2019</li> <li>• service performance indicators for the year ended 30 June 2019</li> <li>• financial performance indicators for the year ended 30 June 2019</li> <li>• other information</li> <li>• certification of the performance statement.</li> </ul> <p>In my opinion, the performance statement presents fairly, in all material respects, the performance of the council for the year ended 30 June 2019, in accordance with the performance reporting requirements of Part 6 of the <i>Local Government Act 1989</i>.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Standards on Assurance Engagements. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Performance Statement</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the performance statement in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Councillors' responsibilities for the performance statement	<p>The Councillors of the council are responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the <i>Local Government Act 1989</i>, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the statement of performance that is free from material misstatement, whether due to fraud or error.</p>
Auditor's responsibilities for the audit of the performance statement	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance Engagements will always detect a material misstatement when it exists.</p>

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Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance statement.


As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the performance statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the overall presentation, structure and content of the performance statement, including the disclosures, and whether the performance statement represents the underlying events and results in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

---

MELBOURNE  
15 September 2019

  
Jonathan Kyvelidis  
as delegate for the Auditor-General of Victoria

## 9. Glossary of financial terms

Term	Definition
Accrual accounting	System of accounting where items are brought to account and included in the financial statements as they are earned or incurred, rather than as they are received or paid.
Accumulated surplus	The value of all net assets accumulated over time.
AIFRS	Australian equivalents to International Financial Reporting Standards.
Assets	Future economic benefits controlled by Council as a result of past transactions or other past events.
Bad and doubtful debts expenditure	Bad debts written off and the movement in the bad debt provision for infringement debtors and sundry debtors.
Balance sheet	A quantitative summary of Council's financial position at 30 June, including assets, liabilities and net equity.
Cash and cash equivalents assets	Cash and investments readily convertible to cash, including cash on hand, cash held in the bank, deposits at call and highly liquid investments.
Contributions income	Contributions received by Council are received for the purpose of providing and improving public open space, provision/improvement of the drainage system and in relation to specific projects.
Current assets	Assets where Council expects to receive the future economic benefit within the next 12 months.
Current liabilities	Liabilities where Council expects to fulfil its obligation within the next 12 months and Council does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date.
Depreciation and amortisation expenditure	An expense that recognises the value of a fixed asset consumed over time.
Employee Costs	Relates to wages and salaries, casual staff payments, annual leave, long service leave, superannuation, fringe benefits tax, WorkCover and redundancy payments.
Equity	The residual interest in Council assets after its liabilities are deducted, which is made up of accumulated surplus and reserves. Total equity is also equal to net assets.
Expense	An outgoing payment made by Council.
Finance costs	Interest paid on borrowings.
Financial Assets	Cash held in term deposits.
Fixed assets	See property, infrastructure, plant and equipment assets.
Grants – non-recurrent income	Grant income received for a 'one off' specific purpose, generally for a particular project.
Grants – recurrent income	Grant income received on a regular basis (i.e. quarterly, annually) and granted to Council by another entity for specific or general purposes.
Comprehensive Income Statement	A financial statement highlighting the accounting surplus or deficit of Council. It provides an indication of whether Council has sufficient revenue to meet expenses in the current year, including non-cash costs such as depreciation and amortisation expenditure. It also includes other comprehensive income items including net asset revaluation increments (decrements) and a share of other comprehensive income of associates and joint ventures accounted for by the equity method to arrive at a 'comprehensive result'. The comprehensive result equates to the movement in net assets or total equity from the prior year.
Intangible assets	Non-current assets held by Council that are not material assets (such as computer software and licences).
Interest and investment income	Includes interest earned on all cash and investment balances, interest earned on rates and unrealised gains on managed fund investments.
Interest bearing loans and borrowings	Council's borrowings.
Inventories	Includes fuel and consumables located at Council's depot and recreation centres.
Investment property assets	Land or buildings held to earn rentals or for capital appreciation or both, rather than for providing services or for administrative purposes.

<b>Term</b>	<b>Definition</b>
Investments in associates accounted for using the equity method	Council's share of the carrying value of its investment in its joint venture partnerships.
Liabilities	Future sacrifices of economic benefits that Council is presently obliged to make to other entities as a result of past transactions or other past events.
Materials and services expenditure	Expenditure incurred in relation to contract payments and trade services, building maintenance, general maintenance, plant and equipment maintenance, utilities, consultants, office and administration, insurance, registration and the Metropolitan Fire Brigade levy, financial and legal costs and information technology costs.
Movement in equity for the period	The net movement in the net surplus (deficit) and asset revaluation increments (decrements). This is also equal to the change in net assets.
Net asset revaluation increment (decrement)	This represents the increase (decrease) between the old valuation and new valuation of property and infrastructure asset classes, which were re-valued during the year.
Net assets	The difference between total assets and total liabilities, which represents Council's net worth. Net assets are also equal to total equity.
Net gain (loss) on disposal of property, plant and equipment, infrastructure	The net of income received in relation to the sale of assets and the carrying amount of assets sold, replaced or disposed of during the year.
Non-current assets	Assets where the future economic benefit is not expected to be received within the next 12 months or where the asset is restricted from being exchanged or used to settle a liability for at least 12 months after the reporting date.
Non-current assets classified as held for sale	Non-current assets that Council intends to sell within the next 12 months.
Non-current liabilities	Liabilities where the obligation is not expected to be fulfilled within the next 12 months or where Council has a right to defer settlement of the liability for at least 12 months after the reporting date.
Other expenses	Includes auditors' remuneration, Councillors' allowances, operating lease rentals, impairment losses, community grants and contributions, training and professional development expenditure, contract settlement expenditure and expenditure incurred in relation to special rate schemes.
Other revenue income	Income received from investment property rental, other rental income, net assets recognised in new entity, waste management, craft markets, local laws and animal management, National Competition Policy dividend, product sales, right-of-way sales, town halls, transport and other sources.
Infringement Court	Refers to Penalty Enforcement by Registration of Infringement Notice – a system established under Schedule 7 of the <i>Magistrates Court Act 1989 (Vic)</i> to deal with unpaid fines.
Prepaid income	Income received by Council in advance of services being performed. This includes prepaid gym memberships at Council's recreation centres.
Prepayments	Payments made by Council in advance of receiving the goods or services.
Property, infrastructure, plant and equipment assets	Often referred to as fixed assets. This is the largest component of Council's asset base or worth and represents the value of all land, buildings, roads, footpaths, drains, bridges, vehicles, plant and equipment and so on that are recorded on Council's asset register.
Provisions	Includes accrued long service leave, annual leave and rostered days off owing to employees at the reporting date.
Rate and charges income	Income received from ratepayers in relation to general rates, garbage rates and special rate schemes.
Reserves	Includes the asset revaluation reserve and the drainage contributions reserve. The asset revaluation reserve includes the net revaluation increments and decrements arising from revaluing fixed assets in accordance with AASB 1041 'Revaluation of Non-Current Assets'. The drainage contributions reserve includes non-refundable contributions sought from developers to upgrade drainage as a result of development in the municipality.
Revenue	Revenue is the amount of money that Council actually receives from its activities, mostly from rates and services provided to customers and ratepayers.

<b>Term</b>	<b>Definition</b>
Right-of-way	Former laneway no longer required for access to surrounding properties.
Share of net profits (losses) of associates and joint ventures accounted for by the equity method	Council's share of the net profit/loss recognised in its joint venture partnerships.
Statutory fees and fines income	Includes parking infringements and costs, infringement court recoveries, town planning fees, land information certificates and trader parking and street furniture permits.
Surplus (deficit)	Represents the difference between total revenues, expenses, net gain (loss) on disposal of property, plant and equipment, infrastructure and share of net profits (losses) of associates and joint ventures accounted for by the equity method.
Trade and other payables	Monies owed by Council to other entities/individuals.
Trade and other receivables	Monies owed to Council by ratepayers and other parties less provisions for doubtful debts.
Trust funds and deposits	Monies received by Council for a specific purpose, which are to be refunded upon a specific event occurring (e.g. Council assets are not damaged). If that specific event does not occur, Council is entitled to recognise these monies as income.
Underlying operating surplus/(deficit)	Represents the surplus/(deficit) after adjusting for capital contributions including donated assets, the timing differences of grant funding and once-off items, such as superannuation funding calls.
User fees	Income received by Council from a variety of fees and charges such as aged and health services fees, animal and local law fines and registrations, building permits and other charges, child care/children's program fees, debt collection recovery charges, election fines, parking meter fees, ticket machine fees, leisure centre and recreation fees, library fines and other charges and tow-away charges.

**Contact us**

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Victoria 3072

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Preston  
Victoria 3072

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ABN 75 815 980 522

**Feedback details**

We would love to hear your feedback about this report. Comments, concerns or suggestions should be addressed to the Planning and Reporting Unit.

**Council Customer Service Centres****Preston Customer Service Centre**

Darebin Civic Centre  
274 Gower Street,  
Preston  
Hours: 8:30am – 5:00pm Monday to Friday

**Northcote Customer Service Centre**

Northcote Library Complex  
32–38 Separation Street,  
Northcote  
Hours: 8:30am – 5:00pm Monday to Friday

**Reservoir Customer Service Centre** Reservoir

Community and Learning Centre  
23 Edwardes Street,  
Reservoir  
Hours: 10:00am – 5:00pm Monday to Friday

This report contains a summary of the performance of Darebin City Council over the 2018–19 financial year. If you would like a section of this report translated please call our Multilingual Telephone Line (03) 8470 8470.

#### Arabic

على ولحصا في بغيره تكند إذا 2018/2019. لمالية لسنة ل خلا Darebin يقدم سمجدا لملخصا ريرلتقا هذا نيتضم  
نم زء جمتره

مقرلا على بنا صلخا تللغا ددمتة فلهااتا طبخل لاتصا جريه ريرلتقا هذا  
(03) 8470 8470.

#### Chinese

本报告包含戴瑞宾市议会2018–19财政年度的绩效概要。如果您希望本报告的任一部分翻译成中文，请致电我们的多语种专线（03）8470 8470。

#### Greek

Η έκθεση αυτή περιέχει μια περίληψη των επιδόσεων του Δήμου Darebin κατά το οικονομικό έτος 2018–19. Αν θέλετε να μεταφραστεί ένα απόσπασμα της παρούσας έκθεσης, παρακαλούμε καλέστε την Πολύγλωσση Τηλεφωνική μας Γραμμή στο (03) 8470 8470.

#### Hindi

इस रिपोर्ट म 2018–19 वि वीय वषर् के लिए डयरिबन सिटी काउंसिल के प्रशासना सारांश दिया गया है. अगर आप इस रिपोर्ट के किसी भाग का अनुवाद करवाना चाहते ह तो हमारी बहुभाषी टेलीफोन लाइन (03) 8470 8470 पर कॉल कर .

#### Italian

Questa relazione contiene un riassunto dell'operato del comune di Darebin City nell'anno finanziario 2018–19. Se desiderate parte di questa relazione tradotta chiamate la Linea Telefonica Multilingue al numero (03) 8470 8470.

#### Macedonian

Ovoj izvештај содржи преглед на работењето на Општинскиот совет на Даребин во текот на 2018–19 финансиска година. Ако сакате дел од овој izvештај да ви се преведе ве молиме јавете се на нашата Повеќејазична телефонска линија (03) 8470 8470.

#### Somali

Warbixintan waxaa ku jira soo-koobidda waxqabadka Guddiga Degmada Darebin ee sanad maaliyadeedkii 2018–19. Haddii aad jeclaan lahayd in qayb ka mid ah warbixintaan la tarjumo fadlan wac Khadkayaga Telefoonka Luqadaha-Badan (03) 8470 8470.

#### Vietnamese

Báo cáo này có phần tóm tắt hiệu năng của Hội đồng Thành phố Darebin trong năm tài chính 2018–19. Nếu quý vị muốn đoạn nào trong báo cáo này được dịch ra cho mình, xin quý vị gọi điện thoại cho đường dây đa ngữ của chúng tôi qua số (03) 8470 8470.

<p><b>CONTACT US</b></p> <p>274 Gower Street, Preston PO Box 91, Preston, Vic 3072 T 8470 8888 F 8470 8877 E <a href="mailto:mailbox@darebin.vic.gov.au">mailbox@darebin.vic.gov.au</a> <a href="http://darebin.vic.gov.au">darebin.vic.gov.au</a></p>	<p> <b>National Relay Service</b> TTY dial 133 677 or Speak &amp; Listen 1300 555 727 or <a href="http://www.relayservice.gov.au">www.relayservice.gov.au</a>, then enter 03 8470 8888</p> <p> <b>Speak Your Language</b> 8470 8470</p>
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**8.3 SUBMISSION TO THE VICTORIAN LOCAL GOVERNMENT RATING SYSTEM REVIEW****Author:** Finance Manager**Reviewed By:** General Manager Governance and Engagement

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**EXECUTIVE SUMMARY**

In 2018, the Victorian Government committed to a review of the local government rating system. The State Government has appointed a Ministerial Panel to lead the work and to make independent recommendations to Government on an optimal rating system. The Panel is required to complete a report, with recommendations to the Minister for Local Government by 31 March 2020.

The Ministerial Panel is encouraging submissions to the Rating System Review with the consultation period closing on 1 November 2019.

<b>Recommendation</b>
-----------------------

**That Council:**

- (1) Endorses the submission from Darebin City Council to the State Government's Local Government Rating System Review as attached as **Appendix D**.
  - (2) Authorises officers to lodge the submission to the Ministerial Panel for the Local Government Rating System Review.
- 

**BACKGROUND / KEY INFORMATION**

In 2018, the Victorian Government committed to a review of the rating system and earlier this year appointed a Ministerial Panel to lead the work and to make independent recommendations to Government. The terms of reference for the Ministerial Panel for the Victorian Local Government Rating System Review are attached as **Appendix A**.

The Ministerial Panel for the Victorian Local Government Rating System Review consists of:

- Dr Kathy Alexander (Chair)
- John Tanner AM
- Dr Ron Ben-David

The Panel is required to complete a report with recommendations to the Minister for Local Government on an optimal rating system for Victorian Local Government by 31 March 2020. The Panel has released a Discussion Paper (**Appendix B**) and is inviting comment until 1 November 2019.

In addition, the Panel has released consultation questions – local councils (**Appendix C**).

There have been no significant changes to the structure of council's rating system for a long time with the terms of reference indicating that there has been no substantial change in over a century with the exception of the introduction of the Fair Go Rates system in 2015.

The sections relating to rates and charges remained largely unchanged in the recent Local Government Act review.

Accordingly, the *Local Government Act 1989* (the Act) for rates and charges has not been updated to be written in plain English, has ambiguity which can lead to inconsistency in interpretation, is difficult for ratepayers to understand and does not necessarily reflect contemporary society, community needs and council operations.

A summary of the issues and the proposed recommendation are in the attached draft submission to the Local Government Rating System Review (**Appendix D**).

### **Previous Council Resolution**

This matter is not the subject of a previous Council resolution.

## **COMMUNICATIONS AND ENGAGEMENT**

### **Consultation**

- Executive Management Team
- Manager Climate Emergency and Sustainable Transport
- Coordinator Revenue
- Senior Revenue Officer
- Municipal Association of Victoria
- Revenue Management Association.

## **ANALYSIS**

### **Alignment to Council Plan / Council policy**

Goal 6 - A well governed Council

### **Environmental Sustainability Considerations**

It is recommended that the outcome of the Rating System Review and any subsequent legislative changes:

- Allows Council to progress any changes to its rating strategy for waste service charges and provides clarity on what can be recovered through the waste service charges
- Allows the Solar Saver program to continue through a special charge scheme
- Environmental Upgrade Agreements continue and are extended to cover residential properties.

### **Equity, Inclusion and Wellbeing Considerations**

It is recommended that the outcome of the Rating System Review and any subsequent legislative changes:

- Retains the equity principles in the application of rates across the municipality
- Provides mechanisms to allow Council to progress initiatives within its rating strategy that support equity to the community within the municipality.

### **Cultural Considerations**

It is recommended that the outcome of the Rating System Review and any subsequent legislative changes allows Council to raise sufficient rate revenue to continue to support funding to Council's cultural initiatives.

### **Economic Development Considerations**

It is recommended that the outcome of the Rating System Review and any subsequent legislative changes allows Council to raise sufficient rate revenue to continue to support funding to Council's economic development initiatives and that the imposition of rates and charges does not have any detrimental effect on the economy of the municipality and the region.

### **Financial and Resource Implications**

Approximately 70% of Council's revenue is generated through rates and charges. It is important that the outcome of the Rating System Review and any subsequent legislative changes allows Council to raise sufficient rate revenue to support the delivery of services to the community through a rating system that is simple and easy to administer.

### **Legal and Risk Implications**

It is recommended that the outcome of the Rating System Review and any subsequent legislative changes:

- Delivers legalisation that is in plain English so that it is clear and does not require separate legal advice for interpretation
- Provides Council the autonomy to set a rating strategy that is appropriate for their municipality
- Keeps unpaid rates and charges protected as a first charge on the land.

### **DISCUSSION**

Rates and charges underpin the funding of local government and the services and infrastructure that it supplies to meet the needs of the local community.

The Rating System Review will examine the current application of rates and charges by local government in Victoria, including:

- Current local government rates and charges levied under the Local Government Act and a number of other pieces of State legislation
- The rating system's interaction with the State's taxation, valuation and other systems
- Current rating exemptions and concessions
- The autonomy of local governments to apply the rating system to meet local needs
- Current exemptions and discounts for local government rates and their application to various classes of land, including farm land, charitable status land and mining land
- The impacts any recommended changes would have on councils, businesses and various classes of ratepayers.

The Fair Go Rate Cap, Commonwealth and State grants and other sources of local government funding will not be considered by the rating review.

The discussion paper issued by the Panel presents an overview of the current rating system including the major parts, how they work together, a framework for examining rates and a platform for the consultation by the Panel. How rates work is described in the discussion paper and a supporting video is available on the Local Government Rating System Review website at <https://engage.vic.gov.au/rating-review>.

Council's submission to the Rating System Review:

- States details that the fundamental principles of the Act are sound and should be retained but the legislation in its current form is written for a different era and is not easy to understand leading to inconsistencies in how it is interpreted by different councils.
- Contains a summary of fifteen issues and the proposed recommendations to the Local Government Rating System Review
- Details Council's answers to the local council consultation questions.

### OPTIONS FOR CONSIDERATION

- Endorse the attached Darebin City Council Rating System Review Submission. This is the recommended option.
- Endorse the attached Darebin City Council Rating System Review Submission with amendment. This option is not recommended.

### IMPLEMENTATION STRATEGY

#### Timeline

- Make submission to the Local Government Rating System Review prior to 1 November 2019.

### RELATED DOCUMENTS

- Local Government Act 1989
- Ministerial Guidelines for Differential Rating April 2013

### Attachments

- Rating Review Panel Terms of Reference (**Appendix A**) [↓](#)
- Local Government Rating System Review Discussion Paper (**Appendix B**) [↓](#)
- Local Council Consultation Questions - Rating Review (**Appendix C**) [↓](#)
- Darebin City Council - Rating System Review Submission (**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.



## Ministerial Panel for the Victorian Local Government Rating System Review

### Terms of Reference

### Introduction

Rates and charges underpin the funding of local government and its important services and infrastructure in Victoria.

With the exception of the Fair Go Rates system which was introduced in 2015, the structure of the rating system has not substantially changed in over a century.

The Victorian Government is both committed to the financial sustainability of councils and ensuring that the burden of rates falls fairly amongst all ratepayers.

In response to the Parliament of Victoria's Inquiry into the Sustainability and Operational Challenges of Victoria's Rural and Regional Councils the Government has agreed to undertake an inquiry into the local government rating system to identify changes that will improve its fairness and equity. The Fair Go Rates system has helped improve the financial accountability of Victoria's 79 Councils and it has highlighted that the current rating system may be made more equitable, more efficient and more progressive.

The Minister for Local Government has determined to form a Panel for the Victorian Local Government Rating System Review (the Panel) to provide advice to the Minister in accordance with this Terms of Reference.

The Panel will be required to consult widely and report to the Minister by 31 March 2020.

### Definitions

1. In these Terms of Reference-

**Panel** means the Ministerial Panel for the Victorian Local Government Rating System Review, established by the Minister for Local Government by these Terms of Reference.

**Code of Conduct** means the *Directors' Code of Conduct and Guidance Notes* issued by the Victorian Public Sector Commission<sup>1</sup>;

**Department** means the Department of Environment, Water, Land and Planning or its successor.

**Appointment and Remuneration Guidelines** means the Government's *Appointment and Remuneration Guidelines*, as updated from time to time<sup>2</sup>.

**Member** means a member of the Panel and includes a reference to the Chairperson unless the contrary intention is expressed.

**Minister** means the Minister for Local Government;

**PAA** means the *Public Administration Act 2004*;

**Public sector employee** has the meaning given in section 4(1) of the PAA.

**Secretary** means the Secretary to the Department.

<sup>1</sup> published at: <http://ypsc.vic.gov.au/resources/directors-code-of-conduct-and-guidance-notes/>

<sup>2</sup> available at: <http://www.dpc.vic.gov.au/index.php/policies/governance/appointment-and-remuneration-guidelines>



## Ministerial Panel on the Victorian Local Government Rating System Review Terms of Reference

### Establishment of Panel

2. The Minister establishes the Ministerial Panel for the Victorian Local Government Rating System Review under S. 220A of the *Local Government Act 1989* as a non-departmental entity from the date of these Terms of Reference. The establishment of the Panel was approved by Cabinet on 8 April 2019.
3. This Panel has been established to deliver the Victorian Government's commitment to "undertake an inquiry into the council rating system to identify changes that will improve its fairness and equity – this is to ensure that the burden of rates falls fairly amongst all ratepayers".

### Role

4. The Role of the Panel is to provide advice to the Minister for Local Government regarding an optimal rating system for Victorian Local Government.
5. In performing its Role, the Panel is required to conduct a review of Victoria's local government rating system.

### Scope of the Review

6. Examine the current application of rates and charges by local government in Victoria, including:
  - (a) Current local government rates and related charges including those made under the *Local Government Act 1989*, *City of Melbourne Act 2001* and *Cultural and Recreational Land Act 1963*;
  - (b) The interaction of the local government rating system with the taxation, valuation and other related systems of the Victorian Government (noting in particular the rating system related functions of the *Valuation of Land Act 1960*, *Fire Services Levy Property Act 2012*, *State Concessions Act 2004*, and *Electricity Industry Act 2000*);
  - (c) The current exemption and concession arrangements for rates applied by councils, including legislated exemptions, deferrals, waivers, rebates and use of differential rates by councils;
  - (d) The autonomy of individual local governments to apply the rating system in accordance with their own decision-making circumstances, including the quality of council rating strategies and associated public consultation (noting the status, roles and responsibilities of local government as expressed by the *Victorian Constitution Act 1975* and *Local Government Act 1989*).
  - (e) Commonly accepted principles of taxation policy including equity, capacity to pay, simplicity, efficiency, sustainability and cross-border competitiveness, where they relate to or interact with the local government rating system.
7. Undertake research into the application of municipal rating and charging systems applied in other jurisdictions, including analysis of such systems' applicability to the Victorian local government context.
8. Consult with councils, peak bodies and other stakeholders and the community on the application of rates and charges by local government in Victoria.
9. Establish principles and priorities for the future application of local government rates and charges in Victoria
10. Provide formal advice to the Minister for Local Government on the optimal arrangements for local government rating and charging including legislative and non-legislative arrangements, recognising rates and charges are the primary own source revenue for councils. This should include an analysis of the impacts any recommended changes may have on councils, businesses, various classes of ratepayers and the community.
11. Provide advice to the Minister for Local Government on the impact of the local government rating system on other Victorian Government portfolios arising from any recommendations.

### Out of scope

12. The elements of the local government rating system specific to the rate cap provisions under Part 8A of the *Local Government Act 1989*, which will be the subject of a statutory review by December 2021;
13. The adequacy of the taxation, valuation and other related systems of the Victorian Government, specifically the principal functions of the *Valuation of Land Act 1960*, *Fire Services Levy Property Act 2012*, *State Concessions Act 2004*, and *Electricity Industry Act 2000*); and
14. Other sources of funding for local government, such as State and Commonwealth grants.





## Ministerial Panel on the Victorian Local Government Rating System Review Terms of Reference

### Consultation

15. A consultation framework will be developed by the Department for approval by the Panel. This will step out the timing and methodology for broad-based consultation with stakeholders. The consultation will also involve consultation with councils, peak bodies, stakeholders and the community, including the opportunity for formal submissions and public hearings across Victoria.
16. Consultation methods may include but are not limited to face-to-face meetings with key stakeholders, workshops, telephone and online consultations, and a call for submissions. Consultation will also occur with relevant Government agencies including the Valuer-General Victoria.
17. The Panel may establish reference groups as deemed necessary.

### Reporting

18. The Panel will be required to develop a discussion paper to guide stakeholder consultation. The paper must be submitted to the Minister for Local Government by a date to be determined by the Minister.
19. The Panel will be required to submit a draft report to the Minister for Local Government by a date to be determined by the Minister.
20. The Panel will be required to submit a final report to the Minister for Local Government at the conclusion of the review, no later than 31 March 2020.
21. The Chair may report informally to the Minister as deemed necessary or as requested by the Minister for Local Government.

### Advisory Function of the Panel

22. The Panel is an advisory body, not a decision-making body.
23. The Panel's work is not necessarily about achieving consensus, but rather helping to inform Government's deliberations.

### Application of the *Public Administration Act 2004*

24. Under section 5(1)(d)(iii)(A) of the PAA, the Panel is declared to be a "public entity" for the purposes of that Act.
25. Each member of the Panel must at all times act -
  - (a) in accordance with the Code of Conduct issued by the Victorian Public Sector Commission<sup>3</sup>; and
  - (b) in a manner that is consistent with the public sector values in section 7(1) of the PAA.
26. The relevant duties and requirements of sections 79 to 97 of the PAA apply to the Panel and the members, except where these Terms of Reference are more specific or stringent in nature than those in these sections.
27. The Panel and its members are taken to be a public body and its directors respectively for the purposes of these sections of the PAA. The Panel is also equivalent to a board of directors for the purposes of these sections.
28. The Panel must act consistently with the 'duties of directors' (Panel members) in section 79 of the PAA. These duties include:
  - (a) Performance of duties: act honestly; in good faith in the best interests of the agency; with integrity; in a financially responsible manner; with a reasonable degree of care, diligence and skill; and in compliance with the establishing Act and any subordinate instrument.
  - (b) Confidentiality: maintain confidentiality, even after your appointment expires or otherwise terminates.
  - (c) Use of information: avoid improperly using your position or any information acquired in your role as a Panel member to gain advantage for yourself or another person or to cause detriment to the agency.

### Accountabilities

29. The Panel is subject to the general direction of the Minister in the performance of its functions.<sup>4</sup>

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<sup>3</sup> Note section 61 of the PAA

<sup>4</sup> Note section 85(1) of the PAA





## Ministerial Panel on the Victorian Local Government Rating System Review Terms of Reference

30. The Panel must provide its recommendations or advice as required by these Terms of Reference to the Minister by 31 March 2020.
31. Each member of the Panel is required to comply with these Terms of Reference, and each member's ongoing participation in the Panel is their implied acceptance of these Terms of Reference.

### Membership

32. The Panel consists of the Chairperson and a maximum of two other members, appointed by the Minister.
33. The Panel is to be constituted by
  - (a) a member with skills and experience rural and/or regional issues and an understanding of the broad context of local government and its role, appointed by the Minister;
  - (b) a member with experience or expertise in local government rating and revenue systems and/or taxation systems, appointed by the Minister; and
  - (c) the Chairperson with experience in chairing and leading public reviews and inquiries and understanding of the broad context of local government and its role, appointed by the Minister.
34. A Member is appointed by the Minister for the term of office specified in his or her instrument of appointment.

### Chairperson

35. The role of the Chairperson includes: direct and facilitate the business of the Panel;
  - (b) call Panel meetings;
  - (c) determine the agenda for each meeting in consultation with the Secretariat;
  - (d) may invite any individual to attend, observe and/or submit advice at a Panel meeting;
  - (e) preside at meetings, including maintaining order and guiding the meeting through the agenda;
  - (f) act as the contact person between the Panel and the Minister;
  - (g) present reports and recommendations from the Panel to the Minister;
  - (h) liaise with the Secretariat;
  - (i) assist the Panel to understand and carry out its role; and
  - (j) facilitate an orderly and constructive discussion between Members on matters within these Terms of Reference.
36. Subject to any direction provided by the Minister, the Chair is the sole spokesperson for the Panel.

### Members

37. Each Member is responsible for:
  - (a) attending Panel meetings and contributing to the work of the Panel by preparing for meetings;
  - (b) notifying the Chair and the Secretariat before the meeting if the Member is unable to attend a meeting;
  - (c) adhering to principles of good governance and conduct.

### Remuneration & Expenses

38. Subject to the Appointment and Remuneration Guidelines and these Terms of Reference, a member is entitled to receive remuneration for their service on the Panel as set out in their instrument of appointment.
39. A Member is entitled to the reimbursement of reasonable travelling and personal expenses directly related to their service on the Panel at the rates, and on the terms, that apply to employees of the Department.
40. Daily rates are set for the maximum payable for official duties on a given day. Where official duties equal or exceed four hours, the maximum daily rate will be paid. Official duties of less than four hours will be paid at half the daily rate.
41. Official duties include:
  - a. attendance at, and participation in, meetings with stakeholders and consultation with the public relevant to the role of the panel; and
  - b. preparation of the report, either as individual Panel members or collectively as the Panel panel meetings and stakeholder meetings.
42. Participation in activities considered relevant to the role of a panel member may be eligible for remuneration subject to approval by the Minister for Local Government.



## Ministerial Panel on the Victorian Local Government Rating System Review Terms of Reference

43. Panel Members may apply in writing to the Minister for Local Government if further remuneration is required above these caps.

### Removal from office and resignation

44. The Minister, without cause or notice, may remove a member from office at any time and for any reason or for no reason at all.
45. Upon a vacancy occurring in the office of a member, the vacancy may be filled by the Minister in accordance with these Terms of Reference.

### Meeting Procedure

46. The Panel is expected to meet at the determination of the Chairperson, as often as required.

### Minutes

47. The Chairperson must –
- ensure that minutes of each meeting are kept;
  - circulate the minutes for comment by members before being formally adopted at the next meeting; and
  - provide the adopted minutes to the Panel Secretariat.

### Conflicts of Interest

48. In these Terms of Reference:
- a '**conflict of interest**' is a conflict between a member's public duty to act in the best interests of the Panel and their private interests. It includes a **conflict of duty**, which is a conflict between a member's public duty to act in the best interests of the Panel and their duty to another organisation (e.g. due to their role as a Panel member or employee of that organisation).
  - A private interest:
    - may be **direct** or **indirect**; and
    - can be **pecuniary** (financial) or **non-pecuniary** (non-financial), or a mixture of both. A non-pecuniary interest may arise from personal or family relationships or from involvement in sporting, social, or cultural activities, etc.
  - A conflict of interest exists whether it is:
    - real** (ie. it currently exists);
    - potential** (ie. it may arise, given the circumstances); or
    - perceived** (ie. members of the public could reasonably form the view that a conflict exists, or could arise, that may improperly influence the member's performance of his/her duty to the Committee, now or in the future).
49. A member who has a conflict of interest in a matter being discussed at a meeting of the Panel must declare the nature of the interest:
- at the commencement of a meeting; or
  - if they become aware of an interest during discussions, as soon as possible after becoming aware of the interest.
- A declaration must be made even if the interest is already recorded in the Panel's Register of Interests.
50. The Chairperson or member presiding at a meeting at which a declaration of an interest is made must cause the declaration and how the conflict of interest will be managed to be recorded in the minutes of the meeting.
51. The Chairperson must keep a record of declared interests (the Register of Interests). Any member may request and be granted access to this Register of Interests.
52. If a Panel member has breached their conflict of interest obligations in these Terms of Reference, the Chairperson must notify in writing the Ministers as soon as practicable after becoming aware of such a breach, including whether the breach is material.

### Gifts Benefits & Hospitality

53. The Panel will adopt the Departmental policy on *Gifts, benefits and hospitality*.



## Ministerial Panel on the Victorian Local Government Rating System Review Terms of Reference

### Confidentiality

54. Members should note that the requirements of sections 79(2) & (3) and 81(1)(c) of the PAA in regard to confidentiality and use of information applies to them. The Minister may authorise the Panel to release specified information to third parties.
55. On the termination or expiry of a member's appointment, the member must return all documents relating to the Panel to the Chairperson.

### Privacy

56. The Panel must have processes in place to ensure that its members, in the course of their duties on the Panel, comply with the requirements imposed by or under the *Privacy and Data Protection Act 2014*.<sup>5</sup>

### Intellectual Property

57. The rights to Intellectual property created by the members of the Panel in the course of their duties on the Panel, including any reports required under these Terms of Reference, is the property of the State of Victoria. However, the Minister on behalf of the State grants the Panel a licence to use this property as authorised under these Terms of Reference. In this clause, Intellectual property includes legal rights that protect the results of creative efforts including copyright, proprietary rights in relation to inventions (including patents), registered and unregistered trademarks, confidential information (including trade secrets and know how), registered designs, circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields, but does not include moral rights.

### Media

58. Any enquiries to the Panel from the media should be referred to the Chair (via the Secretariat).
59. A Member who is approached by the media in relation to the work of the Panel should not discuss the Panel's deliberations or work program and should refer the enquirer to the Chair.
60. The Panel will adopt the Departmental policy on Social Media

### Secretariat support to the Panel

61. Administrative support to the Panel will be provided by the Department.
62. Day to day liaison for the Panel will be through the Director – Sector Performance, Innovation and Resilience, Local Government Victoria, or his or her nominee.
63. Support provided by the Secretariat includes:
  - a. organising meeting rooms;
  - b. taking minutes;
  - c. preparing and distributing agendas for Panel meetings, in consultation with the Chair, including any meeting papers;
  - d. organising stakeholder consultation meetings;
  - e. managing the public consultation online portal;
  - f. compiling stakeholder submissions for the panel to review;
  - g. arranging travel and accommodation where Panel members are required to attend meetings at regional locations;
  - h. overseeing the budget for the Review;
  - i. conducting research and providing advice to the Panel;
  - j. procurement of external expert analysis and advisory services as required by the Panel on areas within the scope of the review;
  - k. assisting in drafting reports; and
  - l. other administrative support (e.g. processing claims for reimbursement of remuneration and expenses);
64. The Secretariat will disseminate information and papers to members in an efficient and effective manner.

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<sup>5</sup> Note that this Act applies to the Panel as it is a public entity as defined in the PAA and is therefore a public sector agency for the purposes of the *Privacy and Data Protection Act 2014*.



## Ministerial Panel on the Victorian Local Government Rating System Review Terms of Reference

65. The costs of the Panel will be met by the Department.

### Entity review, sunset date & amendments

66. The Panel will operate until 31 May 2020.

67. The Minister may amend these Terms of Reference in writing at any time.

68. The Minister may revoke these Terms of Reference in writing at any time and upon revocation of these Terms of Reference the Panel ceases to exist.

**Hon. Adem Somyurek MP**  
**Minister for Local Government**

# Local Government Rating System Review

Discussion Paper



**Author**

Local Government Rating System Review Ministerial Panel, C/o Department of Environment, Land, Water and Planning, Lvl 35, 2 Lonsdale St, Melbourne VIC 3000. E. [Rating.review@delwp.vic.gov.au](mailto:Rating.review@delwp.vic.gov.au)

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## 1. Foreword

### Over \$5 billion will be raised in rates by councils in 2019-20 from over 3 million properties in Victoria.

Our council services and infrastructure are essential to supporting healthy and resilient communities and businesses in Victoria. Equally important is the means to pay for these services and rates provide over half of the revenue for our councils.

Over 3 million rates notices will be opened by Victorian ratepayers this year. Every notice will present detailed information. Many rates notices will have three, four or more different rates and charges, and will include options for payment, ways to appeal the property valuation and how to contact your council for assistance. Over \$5 billion will be raised by councils from rates levied on 3 million Victorian properties in 2019-20.

These are big numbers, and they describe a system that is important to all Victorians. Yet it is a system that is applied differently across councils and is often reported by ratepayers, councils and the community to be difficult to navigate.

In the 21<sup>st</sup> century, councils are complex operations delivering a myriad of services beyond the old view of councils being simply about "roads, rates and rubbish." Each council's current rating arrangements are the result of many adjustments over the decades, making the system far from simple. Changes and successive updates have added requirements and details that can confuse and contradict.

Nevertheless, the rating system also has many strengths and has provided a reliable revenue stream to the third tier of government for well over a century.

In 2018, the Victorian Government committed to a review of the system in recognition that the time for a full review of such an important system was due. In turn, the Government has appointed a Ministerial Panel to lead the work and to make independent recommendations to Government on an optimal rating system. The Panel is required to complete a report, with recommendations to the Minister for Local Government by 31 March 2020.

Fairness and equity are central to the Terms of Reference we have been charged with and are the driving considerations of our deliberations. With this central focus we are determined to ensure the review takes all perspectives into account.

This discussion paper is the first step for the Panel in reviewing the rating system. It aims to stimulate thinking and ideas from all stakeholders of the system and support them to actively participate in the processes available to them for input.

Importantly, at this point, the Panel does not have fixed views on how a rating system can best meet the tests of fairness and equity. Our views will be developed over the course of the review through verifying the issues raised through the consultation process and through testing ideas for improvement against evidence and facts.

We are providing a range of ways for people to provide their views on the rating system. The Panel will be making its way around the state from August to October this year to meet with stakeholders, councils, community groups and individuals to listen to and consider their views on local government rating. We are also seeking written submissions and feedback through short surveys to enable the broadest possible engagement with the review of our local government rating system.

We recommend the Review website as an information source both in relation to the issues about rates and the range of opportunities available to the community for providing their views about rating. Additional relevant information and progress updates on the work of the Panel will be added to this website over the coming months.

We look forward to hearing from you.

#### Ministerial Panel for the Victorian Local Government Rating System Review

- Dr Kathy Alexander (Chair)
- John Tanner AM
- Dr Ron Ben-David

## 2. Introduction and Ways to Engage with this Review

The Local Government Rating System Review is an opportunity to shape the future of the biggest local government revenue source.

This discussion paper presents an overview of the current rating system. It is designed to present the major system parts, how they work together, a framework for examining rates and a platform for the consultation by the Review Panel.

Chapter 3 presents a short historical summary of the rating system and shows how its origins in the 19<sup>th</sup> century in Victoria (and much earlier elsewhere) have contributed to the system we have today, with many of its features remaining unchanged.

Chapter 4 provides an overview of the rating system and how it operates. The overview is consistent with the video on the Rating Review website which will help to explain the main parts of the system and how they work together as simply as possible.

Chapter 5 proposes an initial framework for the Review Panel to assess issues of fairness and equity in rating. It will be refined through the Panel's consultation and research over the coming months. This chapter also provides some insight into commonly discussed issues in rating. Initial areas of interest for the Panel include the budget process for councils (including allocation of rates and community engagement), issues of rate exemptions, and the different ways that issues of rating fairness and equity are treated by councils.

The chapter also poses some questions to help readers provide feedback and facilitate broader discussion about fairness and equity in rating. These are presented in separate breakout boxes. We encourage people not to feel limited by these questions if they believe that there are issues that need to be addressed which are additional to the questions raised.

The Panel is seeking to better understand the different practices by councils in dealing with and administering the rating system. We will be consulting directly with councils on some of these detailed issues over the Review.

The Glossary defines some of the important terms used in the rating system. Many of these important terms are also specified in bold text throughout the

paper. Appendix I provides a brief discussion on rates in other jurisdictions around the world.

The Paper contains references and links to relevant legislation and documents, and data is drawn from the 2019-20 council adopted budgets.

Finally, the Panel Secretariat has provided further technical and legal information on the Review website, as well as shorter Fact Sheets. These are provided for the interested reader who wants to fully understand the legal and technical complexity of the current system and arrangements, but it is not necessary to read this additional material to engage with the Review.

So, let's begin.

## 3. The Development of the Rating System in Victoria

### Local governments derive their power to levy rates from State legislation via Acts of Parliament.

The taxation of land for government revenue extends back before the colonisation of Australia to the early 16th century in England. The appeal of rates (as a type of land tax) is attributed to its close alignment with municipal government services which, among other things, directly influence the value of land. Quality municipal services increase the value of land in their vicinity and revenue raised from the owners of this land contributes to paying for the services. The amount raised from each property (the 'rates') is primarily determined from each property's monetary value.

The taxation of land is also administratively simple and transparent, as title and rating liability records are maintained and readily available. Furthermore, land, unlike many other financial assets, is also impossible to conceal. For these reasons, property-based taxation has great appeal for governments around the world and began to be used to fund councils in Victoria from the mid-19th century.

#### 3.1 The beginnings of rating in Victoria

The Town Council of Melbourne was incorporated and empowered to levy rates on land in legislation passed in 1842.<sup>1</sup> Other metropolitan councils were created in subsequent years.

In addition, the *Roads Act* of 1854 made provision for establishing District Road Boards, which were empowered to levy tolls along with rates on land: a key way to raise revenue for roads.<sup>2</sup> These district boards were precursors to regional shires.

Following these initial steps, Victorian councils' power to levy rates has been granted by Parliament and governed in Victoria through the Local Government Acts of 1874, 1903, 1958, and the current *Local Government Act 1989*.

The fundamentals of the current rating arrangements are similar in many respects to those established in the 19th century. In the intervening period, several important changes have occurred in line with contemporary ideas about fair and

equitable taxation and modern administrative practices.

#### 3.2 Key changes to the rating system since the 19th century

The foundation of a rating system is the system of property valuation which has developed over the past century in Victoria.

A rental return value (now known as **Net Annual Value**) was the common valuation base in Victoria for the late 19th and most of the 20th century, with site value also used. Before the 1989 Act, councils levied rates on either **Site Value** (SV), **Net Annual Value** (NAV) or a mixture of both which was known as the 'shandy' system. The 1989 Act introduced a third option: **Capital Improved Value** (CIV), and, in the 1990s, most councils opted to move away from SV or NAV to CIV. CIV as a valuation system began to be used in Victoria in the 1960s as new technologies and data management techniques allowed its collection. The 1989 Act gave councils powers to freely determine their own property categories under which differential rates could be levied if using the CIV base.

19th century ideas about taxation fairness shaped the early thinking and rules for rates, often setting a maximum ceiling rate that favoured large or highly valued land holdings by limiting the amount they would be liable for. A minimum rate also ensured that even the lowest value land would pay some rates. The 1958 Act for example included a minimum rate of 5 shillings per property and a maximum rate of four shillings in the pound of NAV. Upper and lower limits were also in place in earlier Acts. The minimum and maximum rate concepts were abolished by an amendment to the 1989 Act in 1996, given that the 1989 Act offered councils the option to raise a municipal charge to cover some of its administrative costs. This however became optional, lessening the use of a fixed component in rates.

A rate capping system was briefly applied in the early 1990s when Victorian councils underwent amalgamation. In 2016-17, the current rate capping system was introduced and continues today.

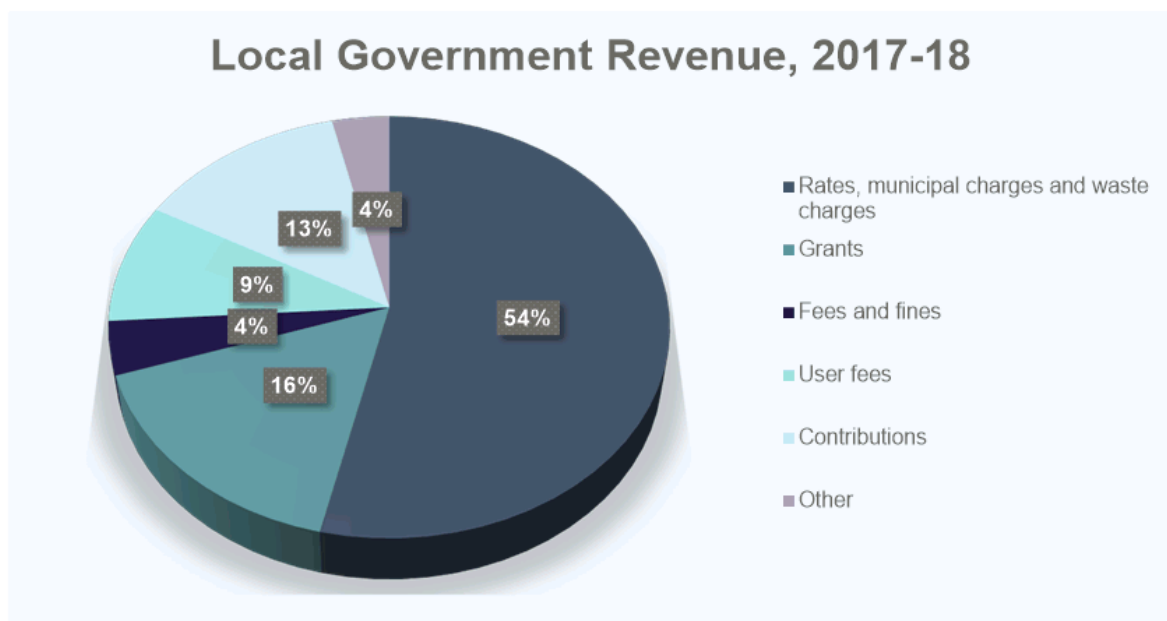
Notwithstanding the rate cap, the current system affords councils significant flexibility to raise rates as they see fit. Municipal rates and charges on

1. *Melbourne (Vic.) Council. (1842-)*, (2008). In Trove, retrieved July 29, 2019, from <https://nla.gov.au/nla.party-461954>.

2. Board of Inquiry into Local Government Finance in Victoria (1972), *Report of the Board of Inquiry into Local Government Finance in Victoria*, Parliament of Victoria, p.7

properties continue to provide the primary revenue source for all councils, accounting for \$5.7 billion and 54 per cent of total revenue for Victorian councils in 2017-18. This revenue is supplemented by a wide range of other charges and user fees, along with government grants, notably the Commonwealth Government’s Financial Assistance Grants to councils. The chart below shows all Victorian councils reported revenue sources for 2017-18.

Figure 1: Local Government revenue 2017-18 (Victorian Auditor General’s Office)





## 4. How do Rates Work?

Councils decide how they calculate and allocate rates across properties as part of their annual budget process. This chapter provides an overview of the rating system. A more detailed discussion of the system is provided in a Supplementary Information Paper on the Review website.

Across Australia, local government rates are primarily based on property values. In Victoria, the State Government's valuation authority, the Victorian Valuer-General, conducts valuations of properties across the state every year.<sup>3</sup> Councils use the most up to date valuations when setting their rates for the forthcoming financial year.

In preparing its annual budget, and before resolving on the rates and charges it will declare for its ratepayers for the forthcoming financial year, a council must determine the total amount of income it needs (including all rates, charges, user fees and other sources of revenue) to deliver services and infrastructure which it resolves as the priorities for its community. Its decisions are made alongside longer-term financial planning for significant spending such as roads and other infrastructure. Considerations of cost reduction and productivity improvements are also important in setting a budget.

The *Local Government Act 1989* (the Act) sets rules around how councils can raise rates. It allows councils to raise rates by using the following:

- **General Rates**, which are raised via:
  - **Uniform Rates**;
  - **Differential Rates**;
  - **Limited Differential Rates**;
  - **Municipal Charges**;
- **Service Rates and Charges**;
- **Special Rates and Charges**.

(Detailed definitions of these terms can be found in the Glossary).

Having reached agreement on the rates and charges, councils then issue rates notices for each rateable **occupancy** in their municipality.

Generally, property owners are responsible for paying rates (whether they are occupying the property or not). An exception to this is commercial leases, where lease contracts specify that the tenant is responsible for paying the outgoing cost on the property, including rates.

### 4.1 Rateable Land and Exemptions

*Rates exemptions allow for some types of property to be exempt from paying rates.*

All land is considered rateable in Victoria, except where it is specified as exempt in the Act. Many of the current exemptions are long standing and some can be traced back to the *Local Government Act 1874*, the first specific local government legislation in Victoria.

The current exemptions include:

- State and Commonwealth land (Crown Land), where it is either unoccupied or it is used exclusively for public or municipal purposes;
- Crown land leased to a rail transport operator;
- Land used exclusively for charitable purposes;
- Land used as a residence of ministers of religion;
- Mines;
- Returned Services League (RSL) clubs.

All other land in a municipality is subject to rates.

### 4.2 General Rates

*The amount raised using uniform or differential rates, or a municipal charge, to fund council expenditures.*

Councils calculate rates using a property valuation base, which in Victoria is either the **Site Value (SV)**, **Net Annual Value (NAV)** or **Capital Improved Value (CIV)** of all properties in the municipality. Property valuations can also be appealed by the ratepayer.

<sup>3</sup> From 1 July 2018 land valuations were centralised under Valuer-General Victoria (VGV), with a new annual cycle of valuations. Prior to that

date, valuations in Victoria were generally conducted by councils every two years.

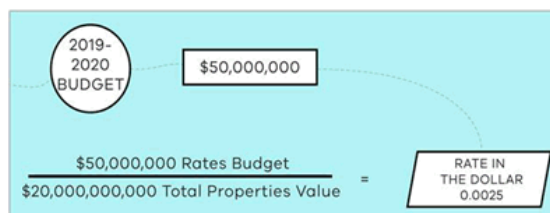
### Box 1 – Property Valuation Bases

**Site Value (SV)** – the value of the land only, not including improvements (such as a building).

**Capital Improved Value (CIV)** – the value of the land including any improvements (such as a house).

**Net Annual Value (NAV)** - the estimated annual rent for the land, less some expenses.

*A detailed definition of these terms can be found in the Glossary.*



In this example, the council's uniform rate in the dollar will be 0.0025. This means that for every dollar of your property's value in the City of Pleasantville, you would pay 0.0025 cents in rates.

So, if you owned a property valued at \$600,000, that value would be multiplied by 0.0025, to get \$1,500 in rates.

Before allocating rates to individual rateable properties, councils declare if they wish to use a **uniform rate** or **differential rates** and an optional **municipal charge**.

#### Uniform Rate

*Where councils raise rates by applying one rate in the dollar to all properties in a municipality.*

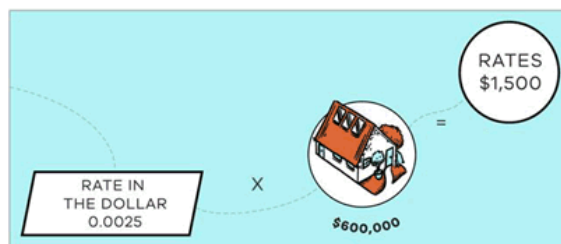
If a council chooses to set a uniform rate, the total amount of rates to be collected is divided across the total value of all rateable properties. This results in the **rate in the dollar** which is a percentage amount.

The rate in the dollar is then multiplied by the value of an individual property to calculate the amount to be paid by each ratepayer.

Under a **uniform rate**, all ratepayers pay the same rate in the dollar on their property's value.

In the example below, the City of Pleasantville:

- Seeks to raise \$50 million in rates for its budget;
- The value of all the rateable properties in the municipality have been valued at \$20 billion (CIV).

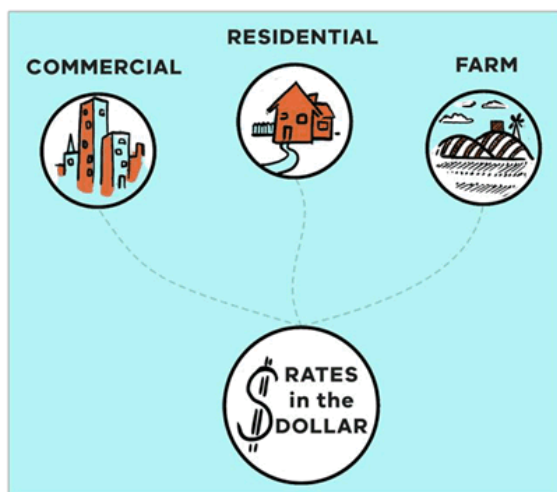


#### Differential Rates

*Where councils raise rates by applying different rates in the dollar for certain property categories.*

When using **differential rates**, councils must declare the type of property categories and the rate in the dollar for each of these specified categories. Councils are free to declare whatever categories they choose. Some common categories for councils using CIV include Residential, Commercial and Farm Land.<sup>4</sup> Other more specific categories are also used such as Quarrying Land or Vacant Commercial.

<sup>4</sup> If a council uses NAV as their valuation base for rates, they are permitted to use only a few differential rate categories. This is known as 'Limited Differential Rates'.



Each category is assigned a separate rate in the dollar. Once this is determined, differential rates are calculated using the same method as a Uniform Rate. Table 1 below gives a simple example of differential rates and rates payable for three different types of property each equally valued at \$600,000.

Table 1. Example Differential Rating Categories

Category	Rate in the Dollar	Rates Payable
Residential Land	0.00250	\$1,500
Commercial Land	0.00500	\$3,000
Farm Land	0.00125	\$750

In the example above, the council has elected to levy the highest rate in the dollar on commercial land and the lowest on farm land. Each property will pay a different amount in rates even though the three properties have been valued equally at \$600,000.

There is no limit on the number of differential rates a council may levy in Victoria. However, the highest differential rate is restricted to being no more than 4 times the lowest differential rate in a financial year.

Use of differential rates are further governed by the [2013 Ministerial Guidelines for Differential Rating](#). The Guidelines set out some suitable and unsuitable uses of differential rates, limit their use in some specific ways and describe instances where councils

should consider their use (such as farm land and retirement villages).

### 4.3 Municipal Charges

A fixed charge declared to cover some of council's administrative costs.

Councils can opt to use a **municipal charge** which applies equally to all properties regardless of their value. Because a municipal charge is a fixed dollar amount, the value of the property has no relationship to the amount charged. The greater the level of a municipal charge, the less the influence of the property's value in determining the total amount levied in general rates and charges.

Using the uniform rates example above, if a council declared that it wanted to raise \$10 million (out of the budgeted \$50 million in general rates) in municipal charges across the municipality's 50,000 properties then:

- Each property would be levied a fixed amount of \$200 in municipal charges;
- The rate in the dollar would be reduced to 0.002 cents in the dollar (as the amount to be raised lowers to \$40 million);
- The uniform rates portion for our example property would total \$1,200 (0.002 cents in the dollar x \$600,000 property value);
- The total rates payable for this example property using this system would be \$1,400 (Municipal Charge + Uniform Rates) instead of \$1,500.

A municipal charge was levied in 2019-2020 by 39 councils, averaging \$194.65 per property. 31 of these 39 councils are rural and regional. The total amount to be raised from a municipal charge must not exceed 20 per cent of the total revenue from general rates and municipal charges. In practice, few councils get close to this ceiling, with the average in 2019-20 at 10.37 per cent for those councils using the municipal charge.<sup>5</sup>

Municipal charges can be used when levying differential rates as well as a uniform rate. The Act also allows an exemption from multiple municipal charges for the same ratepayer if they can show that they are operating a single farm business across multiple properties.

<sup>5</sup> All 2019-20 figures in this Paper are based on the adopted budgets of 78 out of 79 councils. South Gippsland Shire Council received an

extension to its 2019-20 budget adoption date. The proposed budget figures in this instance have been used.



The amount a council collects in rates in any year is determined by the council budget process – not property values. The various property values within a municipality determine the *distribution* of rates. Higher valued properties will tend to pay more than lower valued properties in the same municipality.

#### 4.4 Rate Capping

*A rate cap is a restriction or limit on the annual increase in rates from a previous year.*

A rate cap was applied in Victoria in the 1990s for two years. The current legislative rate cap system commenced in 2016-2017 and operates by limiting the amount of revenue a council can collect in a given year through general rates to a percentage increase from the previous year. This percentage increase is not applied to individual properties, but the overall amount collected in general rates. This limit is determined annually by the Minister for Local Government. The rate capping framework is not being considered by this Review as it will be separately reviewed in 2021.

#### 4.5 Rebates, Discounts and Deferments

*Local governments can adjust the impact of rates by applying discounts, rebates, concessions and deferments of payment.*

A State-wide concession on rates is provided for eligible pensioners by the State Government. The rate rebate in 2019-20 for eligible pensioners is 50 per cent of the General Rates up to a maximum of \$235.15. This amount increases annually in line with inflation. Application of further rebates, discounts and deferments are at the discretion of individual councils.

Some Victorian councils provide an additional rebate on rates for eligible pensioners on top of the Victorian Government rebate. Other rebates are available for:

- Assisting the proper development of the municipal district;
- Preserving or restoring buildings or places of historical or environmental interest;

- The provision of affordable housing to a registered agency.

Councils can also offer incentives for early payments. Deferment schemes, whereby rates owed can be paid upon a specified future date (including upon sale of the property), can also include a discounted interest charge on the deferred rate. Such schemes can temporarily address the affordability issue for some people who own property but do not have a high cash income. They permit individual circumstances to be considered, including financial hardship and long-term illness. Deferment schemes are not in widespread use.

#### 4.6 Hardship Policies and Waivers

*All 79 Victorian councils provide for financial hardship considerations by application and many have a published policy for circumstances of financial hardship.*

Commonly, councils provide details of the financial hardship assessment process, along with a payment arrangement application form, on the rates and charges section of their website. The Act does not provide a specific definition of financial hardship.

Councils may set up different payment arrangements for people whom they assess as experiencing hardship or waive part of, or even all, unpaid rates and charges.

#### 4.7 Service Rates and Charges

*A Service Rate or Charge funds a specific service, commonly used to fund the collection and disposal of waste.*

The Act permits councils to levy charges on a property for a specific service, such as:

- Provision of a water supply
- Collection and disposal of refuse
- Provision of sewage services
- Any other prescribed service<sup>6</sup>

Waste charges (collection and disposal of refuse), for providing kerbside waste and recycling services, are in widespread use in Victoria, with just over \$695 million to be levied in 2019-20. (It should be noted that waste charges are separate from the State Government landfill levy, which is paid by licenced landfill operators). Water services are no longer provided by Victorian councils, although some still

<sup>6</sup> A prescribed service is one which has been specified in regulations by the Minister via a power in the *Local Government Act 1989*.

provide limited sewage services such as septic tanks.

Even if councils levy a service charge, this amount does not necessarily cover the full costs of providing the service.

#### 4.8 Special Rates and Charges

*A Special Rate or Charge funds a specific project that only affects a limited number of ratepayers*

Councils can choose to declare a Special Rate or Charge to fund a project that only affects a limited number of ratepayers. This ensures that the ratepayers that benefit from the project contribute to funding it.

These projects can be initiated by councils or by ratepayers petitioning council for the new service. The Special Rate or Charge to be raised also has separate financial accounting requirements, methods of declaration and objection, calculation of amounts due, and public consultation is required for the proposal to be implemented.<sup>7</sup>

Examples of a Special Rate or Charge scheme may include:

- Street beautification works;
- Raising funds for commercial marketing, development and promotion via Business/Trader Associations;
- Creation of car parking to support commercial businesses;
- Infrastructure improvements (such as roads, stormwater drainage, and water and sewer mains) in a limited access street;

Each Special Rate and Charge is calculated and apportioned differently depending on the funding required and number of ratepayers responsible for payment.

#### 4.9 Supplementary Rates and Charges

*If a property's valuation changes outside the annual revaluation process, councils issue amended notices updating the rates payable.*

These valuation changes can occur for a variety of reasons, some of which are:

- Something occurs to make the land rateable (or exempt from rates) per the rules of the Act;
- The land is subdivided or consolidated;
- A new building is constructed on the land;
- There is an alteration made to an existing construction (such as a renovation or demolition);

When the new valuation is determined, councils then issue revised rates notices to the owner showing the change in valuation and the updated rates and charges. This is called a Supplementary Rates Notice and councils issue thousands of these notices annually as land uses change over time.

#### 4.10 Alternate Rating Agreements

*Some ratepayers make payment directly to councils instead of paying rates based on a property's value or can enter into upgrade agreements that only affect their property.*

Some specialist property types are subject to different methods of rating under other legislation, allowing councils to raise revenue via rating agreements. These apply to properties such as electricity generators and land used for cultural and recreational activities (such as sporting facilities). In these instances, the rates are calculated quite differently from using the market value of the property. In some instances, land that is exempt from rates altogether may also pay a contribution to the council to fund municipal services.

The recent introduction into State legislation of Environmental Upgrade Agreements and Cladding Rectification Agreements allows councils to help ratepayers obtain finance to alter their properties and pay back their loans via their rates payments. These agreements can reduce the interest rates on the loans as future property rates are used as a financial guarantee. By their nature, these agreements can involve complex methods of calculation which vary across councils.

<sup>7</sup> The use of Special Rates and Charges are governed by the *Special Rates and Special Charges: Calculating Maximum Total Levy Ministerial Guideline*. Available at <http://www.gazette.vic.gov.au/gazette/Gazettes2004/GG2004G039.pdf#page=28>

#### 4.11 Rate Notices and Payments

*Councils are required to issue rates notices which contain significant detail about the ratepayer's property and the dates that payments are due.*

The notices that councils issue ratepayers contain a significant amount of detail including the property's various legal descriptions, the assessed value of the property, rates and charges, liability of payment, payment options, ratepayer rights and methods of objection.<sup>8</sup>

Councils are required to allow ratepayers to make payment of the amount due over four instalments over the year and may also choose to offer the ability to pay in a lump sum (in full).

The due dates for these options were set in 1998<sup>9</sup> and are:

##### Four Instalments

- 30 September
- 30 November
- 28 February
- 31 May

##### Lump Sum (optional)

- 15 February

Other payment arrangements can be offered by councils.

#### 4.12 The Fire Services Property Levy

Council rate notices also include the Fire Services Property Levy, a State Government charge, to pay

for fire services. The inclusion of this levy on the council rates notice will not be covered in this Review.

#### 4.13 Recovery of Unpaid Rates and Charges and Penalty Interest

*Councils may charge interest on unpaid rates and charges as well as pursuing legal action which may include sale of the property.*

Like taxes at other levels of government, if any rate or charge remains unpaid after its due date, councils can charge the ratepayer interest on these amounts.

Penalty interest rates are set by the State Government.<sup>10</sup> (The current rate is 10 per cent per annum). However, councils have the option to apply either the full amount, a partial amount or not to charge interest at all. Councils do not need to have a policy outlining when they will apply penalty interest, nor are they required to issue new notices once the interest has been applied to the debt. Councils can also choose to recover the unpaid amounts by legal action in the Magistrates' Court.

If rates remain unpaid for over three years, councils can sell the property to recover the outstanding amount, or transfer the land in question to itself, thereby gaining ownership of it.

In some circumstances the occupier of the land may become liable for payment instead of the owner. This may require them to make payment of rent to council instead of the owner, to pay the outstanding debt. In such cases the payments to council cannot exceed the amount of rent owed by the occupier.

<sup>8</sup> S.158 (4) of the *Local Government Act 1989* and S.10 of the *Local Government (General) Regulations 2015*, set out all details required to be present on a rate notice.

<sup>9</sup> Government Gazette pg. 632  
(<http://www.gazette.vic.gov.au/gazette/Gazettes1998/GG1998G012.pdf>)

<sup>10</sup> The *Local Government Act 1989* requires that penalty interest is to be calculated at the rate fixed under section 2 of the *Penalty Interest Rates Act 1983*. This is currently set at 10 per cent per annum.



## 5. A Framework for Considering Rating

The scope of this Review requires that the Panel develop ways to consider fairness and equity so the whole rating system can be reviewed, and the key issues brought to the fore.

This chapter outlines a framework that the Panel proposes to use in investigating the rating system. The chapter then discusses some already known issues about the rating system to open the consultation. The Panel is seeking more information on individual councils' rating practices and related issues to better understand how the system is currently working.

Finally, the chapter offers questions for stakeholders to consider as a starting point when providing feedback to the Panel. Nevertheless, these questions should not limit the matters on which stakeholders provide comment.

### 5.1 A framework to think about rates and other taxes

The main purpose of any government tax system, including council rates, is to raise revenue to fund public services. Sometimes the design of a tax and how it is applied by a government can have unintended consequences and costs on business and the community.

To minimise these unintended consequences and costs, a number of commonly used principles guide good tax design. Those most relevant to rating include **efficiency**, **equity**, **simplicity** and **sustainability** (outlined in Box 2<sup>11</sup>).

An **efficiency cost** occurs when a tax interferes with the decisions of individuals and businesses and prevents them from making choices about work, leisure, consumption of goods and services, investment and savings that would work best for them.

Property values are generally considered an efficient rating base, given that it is difficult to quickly change ownership to avoid paying the annual rates bill. Council property rates also have a broad base because most properties in any given municipality pay rates.

#### Box 2 - Principles of taxation

**Efficiency:** Rates should not significantly distort decisions around property ownership, usage and development. For example, stamp duties are often considered *inefficient* as they may prevent property buyers from locating close to work, family, suppliers, or customers.

**Equity:** The tax burden should fall appropriately across different types of ratepayers.

*Benefit principle:* Where the distribution of benefits is not uniform, those who benefit more should contribute more.

*Capacity to pay (vertical equity):* Those ratepayers with greater economic means should contribute more to rates.

*Horizontal equity:* Taxpayers in similar circumstances should be treated in a similar way.

**Simplicity:** The system should be practical and cost-effective to administer and enforce. The system should also be simple to understand and comply with.

**Sustainability:** A key element of the sustainability principle is that the system should generate reliable revenues for councils on an ongoing basis. Rates should be durable and flexible in changing conditions (that is, they can adequately withstand volatility).

If all, or most properties are rated, councils are not creating large incentives for a property buyer or developer to purchase one property over another.

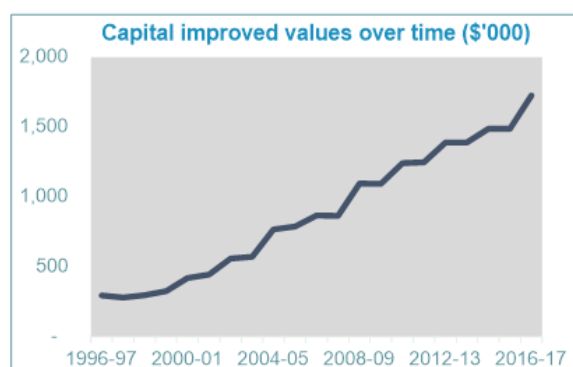
For **simplicity** it should be easy to understand and comply with a tax. Under the simplicity principle taxes should also be easy to administer. When the

<sup>11</sup> These principles are based on *Australia's Future Tax System* (the Henry Review) (2010), Part 1, p.17.

rules around who pays and how to pay a tax are complicated, the system can impose administrative burdens on taxpayers, such as time spent filling out forms, or waiting in line to pay tax. Simplicity can also help the public engage with policy and decision makers in government and discuss the tax and how it is applied.

Councils also have a **sustainable** revenue base in rates. Property values fluctuate over time, especially in the short term, but this does not result in volatility in rates, unlike some other property-based taxes such as those levied on property transactions (i.e. stamp duties). As shown in Figure 2, property values have tended to increase over the long term, providing a reliable and predictable revenue base for councils.

Figure 2 – Property valuations in Victoria since 1996



The central considerations of this review are the concepts of equity and fairness. These are not straightforward and, as discussed below, require some deeper consideration.

## 5.2 A proposed framework to consider equity and fairness in rates

Equity in taxation is commonly understood as reducing the tax burden on groups with lesser ability to pay. However, this is not the only type of equity that should be considered in setting taxes, including council rates.

### Thinking about equity

Equity is a much-discussed topic in tax policy at all levels of government. There is a widespread view that the capacity to pay a tax by an individual or organisation should influence how much tax they should pay. This principle is reflected in many taxes, including income and business taxes. Local government rates attempt to take **capacity to pay** into account in several ways:

- The general rate component of council rates and charges is set as a percentage of property values. Because property values are generally a proxy for wealth, wealthier ratepayers (those with higher valued property) will usually pay more in rates than those with lower valued properties in the same municipality.
- Certain lower-income groups in the community such as pensioners are recognised as having limited or restricted income and therefore receive concessions on rates subsidised by the State (and in some cases by local governments).

However, capacity to pay is not the only type of equity consideration in setting taxes, including local government rates. For services that could be acquired in private markets it may be appropriate that users who benefit more should pay more.<sup>12</sup> Paid parking and swimming pool fees are such examples. Not all ratepayers may use such council services equally. They may, however, benefit from increased property values (and increased wealth) as a direct result of services provided by councils, such as local parks or well-maintained roads.

It is also important to recognise that there are a range of perceptions of equity and inequity which depend on individual perspectives and society's contemporary values around relative fairness and natural justice.

Fundamentally, a discussion about equity in rates must consider both those who gain and those who pay under any decision. In other words, a concession provided to one group or individual must be compensated by an increased payment for others if the same amount of revenue is to be collected in a municipality. Equity considerations should consider the impact on all ratepayers in a community, not just the immediate beneficiaries of a concession.

<sup>12</sup> In contrast to *public goods* – see Supplementary Information Paper 2 on the Review website, at [www.engage.vic.gov.au/rating-review](http://www.engage.vic.gov.au/rating-review) for more information.

### Thinking about fairness

Questions of fairness often go hand-in-hand with concerns about equity. Fairness tends to be a more subjective concept, informed by individual perceptions and experiences which may be very different over time.

Some initial thinking by the Panel is outlined below as to how fairness in rating may be thought about. In this review we will consider it as a concept referring to the process and *conduct* associated with the rating system and how it is administered. These are presented as follows:

- **Consistency** – A council should administer the rating system the way it says it will administer it and ratepayers in like circumstances should be confident they will be treated on like terms by the council. Public transparency of council policies and application of rates (while not publicising personal information) further supports consistency of practices.
- **Measures of last resort** – The use of a council's coercive powers should only be deployed after the council has made all reasonable efforts to engage (and assist) ratepayers to meet their liabilities.
- **Consideration** – Ratepayers' circumstances differ in innumerable ways. A council should be able to have regard to a ratepayer's circumstances and act reasonably in these circumstances. That is, a 'one size fits all' set of council administrative rules may not work. Consideration of financial hardship circumstances is an example of this.

### 5.3 Key questions for consultation

While the Panel will conduct an in-depth review into the system over the coming months, there are several questions and issues that are already apparent in the rating system. Many parts of the rating system have not changed greatly over the last century and may no longer be suitable. Other practices have emerged in an unstructured fashion and may have had unintended consequences for fairness and equity.

Some preliminary issues are discussed below. These are framed as broad questions, and the Panel is seeking the community's views during the consultation period. A short discussion of each issue is followed by consultation questions to prompt feedback. These are by no means a full list of issues, and the Panel expects others to be raised and considered during the consultation process.

### Should all property owners pay rates?

Victorian legislation allows for a number of exemptions on properties used for specific purposes (as outlined in Chapter 4). Some of these exemptions lack a clear definition. For example, exempting land used for charitable purposes can also provide coverage for the profit-making activities of a charity.

Other exemptions, such as those for mining land, do not appear to have been examined since being put in place in the 19<sup>th</sup> century. Exemptions from rates for some properties impose a cost on other ratepayers, as exempt properties continue to consume municipal services while not contributing revenue for them. Other ratepayers must therefore contribute more to make up the difference. The Panel is interested in whether the current rate exemptions reflect community values, and how exemptions from rates in the future should be considered.

#### Consultation Questions:

- What types of properties should receive rating exemptions? Why would this be fair?
- Does your council report on rate exemptions granted, and/or their estimated value?
- Should councils be required to report on rates exemptions? Why?

### Should some ratepayers pay lower rates than others?

There are several ways councils can reduce (and increase) rates for certain property types and therefore ratepayers.

Many councils use differential rates to support those who are perceived as having a lower capacity to pay, based on the assumption that some types of property are closely associated with a higher or lower capacity to pay by the owners.

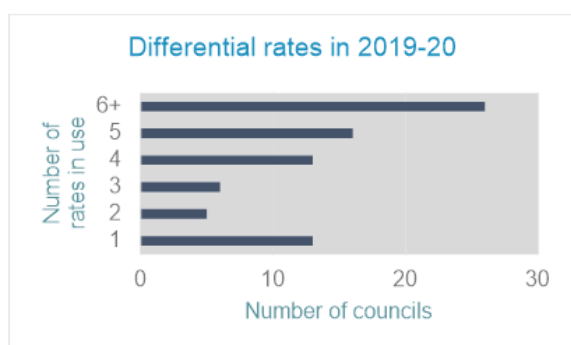
The use of differential rates by councils has become widespread. Most common is the use of different rates for 'residential', 'farm', 'commercial', 'vacant' and 'industrial' properties. Differential rates allow councils to provide a discount or increase on a notional 'general' rate in the dollar. This 'general' amount is usually designated to the majority type of



property in a municipality, that of 'residential' type properties.

The number of differential rates in use (2019-20 budgets) is illustrated in Figure 3 below. In 2019-20, 26 councils will levy 6 or more rates to different property categories.

Figure 3. Number of differential rates in use by councils in 2019-20



Another common method authorised by State law is to set separate rates for land used for cultural and recreational purposes.<sup>13</sup> These do not have to be based on property value, and often provide a large discount compared to the rates levied on most other properties. The occupants of such land are often not-for-profit organisations but may charge entry or membership fees. The Panel is interested in investigating whether these practices reflect current community values and considerations of equity and fairness as framed above.

Another longstanding arrangement is the rating of electricity generators which may opt in to a scheme to pay rates based on energy generation capacity, not property value<sup>14</sup> (More information on specialist rating agreements can be found on the review website).

At an individual level, councils can offer discounts if rate payments are received at an earlier date. Though this may be seen as a reward, it may not assist ratepayers without the capacity to pay, effectively penalising those without the ability to pay a large amount in rates in a lump sum.

Finally, councils may choose to offer waivers (partly or in full) which are commonly used to provide relief to eligible pensioner concession card holders and Department of Veteran's Affairs card holders

In the interests of transparency and accountability, it is important that rate reductions (and exemptions) are meeting a clear set of criteria and are benefiting those in genuine need. Equally, councils levying higher rates on some properties compared to others should consider the equity issues of doing so. The Panel wishes to consult widely on the many differential rates, discounts, and concessions in use across Victorian councils and how these meet the criteria of equity and fairness.

### Consultation Questions:

How does your council allocate differential rates? Why?

What types of properties should pay more through differential rates? Why?

What types of properties should receive rates waivers? Why?

If councils provide rate discounts what criteria should apply?

Should cultural and recreational land and electricity generators have alternative rating arrangements? Why?

### Should rates be determined by property values?

As outlined in Chapter 3, property rates are a longstanding method of raising municipal revenue in Victoria and around the world. This is because administering a property tax is relatively low cost given that properties are difficult to hide to avoid tax. In addition, reasonably reliable methods exist for valuing land for rating purposes. Further, as discussed previously, there are a number of economic benefits to property-based rating where all or most properties are rateable.

Nevertheless, as a property's market value is only a proxy for a ratepayer's wealth, not an exact measure there are advantages to using other tax bases. For example, when considering equity, a tax on personal income makes it easier to target individuals who may have immediate difficulties paying. The challenge in such an approach is that the information required from a taxpayer can be difficult and expensive to acquire. The Australian Tax

<sup>13</sup> The *Cultural and Recreational Lands Act 1963* allows such designated land to be rated differently.

<sup>14</sup> Section 94 of the *Electricity Industry Act 2000* allows for electricity generators to pay rates under an alternate arrangement.



Office, for example, has significant coercive powers, and a large bureaucracy to administer the personal income and business tax system. Local governments do not have comparable powers or resources.

### Should some municipal services be funded by specific service rates or charges?

Council rating revenue is a mix of both rates and charges. **General rates** are set as a percentage of property values while **municipal charges** are a fixed dollar amount for all ratepayers. Around half of council revenue comes from this general rate source. This revenue is further supplemented by service charges and fees.



Service charges for waste are intended to contribute to the cost of providing those particular services. In other words, these services are funded by their users, at least in part. In contrast, other services and goods provided by councils, such as support for new mothers, libraries, and maintaining roads, are primarily funded through general rates. In the case of rates, there is no direct link between the level of service use and the amount paid for those services.

Where a council service has widespread benefits for people other than the individual user<sup>15</sup>, funding services through a general property-based rate can be more appropriate. This also applies where it is unfeasible to levy user charges for services. Drains, footpaths and parks are examples of services that are appropriate to fund via rates. In other cases, having specific property-based rates or charges to fund services may be more appropriate.

The Panel is interested in understanding community views about rates and how they should be used in conjunction with other revenue sources by councils.

### Consultation Questions:

Should property values determine rates? If not, then what should?

What services should be funded by their users (in line with the user pays principle) rather than through general rates?

When should councils use special rates and charges? Why?

How does your council set charges for waste and other services?

### How much oversight of council rates should the State have?

The State Government provides rules about how councils can set rates through legislation such as the *Local Government Act 1989*. To minimise the red tape faced by all 79 councils, these rules should be clear and straightforward. Accordingly, the Panel intends to consult on and understand the level of complexity faced by councils in administering the rating provisions under the Act.

The discretion provided to individual councils by the Act means that there is great diversity in the way the rating system operates across the state. While this allows councils to apply rates in ways that reflect local circumstances, it means ratepayers in otherwise similar situations may be treated differently depending on where they pay rates in Victoria.

Historically, the overarching governance principle has been that democratically elected councils are directly accountable to their ratepayers. As a consequence, there has been limited State Government oversight of rating practices across Victoria.

The Panel is keen to understand how the community views the trade-offs between local discretion (by councils responding to local circumstances) and state-wide inconsistency in rating practices (arising from councils adopting different rating practices).

<sup>15</sup> See the discussion of public goods and externalities in the Supplementary Information Paper – Why do Governments Raise Taxes? on the Review website

**Consultation Questions:**

Does your council have a clear rating strategy?

Should all councils apply consistent rating practices? Why/why not?

Does the *Local Government Act 1989* (and other requirements) provide clear rules and guidance to councils to set and levy rates? What could be improved?

**Is the rating system clear and transparent for ratepayers?**

The annual or quarterly rates notices delivered to ratepayers contain a large amount of information. Some of this is required by law, and some is included at the discretion of councils. This review may unearth opportunities for improvements in presenting rates notices, billing practices and customer service for ratepayers. There may also be opportunities to simplify processes for ratepayers to appeal rates and council decisions.

Most councils provide information via their website and distribute information about how rate revenue is spent. Many councils also publish a rating strategy<sup>16</sup> and invite public feedback. However, the rating system can be complex, making it more difficult for the public to engage on long term rating strategies. Rather, the main point of connection for the public is likely to be the rates notice itself.

Consequently, there may be less public awareness of the various factors that influence rate-setting compared to the provision of popular services such as pools and libraries.

The Panel is interested in understanding how the public experiences the rating system and engages with their council on rating issues.

**Consultation Questions:**

Does your rates notice have the information you want? If not, what would you like to see on your rates notice?

How convenient is it to receive your rates notice and make payments?

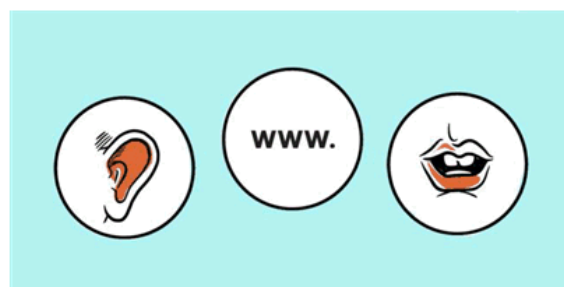
Do you engage with your council in setting rates through the annual budget consultation? If so how easy/difficult is it to do? If not, why not?

**5.4 How to Provide Feedback and Engage with the Review**

The Minister for Local Government has instructed the Panel to consult widely with councils, peak bodies and the broader community to ensure it identifies the full range of issues before making any recommendations.

This discussion paper has provided an overview of the system and the known issues and is intended to provide one of several platforms for engagement with the community on local government rates.

We encourage all Victorians to engage with the Review by completing the short online survey, providing a formal submission, or attending a public meeting in your area. Public meetings will be held from August to October around Victoria. Those interested in attending may obtain details and register via the Review website.



The online survey and the written submission forms are available at the Review website along with this discussion paper (<https://engage.vic.gov.au/rating-review>).

The website will be regularly updated on the work of the Panel. You can also write to the Panel at [rating.review@delwp.vic.gov.au](mailto:rating.review@delwp.vic.gov.au).

<sup>16</sup>Councils must consult publicly before finalising their budgets, but rating strategies are not mandated by law and there is no requirement to consult on such strategies.

## 6. Glossary of Key Rating Terms

This section covers common terms used in describing rates. Many of these are explored in detail in Chapter 4 and in a Supplementary Information Paper available on the Review website.

**Capital Improved Value (CIV)** – the amount that the land and improvements might be expected to sell for, i.e. the value of the land AND all buildings on it. At present, 74 councils use this method of valuation as their rates base.

**Differential Rates** – councils that use CIV for their rating base can declare any number of rating categories with different rates in the dollar.<sup>17</sup> For each category councils must provide a statement of reasons for its use and the level of that rate, as well as what properties are affected.

**General Rates** – the amount which the council intends to raise through a proportionate rate on its property valuation base. General rates comprise uniform or differential rates but do not include municipal rates, service rates/charges and special rates/charges.

**Limited Differential Rates** – a limited set of differential rates that can be used by councils that do not use CIV as their rating base. Limited differential rates can include:

- A Farm Rate
- An Urban Farm Rate
- A Residential Use Rate

**Municipal Charge** – may be declared as a fixed charge to cover some of the administrative costs of councils. Revenue raised from a municipal charge must not exceed 20 per cent of the council's total revenue from General Rates and Municipal Charges.

**Net Annual Value (NAV)** -

Either:

- the estimated annual rent for which the land might reasonably be expected to be let, less some expenses; or

- five per cent of the capital improved value (CIV) of the land (whichever is the greater).

For residential properties the NAV is five per cent of the CIV. At present, five councils in Victoria use this method of valuation as their rates base.

**Occupancy** – If a parcel of land (or a part) is adapted to being separately occupied from other land in the parcel, it is regarded as a separate rateable property and is valued as such. This may also include land used for purposes such as car parks and storage lockers. An occupancy is also sometimes referred to as an **assessment**.

**Rate in the Dollar** – derived by dividing the revenue to be raised by the relevant property valuation base. The rate in the dollar is applied to individual property values to determine the amount of rates payable for a ratepayer.

**Service Rates and Charges** – may be declared for any of the following services:

- Provision of a water supply;
- Collection and disposal of refuse;
- Provision of sewage services;
- Any other prescribed services (currently none).

**Site Value (SV)** - the amount that the land might be expected to sell for if improvements had not been made, i.e. the land only. At present, no council uses this method of valuation as their rates base. This valuation base is used by the State Government to levy land tax.

**Special Rates and Charges** – Special Rates or Charges fund specific projects that only affect a limited number of ratepayers.

They may be declared for the purposes of:

- Defraying any council expenses; or
- Repaying (with interest) any debt incurred, or loan raised by the council.

**Uniform Rates** – a proportionate rate set by councils which only declare one Rate in the Dollar that applies to all rateable properties in a municipality. It is the simplest form of rates in the current system.

<sup>17</sup> The exception is under Section 28 of the *City of Melbourne Act 2001*, which allows the City of Melbourne to raise differential rates using any method of valuation.



## Appendix I: Rating and Property Taxation in Other Jurisdictions

Property taxes are sometimes known as the tax everyone loves to hate. Yet, despite their lack of popularity, most countries around the world use taxes on property and land, especially to fund public services at the state and municipal levels.

### *Other Australian Jurisdictions*

Municipal governments in all Australian states and territories are funded with property rates. All have been provided by their respective Parliaments with considerable latitude to levy rates in accordance with their own needs and the circumstances of their own community. Rate capping mechanisms, where they are used (including in Victoria and New South Wales, and for a period in the Northern Territory) have placed a limit on overall revenue, while allowing councils significant flexibility to apportion the rating burden as they see fit.

There is considerable variance in the valuation bases used in each Australian state, and different options and restrictions on councils. New South Wales (NSW), Queensland and Western Australia (WA) either fully or partially use unimproved or site value to determine rates. In contrast, Victoria, Tasmania and South Australia (SA) mostly use capital improved value (CIV).

Further, there is disparity in the mix of fixed charges and *ad valorem* rates and the use of differentials which are used widely. Historically, some jurisdictions have used a 'minimum' rate. SA, Tasmania and NSW have the greatest capacity to use this mechanism, allowing up to 50 per cent of the rating burden to be collected via a municipal or fixed charge. All Australian states permit the use of differential rates, but only Victoria and WA place a ratio limit on their use. Some differential rate ratios (highest to lowest rate) in councils in Queensland and Western Australia are extreme; with for example the City of Brisbane's 77 categories resulting in a ratio of 23:1<sup>18</sup> and the Shire of East Pilbara in WA with 12 categories resulting in a ratio of 11:1.<sup>19</sup>

### *New Zealand and North America*

Most Organisation for Economic Cooperation and Development countries have a property tax system in place, or if not, a land tax system (valuing the land only) to raise public revenue. New Zealand's local governments, with similar responsibilities to those in Australia also rely on property rates to raise revenue.

North American municipal governments are heavily funded by property taxes that as a proportion of total taxation in the federal systems of Canada and the United States, are greater than Australia. Local governments in the United States and Canada are responsible for many services, including policing, fire services and education, which are funded by property rates and taxes. There is wide variance in the United States especially, with over 89,000 local and municipal governments and school districts using property taxes. This enormous variance in size, scope and, importantly, levels and apportionment of property taxation, is a reflection of the highly decentralised governance of the United States. Like Australia, municipal level governments are created via statute of the state governments and subject to their control.

### *Europe*

Property taxation is well established in European jurisdictions. Property taxes are often used at a municipal level to fund council services. There are some broad similarities with Australian systems, including centralised valuation processes (at state or Federal level) with some freedom at municipal level to determine rates; rates relief for low-income persons and pensioners; and the use of market value or net annual value as a valuation base for rates.

Councils across the UK levy a "council tax" (on the value of homes) payable by home-owners and renters. Rates follow an increasing scale, with bands and rates varying. A complex system of concessions and exemptions is in place, including exemptions for dwellings that are temporarily unoccupied. Valuations are performed centrally by the national government however with much less frequency than Australian jurisdictions.

18. Each differential rate has a separate "minimum rate", which creates further complexity. <https://www.brisbane.qld.gov.au/about-council/council-information-and-rates/rates-and-payments/how-rates-are-calculated>

19. East Pilbara utilises two separate methods of valuation, Gross Rental Value and Unimproved Value, making comparison complex. [http://www.eastpilbara.wa.gov.au/shireofeastpilbara/media/Documents/Rates/Shire-of-East-Pilbara\\_Rates-Brochure.pdf](http://www.eastpilbara.wa.gov.au/shireofeastpilbara/media/Documents/Rates/Shire-of-East-Pilbara_Rates-Brochure.pdf)

Councils in France levy an annual property ownership tax (partially applicable to vacant land) with a per cent rate based on notional annual rental value (broadly similar to net annual value, with heavy discounting for management costs etc.). Concessions apply for senior and disabled people and there are temporary exemptions for new buildings.

Until recently, France also applied a similar property tax payable by the occupant on residences. This is set to be phased out by 2020. In contrast to the UK, reductions are offered on the basis of the number of occupants. Reductions apply for principal residences of senior and low-income people. Councils apply a separate waste collection tax and also charge separate rates on business premises.

Germany, Austria and Switzerland impose taxes on real property using a combination of a base rate (set by the state level governments) and a "multiplier" that varies by municipality. Rates vary by property type.

In contrast to Australian systems, there is sometimes a relationship between the tax payable to the number of occupants in a residence, with various regions providing reductions or levying increased rates based on occupancy numbers introduces some elements of a poll tax into the system. In addition, unlike Australia, very few European countries or regions to use unimproved land values as a tax valuation base.

### **Asia**

Japan's property taxation system is administered by the central government. Around half the revenue is distributed to municipal governments. Properties are taxed on the basis of value, with an effective uniform rate applied nationwide. Similarly, South Korea levies property taxes for municipal revenue via a nationally consistent percentage rate on the market value of property.

Other Asian countries have varying levels of property taxation. Thailand levies property taxes on commercial and rental properties only, and Indonesia uses a progressive property tax system, with an increasing percentage rate applying to more highly valued property.

Indian states may delegate property taxation to municipal style bodies. Known as the 'house tax', it is levied on annual rental value with progressive rates applying in urbanised areas.

### **Recent Adopters**

Countries that have recently commenced the implementation of a property tax system to fund municipal public services include Chile, Vietnam and Ireland.

### **Key challenges**

The two most consistent arising challenges for municipal level property taxation systems around the world are:

- Accurately calculating and levying the property tax due to inconsistently administered property valuation systems
- Political resistance to levying an unpopular wealth tax.

In relation to the first challenge, Victoria has an established system with annual valuations, a large database of valuation information going back decades and checks and balances in the system, including appeal rights. While rates, like all taxes, have a political element, relative to many state and federal taxes, the public has accepted the existence of rates as a tax to fund municipal services.



## Local Government Rating Systems Review

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### Consultation questions – local councils

*Councils are invited to respond to the following questions as part of their submission to the Rating Review. These questions are largely administrative in nature. Councils may also wish to consider the broader policy questions in Chapter 5 of the Rating Review Discussion Paper, available at [www.engage.vic.gov.au/rating-review](http://www.engage.vic.gov.au/rating-review).*

*The Panel also encourages councils to include any other matters they wish to raise in their submissions. Please keep submissions to a total of 5,000 words or less.*

If you have any queries about these questions or about making a submission, please do not hesitate to contact the Rating Review Secretariat at [rating.review@delwp.vic.gov.au](mailto:rating.review@delwp.vic.gov.au)

1. **How regularly does your council assess occupancies for each of the non-rateable exemptions under s154 of the *Local Government Act 1989* (the Act)?**
  - What policy criteria do you apply?
  - By property category, in your municipality, how much in rates do you estimate would be raised if these non-rateable occupancies were rateable?
2. **What rates and charges does your council declare?**
  - Do you have a revenue and rating strategy to help determine rates and charges under s155 of the Act?
  - How do you engage your community in determining rates and charges?
  - If you use a municipal charge, how do you calculate its level?
  - What exemptions do you apply for municipal charges? How many, and what is the total value?
3. **How often have you issued rate notices to the occupier, or mortgagee in possession of, the land under s156 of the Act?**
  - What are the problems that you have experienced issuing notices under s156(3)?
4. **Do you issue separate notices for Special Rates and Charges, or do you combine them on a single notice?**
  - What are the challenges of providing prescribed information on rate notices?
5. **How does your council determine general rates (uniform or differential)?**
  - What criteria does your council use in their application?
  - What evidence does your council consider when determining the rates in the dollar for your differential rating categories?
  - Does your council consider what services should be paid for with other income (e.g. municipal/service/special charges)?
6. **What administration issues have you experienced when creating and administering special rates and charges?**





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- 7. Please describe the payment options your council makes available to ratepayers?**
  - Do you provide other payment options (in addition to offering a choice between paying in four instalments or in a lump sum)?
  - Do you provide any incentives for payment of rates such as early payment? What are they?
- 8. Do you provide any rating rebates and concessions (in addition to State government concessions)?**
  - What are the criteria in your council for providing these rebates and concessions?
  - What is the total annual value of these rebates and concessions?
  - How do you monitor and report on the community benefits?
- 9. Do you have a policy for deferment of rates and charges?**
  - What is the current total of rates and charges that are currently deferred?
- 10. Do you have policies regarding waiving rates and charges?**
  - What types of waivers do you provide to ratepayers and what is their estimated annual value?
- 11. Do you raise the amount declared under the *Penalty Interest Rates Act 1983* of 10 per cent for unpaid rates and charges?**
  - If not, what rates do you apply?
- 12. What issues do you face when rating by occupancy?**
- 13. What issues have you determined when applying rates to land that is becoming, or ceasing, to be rateable?**
  - Annually, over the past 5 years, how many supplementary rates and charges notices have been issued?
  - For each of these years, what was the total income for these occupancies?
- 14. Do you have a policy regarding treatment of unpaid rates and charges?**
  - If you do not, how do you treat ratepayers that live in their properties?
    - Do you treat non-residential properties differently?
  - Annually, over the past 5 years, how many ratepayers have you issued complaints on for unpaid rates and charges and to what total value?
  - What amount of interest do you charge on unpaid rates and charges? Do you raise the amount declared under the *Penalty Interest Rates Act 1983* of 10 per cent?
  - Do you have any additional administration fees and charges for managing ratepayers with unpaid rates and charges?
  - What type of collection activities do you use to recover unpaid rates and charges?
- 15. What is your council's policy regarding selling land to recover unpaid rates and charges?**
  - If no policy exists, how do you apply the relevant legislation?
    - Do you apply the same approach regarding selling land where ratepayers live in their property?
  - Annually, over the past 5 years, how many times have you undertaken this process?
    - How many properties have you sold?
    - How much has this cost, per instance?

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- How many times have you claimed land instead of selling land?
    - How much did this cost, per piece of land?
  - What issues have you encountered when selling or claiming land?
- 16. What issues have you encountered in providing information for Land Information Certificates?**
- Do you provide any updates (verbal or otherwise) to applicants for these certificates?
    - Have you experienced any privacy issues in providing updates? If so, what were they?
- 17. Do you have a policy on how you apply the rates section of the *Cultural and Recreational Lands Act 1963*?**
- How many occupancies in your municipality are categorised as cultural and recreational lands?
    - Annually, over the past 5 years, how much have you received in lieu of rates in relation to cultural and recreational property?
    - How much would you receive if you were to assess these properties under the *Local Government Act 1989*?
- 18. How many occupancies make payment in lieu of rates under the *Electricity Industry Act 2000* in your council area?**
- How much revenue do you collect and approximately how much is forgone as result (compared to rating under the *Local Government Act 1989*)?
- 19. Other questions**
- How many public inquiries on rates do you receive each year? What are some common themes of those inquiries?
  - What software do you use to administer your rating system?
    - What is the estimated annual hardware/software cost to maintain rates using this system?
  - How many staff do you employ to administer rates and charges?
    - What is the total FTE and costs for the rating and revenue function in your council?

# 7



## DAREBIN CITY COUNCIL SUBMISSION

### LOCAL GOVERNMENT ACT 1989 RATING REVIEW

#### 1. Overall requirements

The legislation in its current form is written for a different era and is not easy to understand leading to inconsistencies in how it is interpreted by different councils. It is noted that rate capping is not being considered by this review.

The fundamental principles are sound and should be retained.

#### Recommendations:

- Legalisation is redrafted in plain English so that it is clear.
- Rating system is simple and easy to administer.
- Equity principles are retained.
- Councils retain autonomy to set a rating strategy that is appropriate for their municipality.
- Unpaid rates and charges should continue to be protected as a first charge on the land.
- Council retains the right to declare a rate or charge and that right cannot be delegated.
- Imposition of rates does not have any detrimental effect on the economy of the municipality and the region.
- An overriding principle that the rating system is only used for the collection of council rates and charges and not for other purposes.

#### 2. Rateable land including land exempt from rating

*Rates exemptions allow for some types of property to be exempt from paying rates. All land is considered rateable in Victoria, except where it is specified as exempt in the Local Government Act 1989 (the Act).*

The current exemptions include:

- State and Commonwealth land (Crown Land), where it is either unoccupied or it is used exclusively for public or municipal purposes;
- Crown land leased to a rail transport operator;
- Land used exclusively for charitable purposes;
- Land used as a residence of ministers of religion;
- Mines;
- Returned Services League (RSL) clubs.

All other land in a municipality is subject to rates.

It is this part of the Act that consistently causes the most issues for councils administering their rating systems.

#### Land used exclusively for charitable purposes

There is no clear definition or set of criteria to determine if land is being exclusively used for charitable purposes which is currently resulting in inconsistencies between councils.

While the original intent of this provision appears to be that charities that supported the relief of poverty were provided a rates concession, this provision currently provides rate exemptions many organisations that operate substantial businesses particularly not-for-profits and public benevolent institutions providing services to the health and disability sectors.

Inconsistencies can also occur when the land is leased by a charitable organisation but the property owner is leasing the property on a commercial basis so that the land may be being used exclusively for charitable purposes by the charitable organisation but the land itself is not used exclusively for charitable purposes.

Charitable purposes maybe defined as:

Relief of financial hardship - Financial hardship is not defined by a specified amount of money which the beneficiaries have, although the person must be in genuine financial need. Relief of financial hardship also includes help to people who are suffering from the effects of old age, sickness or from a disability, where there is also financial need. Relief of sickness comes within this category because sickness is often related to poverty or inability to pay for treatment.

Hardship may be relieved by:

- (i) giving money to beneficiaries;
  - (ii) providing food, clothing or housing; or
  - (iii) giving advisory or other services to those in need.
- **Advancement of education** - Education is not limited to formal education at schools, colleges or universities and can also include:
    - (i) playgroups;
    - (ii) organisations providing work related training (for example, nursing or engineering); and
    - (iii) research institutions.
  - **Advancement of religion** - There is a general assumption that the advancement of religion is for the public benefit and there is no distinction made between one religion and another. The advancement of religion can include the provision and upkeep of places of worship, accommodation of ministers or priests, and holding services.
  - **Other purposes beneficial to the community** - Purposes which benefit the community and are considered to be charitable include:
    - (i) the relief of old age, sickness or disability where there is no financial need;
    - (ii) the promotion and protection of civil and human rights;
    - (iii) the promotion of reconciliation, mutual respect and tolerance between various groups of people;
    - (iv) the protection and safety of the general public;
    - (v) the prevention and relief of suffering of animals;
    - (vi) the resettlement and rehabilitation of offenders and drug abusers;
    - (vii) the conservation and protection of the natural environment and endangered species;
    - (viii) providing help for victims of natural or civil disasters;
    - (ix) the provision of recreational facilities which are free and open to everyone; and
    - (x) the provision of recreational facilities for particular beneficiary groups such as people with disabilities or the elderly.

#### Recommendation:

Continue to provide an exemption for land used exclusively for charitable purposes on the basis that:

- A clear, concise definition and set of criteria is provided to determine what is exclusively for charitable purposes as detailed above; and
- The exemption only applies to the use of the property owner and not to the lessor.

#### Ineligibility for rate exemption

Currently one of the conditions for ineligibility for rate exemption is that it is not used exclusively for charitable purposes if it is used for the retail sale of goods.

#### Recommendation:

Expand the condition for ineligibility for rate exemption is that it is not used exclusively for charitable purposes if it is used for the retail sale of goods or services.

#### RSL Clubs

Currently RSL Clubs are specifically not rateable under S154 (2) (f). RSL Clubs do play an important role in supporting ex-servicemen and ex-servicewomen. However, RSL Clubs have shifted in focus and provide food, entertainment, gaming and gambling in competition with commercial rateable establishments.

Recommendation:

Review the blanket eligibility for rate exemption for RSL Clubs and consider making at least the gaming and gambling portion of RSL Clubs rateable.

**3. Property valuation as the base for rates**

Council rates are a property tax that is based on the valuation of each property to determine the amount that ratepayers will be charged.

Most council's rates are calculated using the Capital Improved Value of the rateable properties within a municipality. While property valuations do not necessarily represent a capacity to pay, there is no viable alternative as confirmed by the Henry Taxation Review and the Productivity Commission into Assessing Local Government Revenue Raising Capacity 2007/2008. Rates on property are the only tax instrument available to local government and using property values to assess ability to pay overcomes some of the practical difficulties in obtaining suitable measures of income.

Recommendations:

Consideration should be given to only having a single property valuation method used across all municipalities in Victorian.

Consideration should be given to councils only using the Capital Improved Value for calculating rates.

**4. Differential rating**

Councils can raise rates by applying different rates in the dollar for certain property types.

There is no limit on the number of differential a council may have.

The highest differential rate cannot be more than four times the lowest differential rate in a financial year.

Further restrictions are outlined in the 2013 Ministerial Guidelines for Differential Rating. It is this guideline that does not allow differentials for dealing with social issues such as gambling venues and fast food outlets.

Recommendations:

Differential rates should remain to allow councils to set a rating strategy that is appropriate for their municipality and local capacity.

The review should consider whether restricting the highest differential rate to be no more than four times the lowest differential rate in a financial year is still appropriate.

**5. Municipal charges**

A fixed charge declared to cover some of council's administrative costs and allows a minimum rate for a property to be established.

Revenue collected from a municipal charge cannot exceed 20% of the combined revenue raised by general rates and the municipal charge.

The Act allows an exemption from multiple municipal charges for the same ratepayer if they can show that they are operating a single farm business across multiple properties.

Recommendations:

Municipal charge remains an option for councils to use as part of their rating strategy.

The 20% limit should for a municipal charge not be reduced.

Exemption from multiple municipal for the same ratepayer should remain in place for a single farm business operated across multiple properties.

## 6. Service rates and charges (including waste)

A service rate or charge funds a specific service, commonly used to fund the collection and disposal of waste.

The Act permits councils to levy charges on a property for a specific service, such as:

- Provision of a water supply
- Collection and disposal of refuse
- Provision of sewage services
- Any other prescribed services.

### Recommendation:

Services rates and charges should remain to allow councils to set a rating strategy that is appropriate for their municipality and local capacity.

Service rates and charges should be able to be set to provide incentive pricing to change the community's waste behaviours.

The Act to clearly specify that councils can levy a service charge that is able to fully cost recover the service provided.

## 7. Special charges

A special rate or charge funds a specific project that only affects a limited number of ratepayers.

This ensures that the ratepayers that benefit from the project contribute to funding it.

These projects can be initiated by councils or by ratepayers petitioning council for the new service. Public consultation is required prior to the special charge being implemented.

Each special rate and charge is calculated and apportioned differently depending on the funding required and number council of ratepayers responsible for payment.

### Recommendation:

Special charges should remain to allow councils to fund specific projects that only affects a limited number of ratepayers who are beneficiaries of the project.

The Act to streamline the process for establishing a special charge.

## 8. Cultural and recreational land

The Cultural & Recreational Lands Act 1963 specifies how councils should levy rates (or amounts in lieu of rates) on outdoor recreation and cultural lands. The methodology for calculating amounts is unspecified, other than stating that it should be "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 recreation lands."

Councils experience difficulties in applying this legislation and struggle to achieve consistent and fair outcomes. In addition, legislation is limited to outdoor activities which disadvantages indoor sporting or cultural activities.

### Recommendation:

Consider abolishing the Cultural and Recreational Land Act 1963 as it appears outdated and is difficult to apply and the Act differential provisions provide councils with enough flexibility to levy rates and charges on all sporting, recreational and cultural land.

## 9. Rating strategy

A rating strategy allows councils to spell out the key issues and the rationale for applying rates in the way they do. Such a strategy helps the community understand Council's decisions better.

Councils should as part of good governance undertake a regular review of its current practices with respect of rates and rate revenue collection.

It is important to note that the rating strategy is not about increasing the amount of Council's rate revenue but about how the rate revenue is raised and the proportion paid by each ratepayer.

The rating strategy should detail how the imposition of rates and charges is:

- Equitable.
  - Horizontal equity - ratepayers in similar situations should pay similar amounts; and
  - Vertical equity - those who are better off should pay more than those worse off.
- Simple so that it is easily understood by ratepayers.
- Easy to administer.
- Consistent with the major policy objectives of Council.
- Designed to minimise any detrimental effect on the economy of the municipality and region.

Recommendations:

Requirement for councils to undertake a regular rating strategy to remain.

Format of rating strategies to follow a standard template similar the model budget and the SRP.

#### **10. Rebates including pensioner rebates**

Local governments can adjust the impact of rates by applying discounts, rebates, concessions and deferrals of payment.

A State-wide concession on rates is provided for eligible pensioners by the State Government. The rate rebate in 2019-20 for eligible pensioners is 50 per cent of the General Rates up to a maximum of \$235.15. This amount increases annually in line with inflation. Application of further rebates, discounts and deferrals are at the discretion of individual councils. Local Council rates are a property tax that is based on the valuation of each property to determine the amount that ratepayers will be charged.

Current legislation does not make the process easy with the legislation not clear if the rebate is not declared in the adopted budget.

Recommendation:

Separate section in the Act that provides a clear straightforward streamlined process to enable a council to provide a rebate to an identified group of ratepayers.

#### **11. Payment of rates and charges**

The current legislation specifies that councils "*must*" offer payment of rates and charges by four instalments and "*may*" offer a lump sum payment option. Darebin moved to four instalments without an annual lump sum payment option in 2004/05. This was in recognition of that a significant number of ratepayers who had decided to pay a lump sum in February found that they were unable to pay in full and interest would be charged on their outstanding balance leading to increased levels of outstanding debt and addition queries from ratepayers regarding the interest charges. The change also improved council's cash flow in the first half of each financial year by receiving payments in September and November.

Recommendation:

Payment options should remain as must offer four instalments and may offer full payment. Recognition should also be given that councils will offer other payment options to meet the needs of their community.

#### **12. Deferral of payment, hardship and waivers**

Commonly, councils provide details of the financial hardship assessment process, along with a payment arrangement application form, on the rates and charges section of their website. The Act does not provide a specific definition of financial hardship.



Councils may set up different payment arrangements for people whom they assess as experiencing hardship or waive part of, or even all, unpaid rates and charges.

Deferment schemes, whereby rates owed can be paid upon a specified future date (including upon sale of the property), can also include a discounted interest charge on the deferred rate. Such schemes can temporarily address the affordability issue for some people who own property but do not have a high cash income. They permit individual circumstances to be considered, including financial hardship and long-term illness. Deferment schemes are currently not in widespread use.

Recommendations:

The Act to provide a base definition of hardship to establish consistency across councils.

The Act to provide clearer language and a straightforward process for a council to enter into and end a deferment arrangement.

**13. Recovery of costs**

The Act currently only allows councils to recover legal costs from ratepayers and not pre-legal collection costs. Darebin are proactive in their approach to debt recovery and work through numerous steps with our debt recovery agency to try to avoid issuing legal action. There is a cost to council for this pre-legal work.

Recommendations:

The Act to include that councils can recover the pre-legal costs as well as the legal costs from ratepayers.

**14. The role of State Government in council rates**

Recommendation:

The State Government to:

- Set the framework to empower councils to be able to respond to the needs and requirements of the community within their municipalities.
- Provide legislation that is clear and able to be applied consistently by all councils across Victoria.

**15. Environmental upgrade agreements and Cladding rectification agreements**

The recent introduction into State legislation of Environmental Upgrade Agreements and Cladding Rectification Agreements allows councils to help ratepayers obtain finance to alter their properties and pay back their loans via their rates payments. These agreements can reduce the interest rates on the loans as future property rates are used as a financial guarantee. By their nature, these agreements can involve complex methods of calculation which can vary across councils.

Recommendations:

Environmental upgrade agreements are extended to cover residential properties.

The Act to streamline the process for establishing environmental upgrade agreements and cladding rectification agreements.

## DAREBIN CITY COUNCIL RESPONSES TO CONSULTATION QUESTIONS

## LOCAL GOVERNMENT ACT 1989 RATING REVIEW

1. How regularly does your council assess occupancies for each of the non-rateable exemptions under s154 of the Local Government Act 1989 (the Act)? **Assessed every two years.**
  - What policy criteria do you apply? **As per the Local Government Act.**
  - By property category, in your municipality, how much in rates do you estimate would be raised if these non-rateable occupancies were rateable? **Not able to be assessed.**

2. What rates and charges does your council declare?

2019/2020 Differentials		
Type of Rate	Rate in \$	Differential
Residential	0.00212679	1.00
Business	0.00372189	1.75
Vacant Land Residential	0.00638038	3.00
Vacant Land Business	0.00850718	4.00
Vacant Retail	0.00850718	4.00
Mixed Use Occupancy	0.00297751	1.40

- Do you have a revenue and rating strategy to help determine rates and charges under s155 of the Act? **Yes.**
  - How do you engage your community in determining rates and charges? **During the budget consultation and engagement for the annual budget.**
  - If you use a municipal charge, how do you calculate its level? **Darebin does not have a municipal charge.**
  - What exemptions do you apply for municipal charges? **N/A, see above.** How many, and what is the total value? **N/A, see above.**
3. How often have you issued rate notices to the occupier, or mortgagee in possession of, the land under s156 of the Act? **Strathallan Golf Club and who else?**
    - What are the problems that you have experienced issuing notices under s156 (3)? **Have not experienced any issues under s156 (3).**
  4. Do you issue separate notices for Special Rates and Charges, or do you combine them on a single notice? **Darebin does both. Special Rates and Charges for marketing schemes that are shown as a separate charge item on the Valuation and Rate Notice. Separate notices are issued for Special Rates and Charges for our Solar Saver program.**
    - What are the challenges of providing prescribed information on rate notices? **Lack of space on rate notice with all the other information required.**

5. **How does your council determine general rates (uniform or differential)? Differential.**
  - What criteria does your council use in their application? **The criteria used are detailed in the rating strategy and in the annual budget.**
  - What evidence does your council consider when determining the rates in the dollar for your differential rating categories? **Historical and comparisons with other councils.**
  - Does your council consider what services should be paid for with other income (eg municipal/service/special charges)? **Darebin has considered other services being paid for through service charges and special charges but currently only used for a separate green bin charge, marketing schemes and Solar Saver program.**
6. **What administration issues have you experienced when creating and administering special rates and charges? Creating and administering special rates and charges requires a lot of manual intervention, additional costs and there can be issues when they are not all generated at the same time.**
7. **Please describe the payment options your council makes available to ratepayers? Darebin has the main payment option of four instalments and does not provide an option to pay in a lump sum.**
  - Do you provide other payment options (in addition to offering a choice between paying in four instalments or in a lump sum)? **Darebin also offer a 10 monthly payment plan by Direct Debit and will also make weekly, fortnightly, and monthly arrangements when needed.**
  - Do you provide any incentives for payment of rates such as early payment? **No incentives are offered for early payment of rates. What are they? N/A.**
8. **Do you provide any rating rebates and concessions (in addition to State Government concessions)? Darebin provides an additional pensioner rebate of \$150.**
  - What are the criteria in your council for providing these rebates and concessions? **Criteria is the same as the eligibility requirements for the State Government concession.**
  - What is the total annual value of these rebates and concessions? **For the 2018/2019 rating year the annual value of these rebates and concessions was \$1,549,721.**
  - How do you monitor and report on the community benefits? **Not monitored.**
9. **Do you have a policy for deferment of rates and charges? The deferment of rates and charges is covered under council's Rates Financial Hardship Policy.**
  - What is the current total of rates and charges that are currently deferred? **Darebin has no rates and charges currently deferred.**
10. **Do you have policies regarding waiving rates and charges? The waiving of rates and charges is covered under council's Rates Financial Hardship Policy.**
  - What types of waivers do you provide to ratepayers and what is their estimated annual value? **Darebin will only waive interest due to financial hardship or an error made by council. The estimated annual value would be less than \$5,000.**
11. **Do you raise the amount declared under the Penalty Interest Rates Act 1983 of 10 per cent for unpaid rates and charges? Yes.**
  - If not, what rates do you apply? **N/A, see above.**

12. **What issues do you face when rating by occupancy? No issues apart from queries received from occupants regarding rates.**
13. **What issues have you determined when applying rates to land that is becoming, or ceasing, to be rateable? None apart from the timeliness of being notified of occupancy certificates.**
- Annually, over the past 5 years, how many supplementary rates and charges notices have been issued?
  - For each of the years, what was the total income for these occupancies?
14. **Do you have a policy regarding treatment of unpaid rates and charges? Yes.**
- If you do not, how do you treat ratepayers that live in their properties? **N/A, see above**
    - Do you treat non-residential properties differently? **No.**
  - Annually, over the past 5 years, how many ratepayers have you issued complaints on for unpaid rates and charges and to what total value? **No complaints have been issued in the past five years.**
  - What amount of interest do you charge on unpaid rates and charges? **The amount declared under the Penalty Interest Rates Act 1983 of 10 per cent.** Do you raise the amount declared under the Penalty Interest Rates Act 1983 of 10 per cent? **Yes.**
  - Do you have any additional administration fees and charges for managing ratepayers with unpaid rates and charges? **No.**
  - What type of collection activities do you use to recover unpaid rates and charges? **Darebin uses emails and SMSs to advise ratepayers of unpaid debt. A Debt Collection Agency is also used and they issue letters, send SMSs, emails, and contact ratepayers by phone as well as undertaking field calls to the ratepayers contact address so personal contact is made.**
15. **What is your council's policy regarding selling land to recover unpaid rates and charges? The policy is not to sell land to recover unpaid rates and charges. No properties sold in the past five years.**
- If no policy exists, how do you apply the relevant legislation? **N/A, see above.**
    - Do you apply the same approach regarding selling land where ratepayers live in their property? **N/A, see above.**
  - Annually, over the past 5 years, how many times have you undertaken this process? **None.**
    - How many properties have you sold? **None.**
    - How much has this cost, per instance? **N/A, see above.**
  - How many times have you claimed land instead of selling land? **None.**
    - How much did this cost, per piece of land? **N/A, see above.**
  - What issues have you encountered when selling or claiming land? **N/A, see above.**
16. **What issues have you encountered in providing information for Land Information Certificates? There are occasions where refunds have to be provided to vendors who have overpaid.**
- Do you provide any updates (verbal or otherwise) to applicants for these certificates? **Darebin's LICs to detail that council should be called prior to settlement for a verbal update. Confirmation that an LIC has been issued on the property before providing the update.**
    - Have you experienced any privacy issues in providing updates? **No.** If so, what were they? **N/A.**

17. Do you have a policy on how you apply the rates section of the Cultural and Recreations Lands Act 1963? **The policy details that a differential of half the Business rate is applied to occupancies categorised as cultural and recreational lands.**
- How many occupancies in your municipality are categorised as cultural and recreational lands? **Ten occupancies have the cultural and recreational lands differential applied.**
    - Annually, over the past 5 years, how much have you received in lieu of rates in relation to cultural and recreational property? **\$0.**
    - How much would you receive if you were to assess these properties under the Local Government Act 1989? **Over the past 5 years, council has received a total of \$200,052.05 of rates in relation to occupancies have the cultural and recreational lands differential applied.**
18. How many occupancies make payment in lieu of rates under the Electricity Industry Act 2000 in your council area? **None.**
- How much revenue do you collect and approximately how much is forgone as results (compared to rating under the Local Government Act 1989)? **N/A, see above.**
19. Other questions
- How many public inquiries on rates do you receive each year? **~10,400** What are some common themes of those enquiries? **Amount of rates being charged, payment arrangements, pensioner rebate, green waste bin – additions/deletions, property being sold.**
  - What software do you use to administer your rating system? **Infor Pathway.**
    - What is the estimated annual hardware/software cost to maintain rates using this system? **~\$300,000.**
  - How many staff do you employ to administer rates and charges? **Seven.**
    - What is the total FTE and costs for the rating and revenue function in your council? **FTE 6.4 and total costs for the rating and revenue function including software costs and all associated printing, postage, banking and collection costs ~\$1,705,000.**

**8.4 OCTOPUS SCHOOL ROUND 3 SCHOOL SELECTION****Author:** Safe Travel Officer**Reviewed By:** General Manager City Sustainability and Strategy

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**EXECUTIVE SUMMARY**

This reports a recommendation of the advisory panel for selection of an Octopus School for consideration by Council.

The Octopus School framework aims to create a 'safe school precinct' for increasing the number of students walking and cycling to and from school, through the implementation of a range of physical infrastructure and behaviour change projects. This was piloted in 2017/18 with Reservoir West Primary School the first Octopus School. Newlands Primary School was selected as the second Octopus School for 2018/19.

An expression of interest application went out to all primary schools in Darebin on 7 August and closed on 30 August. Council received six applications. The applications were all very strong, demonstrating the enthusiasm of the schools for working with Council in this area.

At its meeting held on 12 August 2019, Council resolved that Councillor Steph Amir, the Coordinator Transport Strategy, and the Safe Travel Officer be on the advisory panel for the selection of the third school to participate in the Octopus School program. The panel met on Monday the 9 September, and Tuesday 10 September.

Through a competitive submission evaluation process, the panel have recommended a school for selection. Details of the panel's evaluation assessment and applications in full are included as a confidential attachment to this report for Council's consideration. The Safe Travel Officer would continue to work with the other five primary schools, who were unsuccessful on this occasion, on active and safe travel initiatives and projects where possible.

<b>Recommendation</b>
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**That** Council resolves to select \_\_\_\_\_ as Darebin City Council's Octopus School for 2019/20.

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**BACKGROUND / KEY INFORMATION**

Council has been working with primary schools in Darebin since 2011 to determine safe travel routes to school with the purpose of encouraging walking and cycling to and from school. 31 out of 35 relevant primary schools, and one high school (a trial), have been audited since 2011, and these audits have identified improvements such as new school crossings and other raised crossings, refuge islands, and footpath repair/replacement. While many identified improvements such as raised crossings have been implemented to date, there are still a significant proportion outstanding.

Aligned with this, the Octopus School project seeks to work with one school during 2019/20 to develop a model school for safe travel. The program will improve pedestrian and cyclist safety around the school with provision for engagement, supporting school programs,

signage, line marking, physical works and project management, with a budget of \$140,417. Before and after monitoring, and evaluation throughout the program will be used to continue to improve the approach.

School staff are often at capacity, making engagement with safe travel to school programs a lower priority. The successful school will be offered support from Council to undertake four Octopus School modules, as well as funding for teacher time release for a dedicated Safe Travel Champion one period per week for the first year (approx. \$2,000 a year for a Teacher Assistant backfill), with the school committing to ongoing coverage where needed after initial implementation.

The Octopus School model is intended to outline a range of activities and infrastructure improvements that can be made on a range of budgets and time constraints, offering the opportunity to achieve early success and encourage ongoing participation regardless of changes in resourcing and funding capacity within Council and schools.

The 2019/20 Octopus School program will include a range of infrastructure improvements identified through safe travel to school audits to support safer and more convenient walking and cycling access.

### **Round 3 Applications and Evaluation**

An expression of interest (EOI) application went out to all primary schools in Darebin on 7 August and closed on 30 August. Council received six applications. The applications were all very strong, demonstrating the enthusiasm of the schools for working with Council in this area. The EOI application form is included as **Appendix A** of this report.

At its meeting held on 12 August 2019, Council resolved that Councillor Steph Amir, the Coordinator Transport Strategy, and the Safe Travel Officer be on the advisory panel for the selection of a school to participate as the third school in the Octopus School program. The panel met on Monday 9 September and evaluated each application against seven criteria below:

- Safe Travel Champion and school support for the role;
- Commitment to and maintenance of programs;
- Commitment to newsletter articles on safe travel and programs;
- Recording student travel to school data (hand-up counts);
- History of participation and engagement in active/safe travel program in the last five years;
- Identification of current safe/active travel or access issue (including identifying social determinants of the school community to accessing and using active travel); and
- Local context, including consideration of school Index of Community Socio-Educational Advantage (ICSEA). Higher scores were given to schools with a below average ICSEA rating.

The full selection criteria with weightings is included as **Appendix B** to this report.

After meeting on 9 September, the panel requested that two schools provide further details for Key Selection Criteria 7 - Issue identification. Further information was requested from two schools only as the evaluation identified that the information provided by these two schools did not align with the intent of the question so could not be scored accurately. Both schools responded on Tuesday 10 September.



The panel met again on Tuesday 10 September and reviewed the additional information provided. The panel made a final recommendation based on an evaluation of all information provided by all schools and scoring against the pre-established evaluation criteria.

The full applications from each school and summary of the weighted and averaged evaluation scores are included as confidential attachments **Appendix C** and **Appendix D**. This year's process placed a higher score weight on the school's geographical context and ICSEA score and included the consideration of the social determinants of the school community to accessing and using active transport for the first time. Due to the different weight given to each criteria, the scores in Appendix C are the final weighted scores that reflect the weighting of the criteria, not raw scores.

Based on the weighted scores that incorporated all of the criteria described above, the school that scored the highest was unanimously recommended by the panel to be the successful Octopus School for 2019/20.

### **Previous Council Resolution**

At its meeting held on 12 August 2019, Council resolved:

*"That Council:*

- 1. Appoints Cr Steph Amir, the Coordinator Transport Strategy and the Safe Travel Officer to be on the advisory panel for the selection of a school to participate in the pilot program for Octopus Schools.*
- 2. Receives a report to a future Council meeting that reports the advice of the Advisory panel and for Council to consider a decision to select the school to participate in Round 3 of the Octopus School Program."*

## **COMMUNICATIONS AND ENGAGEMENT**

### **Consultation**

No community consultation is proposed as part of this project. Consultation with the school community has been ongoing. The communications plan outlined how the Octopus School program was advertised. Engagement with the successful Octopus School community is conducted through the school.

The development of any infrastructure in the road environment will involve the local community.

### **Communications**

A detailed communications and engagement plan has been prepared for implementation of Round 3 of the Octopus Schools Program. Councillors will be advised of forthcoming engagement efforts and project milestones through e-Bulletins.

Selection criteria and an expression of interest application was sent to all schools in Darebin on 7 August 2019. Round 3 applications were also promoted directly to schools by email, through social media and news media to maximise the likelihood of strong school participation.

Schools will be notified of the outcome by email and an officer will be available to provide further information regarding the evaluation process over the phone.

The ultimate vision and goal of this project is to address sustainability and create a safe school precinct supporting more students to actively travel to and from school.

## ANALYSIS

### Alignment to Council Plan / Council policy

The Council Plan 2017-2021 sets the overarching vision for “*a greener, bolder, more connected city*.” The Octopus School program clearly align with this overarching vision, as well as Council Plan Goal 1, 2, 3 and 5, and many other endorsed Council Strategies.

- Goal 1 - A sustainable city
- Goal 2 - Opportunities to live well
- Goal 3 - A liveable city

Goal 5 - Involving our diverse community

The Octopus School program also closely aligns with the expected outcomes of a number of Council policies/strategies, including the Darebin Transport Strategy, Walking Strategy, Safe Travel Strategy, Darebin Cycling Strategy, and Climate Emergency Plan.

### Environmental Sustainability Considerations

The Octopus School program will increase environmental sustainability in the precinct by facilitating and managing a transport mode shift from car to active travel.

#### Climate Emergency

The Octopus School program focuses on behaviour change and improving safety around the school precinct to increase the number of students who travel actively to and from school, while minimising the use and impact of vehicles. This focus has a clear alignment with Key direction 4 of the *Climate Emergency Plan 2017-2022*, ‘Zero Emissions Transport’, in particular Objective 1 “Reduce the number of private vehicle kilometres travelled in Darebin by increasing the share of public transport use, walking and cycling”.

### Equity, Inclusion and Wellbeing Considerations

Sustainable transport supports equity, as many low-income earners rely on more sustainable modes of transport due to cost; while older and younger people may not be able to use private vehicles. Therefore, safety for sustainable transport is an equity issue.

The selection criteria maintained equity for those schools unable to address all selection criteria by providing an opportunity to describe past barriers to program inclusion, and in considering the local context of the school. During the process for this year’s Octopus school, it was highlighted that some schools require extra assistance in completing an application. Two of these schools were given an additional opportunity to provide further details for Key Selection Criteria 7 - Issue identification.

The panel considered the school’s average ICSEA (Index of Community Socio-Educational Advantage) scores as part of the evaluation. This year the evaluation process placed a higher score weight on this criteria and included the consideration of the social determinants of the school community to accessing and using active transport for the first time.

## Cultural Considerations

The Octopus School program is open to all primary schools in Darebin. If required, translations of information can be provided by Council to schools that request this. The selection criteria provided an opportunity to describe any cultural considerations that the school feels may be of importance.

## Economic Development Considerations

There are no significant factors in this report which will impact upon economic development.

## Financial and Resource Implications

Council has budgeted \$140,417 for working with one additional school on the Octopus School program in 2019-20. It has also budgeted for completion of works near Reservoir West Primary and Newlands Primary.

Any infrastructure works identified to support the Octopus school's safe travel precinct will be designed in 2019-20 with construction referred to future budget processes.

Current operational resources allows for ongoing work regarding travelling safely with schools, which can be used to support the other five schools that applied to the Octopus School expression of interest application.

## Legal and Risk Implications

The selection criteria and panel is designed to manage low level risks around reputation and relationships, that is, risks associated with the selection of the school that may result in dissatisfaction from the unsuccessful schools or community.

This process also seeks to identify highly engaged schools and minimise risk of council commitment and investment without reciprocal action from the school.

## DISCUSSION

The panel evaluated the 6 applications against the following pre-established criteria (corresponding to the key selection criteria, and additionally considering local context - see **Appendix B**):

- Safe Travel Champion and school support for the role (weighted 15%);
- Commitment to and maintenance of programs (15%);
- Commitment to newsletter articles on safe travel and programs (5%);
- Recording student travel to school data (hand-up counts) (10%);
- History of participation and engagement in active/safe travel program in the last five years (10%);
- Identification of current safe/active travel or access issue (including identifying social determinants of the school community to accessing and using active travel) (25%); and
- Local context, including consideration of school ICSEA (higher scores being given to schools with a below average ICSEA score) (20%).

All 6 applications were of a very high standard, and all schools showed enthusiasm and identified ways in which the Octopus Schools program would benefit the school community. Around half of the schools noted the need for a bike shed and/or fleet and identified the issue of driver behaviour and congestion as a key safety issue for their school. Most schools were already working on active travel initiatives, and one school has already been working to achieve Octopus School status with Council in 2018/19.

Further discussion about the selection of the recommended school is included as confidential attachment **Appendix E**.

Schools that applied to be the 2019/20 Octopus School program and were unsuccessful, will be contacted individually to confirm the outcome of the expression of interest and to discuss how Council can work with them in the future. As noted above, Council already works with some of these schools on active and safe travel initiatives as Octopus School modules – supporting them to become future Octopus Schools. Council is committed to continue working with schools to achieve the modules, including supporting them to:

- Collect travel to school data,
- Improve communication within their community around active travel to school,
- Participate in Ride to School day,
- Participate in Walk to School month (for instance, the first Darebin ‘Walkshop’ where students and teachers from five schools planned their Walk to School month activities and events – many of these schools were Octopus School applicants),
- Run Bike Ed training,
- Seek external funding for a bike shed or other active travel infrastructure on school grounds,
- Better understand the challenges and barriers to active travel in their community, and how these can be addressed, and
- Develop school active travel champions, with their own plans and ideas.

Council will also install bike parking on request, map and install decals along safe active travel routes, and give away a bike fleet to one primary school each year.

## **OPTIONS FOR CONSIDERATION**

The panel have recommended a school as the Round 3 Octopus School for 2019/20.

Council could also consider instead selecting another school. Both the second and third highest scoring schools were high scoring and scores were close to the highest scoring school.

## **IMPLEMENTATION STRATEGY**

### **Details**

- Council will announce the successful Octopus School in mid-October, and officers will meet with them to plan for the financial year ahead.
- Before the end of this calendar year officers will begin implementing projects, including mapping the active travel routes, procuring a bike fleet and shed, and other identified actions from the inception meeting.
- A detailed communications plan will be followed, and Councillors will be advised of forthcoming engagement efforts and project milestones through e-Bulletins. Program

outcomes and evaluation results from the first two Octopus Schools will be included in these communications to Councillors and the community.

- Officers will continue to engage with the five schools that applied to the Octopus School program for 2019/20 and were unsuccessful. Officers will work with them on active and safe travel initiatives, aiming to address issues raised in their applications. Officers will continue to seek funding to support these schools. The five unsuccessful schools will have the opportunity to work on Octopus Schools modules to reach Octopus School status.

### Communication

A detailed communications and engagement plan has been completed. Councillors will be advised of forthcoming engagement efforts and project milestones through e-Bulletins. Program outcomes and evaluation results from the first two Octopus Schools will be included in these communications to Councillors and the community.

### Timeline

- Week of October 15 – Announce successful Octopus School
- Mid-October - Start working with selected school, undertake any further infrastructure audits of school
- November – begin implementing projects including mapping active travel routes, procuring a bike fleet and shed, and other identified actions from inception meeting.

### RELATED DOCUMENTS

- Safe Travel Strategy
- Darebin Transport Strategy

### Attachments

- Round 3 Octopus School Application Form (**Appendix A**) [↓](#)
- Evaluation Matrix (**Appendix B**) [↓](#)
- Evaluation Scores (**Appendix C**) Confidential - enclosed under separate cover
- Application Forms (**Appendix D**) Confidential - enclosed under separate cover
- Panel Discussion (**Appendix E**) 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.

## OCTOPUS SCHOOL ROUND 3 APPLICATION FORM

Darebin Council is offering one local primary school the opportunity to take part in the Octopus School Program for 2019/20. Applications close Friday 30<sup>th</sup> August 2019.

The program aims to create a safe school precinct that encourages students and families to choose active modes of transport such as walking, cycling and scooting.

The school selected for this year's program will receive over \$150,000 investment in the school precinct, which includes up to \$50,000 to support active travel programs guided by Council in the 2019/20 financial year. Schools are invited to apply using the instructions and form below.



### REQUIREMENTS AND ELIGIBILITY CRITERIA

- The Round 3 program is limited to public or private primary schools in Darebin with Public Liability Insurance.
- The school principal must be aware of and endorse this application.
- The school must be able to resource the program starting in September 2019, with key engagement by the school with the parent community in Term 4 (however this will be ongoing) and commitment from the champion to work with students throughout the project year.
- Award of the program will be determined on the basis of the school's ability to commit/respond to the following criteria:
  1. Commitment of a designated Safe Travel Champion – a staff member who leads school participation with proven communication and stakeholder skills in engaging with the school council, SRC, parents and the school community. Council will commit \$2,000 to cover time release for the nominated staff member across the year
  2. Participation in recommended active/safe transport programs
  3. A column/section in each newsletter (at least once a term) promoting active/safe travel to school
  4. Monthly travel counts (hands up survey)
  5. Meet with Council's Safe Travel Officer once a term for ongoing evaluation and support
  6. Work with Council's Safe Travel Officer to evaluate the program successes and challenges
  7. Commitment to current Safe Travel to School programs such as Walk to School month and Bike Ed
  8. Participation in a previous Safe Travel to School audit and active travel programs
  9. Identification of a particular safe travel to school issue to be solved. What are the challenges or barriers your school faces when trying to encourage more active travel to school? This could include particular safety concerns, awareness of safe routes, a lack of safe crossing points etc.
- Geographical location and school local context including school ICSEA, will be considered in the evaluation process.

**APPLICATION PROCESS**

- If your school is interested in applying, please **first contact Council** by calling 03 8470 8286 to discuss your application as we may be able to assist.
- Complete this form and submit it, and any associated documents, **by midday Friday 30<sup>th</sup> August 2018**.
- Email completed applications to [safetravel@darebin.vic.gov.au](mailto:safetravel@darebin.vic.gov.au) with the subject line: **Octopus School Application**
- We will confirm receipt of your application and confirm whether you are successful within one month following the application closing date.
- The School will be consulted on the stages of development for the Octopus School program. Initiatives using Council funding must be completed by June 2020.
- The successful applicant must complete an evaluation form after the program is completed. The evaluation form will be forwarded to the successful candidate for completion in due course.

We ask that you include as much information as possible in this application form to assist us to fairly and accurately assess the successful pilot school. Word limits are included to guide the level of detail in your responses, and responses should be typed.

APPLICANT DETAILS	
School	
Address	
Phone	
Email	
Principal (Name, email and phone number)	
Number of students enrolled at the school	
MAIN PROJECT CONTACT (NOMINATED SAFE TRAVEL CHAMPION)	
Name	
Phone	
Email	
Role	



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**OCTOPUS SCHOOL PROGRAM - KEY SELECTION CRITERIA**

<p>1. Do you have a staff member willing to be the Safe Travel Champion, and how will they be supported by the school to actively engage with the school process (including working/meeting with Council's Safe Travel Officer)?</p> <p>What is their experience working with external stakeholders and in the promotion of active/safe travel programs (engagement/communication)?</p> <p>(A total of \$2,000 will be available from Council to assist with time release/CRT in the first year).</p> <p>There is a commitment to always respond in a timely manner and meet deadlines previously agreed to with Council. Funding is for the 2019/20 financial year so some projects will have strict deadlines.</p>	<p><i>Min. 100 words / Max. 250 words</i></p>
<p>2. Describe how you will manage a commitment to supporting programs such as Walk to School, Bike Ed and Ride to School activities.</p> <p>Include an example of when you have run one of these programs in the past and examples of activities, successes and challenges.</p> <p>If you have not run one of these programs, explain the reasons or challenges.</p>	<p><i>Min. 100 words / Max. 250 words</i></p>
<p>3. Part of the commitment to the program is to run newsletter articles on safe and active travel to engage the wider school community.</p> <p>Who will manage this and what ideas do you have for content?</p>	<p><i>Min. 50 words / Max. 150 words</i></p>
<p>4. Does your school record how students travel to school?</p> <p>If yes, explain how, how long for and provide your most recent counts.</p> <p>If no, explain how you will implement</p>	<p><i>Min. 50 words / Max. 150 words</i></p>



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<p>this component of the program.</p> <p>There is a commitment in this program to provide regular reports on active travel initiatives and outcomes to Council.</p>	
<p>5. This program is intended to be a long-term, sustainable school program, with Council support for the first year.</p> <p>Describe how the school will maintain ongoing commitment to the program both within school administration, and with students and parents, after the first year.</p>	<p><i>Min. 100 words / Max. 250 words</i></p>
<b>CURRENT PROGRAMS</b>	
<p>6. Please list the active/safe travel programs the school has participated in over the past five years (including the year/s). These can include externally funded programs, activities with partners such as VicHealth or VicRoads, and internal school programs, as well as Council's Safe Travel to School Audits.</p>	<p><i>List program names and year/s</i></p>
<b>ISSUE IDENTIFICATION</b>	
<p>7. Please describe, in detail, a current safe/active travel or access issue that impacts the number of students using active modes of travel to school. Eg:</p> <p><i>What is the issue?</i></p> <p><i>How have you attempted to address this in the past?</i></p> <p><i>What are the barriers to the success of addressing this issue?</i></p> <p><i>What is your new idea for addressing this issue?</i></p> <p>*Funding for infrastructure is limited, so your response shouldn't focus solely on that, but also demonstrate an understanding of the need for other types of access barriers and behavior change work.*</p>	<p><i>Min. 200 words / Max. 400 words</i></p>

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I certify that all details supplied in this application form and attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the knowledge and agreement of the management/committee of the applicant organisation. As a prospective recipient of the grant I agree to address the requirements and eligibility criteria.

*By typing my name below, I agree to contact Darebin Council in the event that any information regarding this application changes or is found to be incorrect.*

**Name**

**Position in organisation**

**Date**



the place  
to live

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Selection Criteria	%	High	Medium	Low	NA
Safe Travel Champion and school support for the role (KSC 1)	15	(8-10) Response displays an understanding of the requirements of the role and time commitment. Able to describe an example of teacher working with external stakeholders on active or safe travel programs with success.	(4-7) Response displays an understanding of the requirements of the role and time commitment. Response indicates some minor experience working with safe/active travel programs, but mostly ones organised by others (eg VicHealth, Council)*	(1-3) Response displays an understanding of the requirements of the role and time commitment.	(0) No response given.
Commitment to and maintenance of programs (KSC 2 & 5)	15	(8-10) Response gives a detailed description of running an active travel program including a description of the activities, challenges and successes. Response indicates an understanding of how to maintain the program once Council participation is minimised at the end of the year.	(4-7) Response indicates that the school has participated in active travel programs in the past, but it has not been very successful, or there were significant challenges. Response indicates an understanding of how to maintain the program once Council involvement is minimised.	(1-3) Response indicated that the school has not been proactive in running active or safe travel programs in the past. Response includes a statement about managing an ongoing commitment (through staff time for example), without detailed understanding of overcoming the challenges of this.	(0) No response given.
Newsletter (KSC 3)	5	(8-10) Response demonstrates thought has gone into the content for the newsletter and it will be managed by a designated staff member.	(4-7) Response indicates the ability for the school to manage the content of active and safe travel newsletter articles.	(1-3) Response shows a lack of thought has gone into the content for newsletter articles.	(0) No response given.
School counts and data (KSC 4)	10	(8-10) Response demonstrates an understanding of how to collect active travel data/counts and that it has been done regularly over the past five years. Recent counts have been included.	(4-7) Response indicates there have been some challenges in collating travel count data, but there is an awareness of how to do this better into the future.	(1-3) Response demonstrates that the school does not currently hold any consistent travel count data, and they will need direct instruction on how to do this in the future.	(0) No response given.
History of participation (KSC 6)	10	(8-10) Response demonstrates that the school has participated in a variety of active and safe travel programs over the past 3-5 years, including ones with Council support, ones with partners other than Council, and programs initiated and run by the school internally.*	(4-7) Response indicates the school has participated in some safe or active travel programs over the past 3-5 years, but mostly run internally by the school without much external involvement, or vice versa.	(1-3) Response does not demonstrate a past history of running active or safe travel programs.	(0) No response given.

<p><b>Safe travel issue (KSC 7 &amp; Council determined)</b></p>	<p><b>25</b></p>	<p>(8-10) Response shows a deep understanding of the issues that impact students being active travellers to school (including social determinants of the school community to accessing and using active travel), and also demonstrates past attempts to address this, and an understanding of the barriers to success.</p>	<p>(4-7) Response shows an understanding of the issues preventing more active travel at the school (including social determinants of the school community to accessing and using active travel), and identifies some barriers.</p>	<p>(1-3) Response shows a lack of understanding of the Octopus School objectives through the issue identified (including social determinants of the school community to accessing and using active travel), or the onus is put on Council to solve the issue.</p>	<p>(0) No response given.</p>
<p><b>Local context (Council determined)</b></p>	<p><b>20</b></p>	<p>(8-10) The issues identified are within the scope of the Transport Team to address. The location of the school is ideal and does not conflict with any other capital works being delivered in 2019/20. The school has had a positive relationship with Council in the past. The school ICSEA has been considered (above or below average). School has a below average ICSEA score.</p>	<p>(4-7) The issues identified are within the scope of the Transport Team to address. The location of the school will not negatively impact other capital works happening in 2019/20. The school ICSEA has been considered (above or below average). School has an average ICSEA score.</p>	<p>(1-3) The issues identified are not within the scope of Transport Team to address. The location of the school would not be ideal for delivering infrastructure treatments effectively, or it is being addressed through another Council program. The school ICSEA has been considered (above or below average). School has an above average ICSEA score.</p>	<p>(0) No response given.</p>

**\*Programs for KSC could include:**

VicHealth	<b>Walk to School Month</b>	Council has a record of participation
Bicycle Network	<b>Ride to School Day</b>	
Bicycle Network	<b>Funding and Grants</b>	
Darebin Council and VicRoads	<b>Safe Travel to School Audit</b>	Council has a record of participation
Darebin Council	<b>Bike Fleet Grant</b>	
VicRoads	<b>Bike Ed</b>	
Vic Roads	<b>Bike Ed Training</b>	Council has a record of participation
WOW	<b>Walk to School Once a Week</b>	
Bicycle Network	<b>Bike Counts</b>	
	<b>Active Travel Tag On</b>	

## 8.5 REIMAGINING RUTHVEN DRAFT MASTER PLAN CONSULTATION

**Author:** Team Leader City Design

**Reviewed By:** General Manager City Sustainability and Strategy

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### EXECUTIVE SUMMARY

*'Creating a bushland sanctuary, a natural place of welcome, play and retreat in the heart of Reservoir West'* is the community vision for Darebin's newest park.

The draft *Reimagining Ruthven Master Plan (Appendix A)* is long-term plan to help realise this vision and transform the former Ruthven Primary School to a biodiverse haven over the next 20 – 30 years. It has been developed in collaboration with the Ruthven Community Reference Group (CRG).

The master plan is the culmination of two years of site analysis, design and investigative work including community input, to inform the transformation of the former Ruthven Primary School to a three-hectare natural park.

There has been wide-ranging community and stakeholder consultation, including a Family Fun Day event attended by 375 people, the involvement of community members in a CRG and other community advisory committees including the Darebin Nature Trust and Darebin Aboriginal Advisory Committee.

This site presents a unique opportunity to be a demonstration site for the Darebin Open Space Strategy, *Breathing Space*, realising many of Council's aspirations around enhancing and extending biodiversity habitats. Enhancing the site's existing landscape character, biodiversity values and the community's desires for a nature-based space underpin the creation of the park master plan.

Should Council decide to release the draft Master Plan for consultation with the broader community then consultation would open on 21 October for a four week period, and be widely promoted to the community. Feedback would then be incorporated and reported to Council for consideration.

### Recommendation

**That Council:**

- (1) Endorse the release of the draft Reimagining Ruthven Master Plan for consultation with the broader community.
  - (2) Thank the Ruthven Community Reference Group for coming together to provide invaluable community insights into the vision for the future use and character of the park, and for their time, energy and commitment in completing this task.
- 

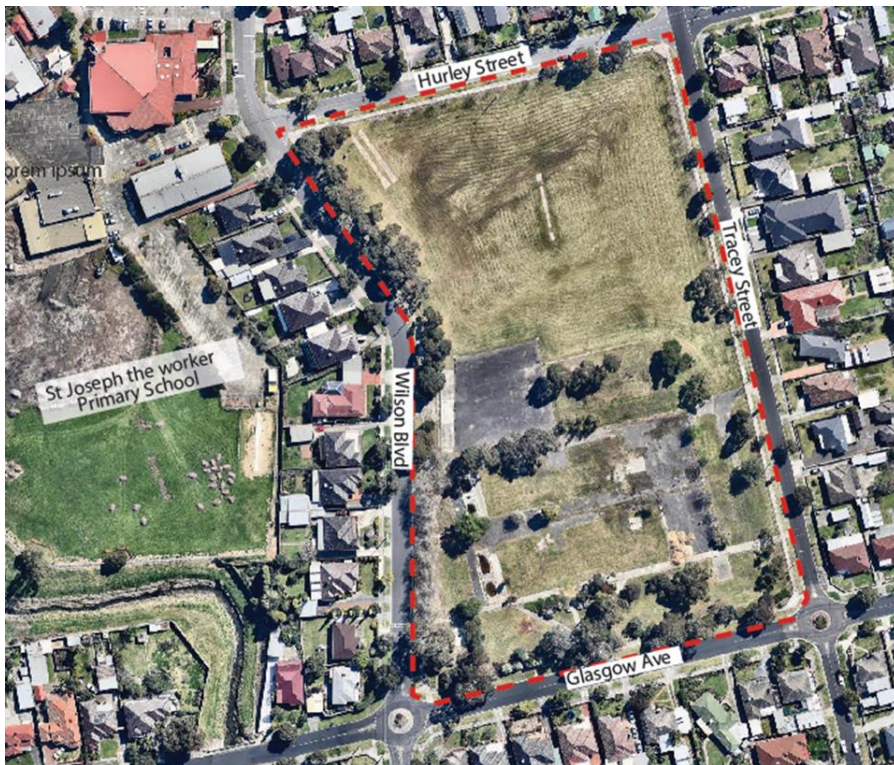
### BACKGROUND / KEY INFORMATION

- At its 5 September 2016 meeting, Council resolved to purchase the former Ruthven Primary School at 74-76 Glasgow Street Reservoir (*figure 1*) to fill a gap in Darebin's

open space network and move towards achieving Council's goal of ensuring that all residents live within a 500 metre walking distance of public open space.

- Following Council's purchase, the site was rezoned to a Public Park and Recreation Zone (PPRZ) in the Darebin Planning Scheme.
- Council's Plan '*Darebin 2021*' recognises the importance of this site by nominating it as Big Action 6, seeking to 'create a new park, playground, oval and children's hub on the site of the old Ruthven primary school in Reservoir'.
- During the preliminary phase of engagement in October 2017, community feedback demonstrated that a significant proportion of the community did not want a large building, community hub or children's hub at the site. The community also showed little support for a dog-off lead area and skate park.
- A Community Reference Group (CRG) was formally established in February 2018. They reinforced the wider community's sentiment and opposed any community building on the site.
- At the 7 November 2018 meeting, Council resolved to create a three-hectare natural park in the long term.
- The site is currently being used by the local community for informal exercise and dog walking. It contains remnants of the primary school including the junior oval and cricket pitch, mature trees, basketball/netball courts and building foundations.
- The site has been used by the community for many years. In 1996 Council entered into a joint user agreement with the State Government, giving the community access to the play space, sporting oval and BBQ facilities outside school operating hours, which lapsed in 2010.
- In 2010, the State Government merged the Ruthven Primary School with the Merrilands and Lakeside Colleges, declaring the subject site surplus for educational needs and commenced the process to dispose the site.
- Planning for the future function, role and level of infrastructure investment in this park has been determined by *Breathing Space* (2019), Darebin's Open Space Strategy, which classifies Ruthven site as:
  - **District Level Park** - as it will draw visitors from/has significance to surrounding suburbs as well as people who live within walking distance.
  - **Type B** level of investment in equipment and maintenance. The park has been planned to include a playground, BBQ and picnic area, walking paths, canopy trees, public toilet, fitness station and multi-purpose play in the long term.
- Some minor park improvements have been delivered during 2018-2019, including new picnic tables, bins, a drinking fountain and a new swing gate, improving access into the park from Hurley and Tracey Streets.





**Figure 1 – former Ruthven Primary School site.**

### **Previous Council Resolution**

At its meeting on 7 November 2018, Council resolved:

*“That Council:*

- (1) Confirms that its vision is that the entire former Ruthven Primary School (3.056 ha) is a local park of natural character that is open space for future generations.*
- (2) Formally resolves not to proceed with the initiative identified in the Darebin Council Plan 2017-21 to use the Ruthven school site as a place for a children's hub, and to report this decision in the next Council Plan progress report against any relevant actions or goals.*
- (3) Confirm that Council's long term plans do not include any large exclusive-use buildings on the Ruthven site.*
- (4) Will include the whole of the Ruthven site in the new Darebin Open Space Strategy.*
- (5) Will commit to ensuring the zone and planning controls reflect the long term plans for the whole site as an open space.*
- (6) Thanks the Community Reference Group for their advice and seeks their further advice to help complete development of a draft master plan for a local park of natural character and to prioritise some immediate upgrades to the site.*
- (7) Formally responds to the Community Reference Group's submission as found in Appendix B.*
- (8) Writes to the local community providing them with a project update.”*

## COMMUNICATIONS AND ENGAGEMENT

### Consultation

#### External Consultation

There has been wide-ranging community participation in consultation, and this included a Family Fun Day event attended by 350 people, the involvement of community members in a Community Reference Group (CRG) and advice sought from the Darebin Nature Trust and Darebin Aboriginal Advisory Committee.

In October 2017, a Family Fun Day was held to celebrate the recent purchase of the former Ruthven Primary School site and kick start conversations about the local community vision for their new park. Over 375 people attended the event and shared their stories, aspirations and ideas for the park. **Appendix B** contains the findings.

A Community Reference Group (CRG) was established in February 2018 to help shape the vision, inform the design brief and be local champions for the project.

Feedback has also been sought from the Darebin Nature Trust on what is important to incorporate to achieve biodiversity objectives at the site. The Darebin Aboriginal Advisory Committee provided advice on naming options for the park to support strengthening the site's cultural overlay and connection to country.

#### Internal Consultation

- Consultation for the draft master plan has been undertaken with officers from across Council including:
  - Coordinator City Design
  - Manager Parks and Vegetation
  - Coordinator City Works and Assets
  - Coordinator Open space and Horticulture
  - Coordinator of Bushland
  - Team Leaders Bushland
  - Coordinator Aged and Disability
  - Manager Families, Youth and Children
  - Coordinator Equity and Diversity
  - Coordinator Community Wellbeing
  - Community Planner
  - Aboriginal contact officer
  - Community safety officer
  - Team Leader, Youth Services
  - Coordinator Community Engagement and Demographics
  - Coordinator Community Participation and Development
  - Senior communications advisor

## Communications

- *Reimagining Ruthven Engagement Plan* is **Appendix C**, for the second round of engagement in October 2019.
- *Ruthven Engagement Report (2017)* can be found at **Appendix B**.

## ANALYSIS

### Alignment to Council Plan / Council policy

Goal 1 - A sustainable city

1. Council Plan Goal 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.

Goal 2 - Opportunities to live well

2. Council Plan Goal 2.1 – ‘Create a new park, playground, oval and children’s hub\* on the site of the old Ruthven primary school in Reservoir.

*\*noting Council’s resolution from 7 November 2018, which supports the entire three hectares of the site being developed as a natural park.*

### Environmental Sustainability Considerations

Building on the site’s existing environmental qualities and biodiversity values underpins *Reimagining Ruthven*. Two key directions which will guide the environmental improvements for the park include *Blueprint for Biodiversity and Sustainability, Resilience and Future* and include actions:

- Create a detailed ‘Biodiversity Planting and Management Plan’ to create an indigenous landscape.
- Retain all indigenous trees and shrubs on the site and increase planting.
- A plan to manage existing indigenous grasses and create re-establishment areas.
- Over time, start to rehabilitate the Ruthven site and improve soil health.
- Increasing canopy cover throughout the park, aiming for at least 25% coverage as per Council targets.
- Use sustainable and renewable technologies where possible (i.e. solar panels)
- Increase the habitat area for the local flora and fauna
- Be a stepping-stone for local habitat along the Edgars Creek Corridor, strengthening the connectivity of parklands and habitat creation for fauna including birds in Reservoir Wes
- Futureproof the site to allow for a potential ephemeral wetland to harvest stormwater runoff in the long term.

The site presents a unique opportunity to be a demonstration site for the Darebin Open Space Strategy, realising many of Council’s biodiversity objectives.

Sustainable transport modes will be encouraged through proposed pedestrian and cycling improvements to the surrounding street network.

### **Climate Emergency**

The challenges of a warmer and drier climate have been recognised and addressed in the master plan, supported by the *Blueprint for Biodiversity and Sustainability, Resilience and Future* design directions, as they aim to:

- increase the amount of permeable surface,
- increase vegetation canopy cover across the site
- Reduce the amount of lawn area by increasing the amount of indigenous grasses and understorey planting.
- Create an indigenous and native plant palette, able to withstand the local microclimate changing environmental conditions.

### **Equity, Inclusion and Wellbeing Considerations**

Equity, inclusion and wellbeing considerations in *Reimagining Ruthven* are supported by the *A Park for all* and *Access & Safety* design directions and include actions:

- Create community spaces and seating areas which are inviting spaces and foster community interactions.
- Create a 'main walking and wheeling path', suitable for jogging, walking, wheelchair and pram access within and around the park.
- Install new seats and/or benches along the main walking path, where possible every 500m, creating resting opportunities for park users.
- Install an accessible parking space at key entrances to the park.
- The equity and inclusion team have been consulted during the development of the master plan and are supportive of the actions.
- Crime Prevention through Environmental Design (CPTED) principles has been applied to the design of the park, contributing to safe public spaces for all members of the community.

### **Cultural Considerations**

The community of Reservoir West is a diverse community. The masterplan recognises and celebrates this. A key design driver it to ensure that a 'welcoming and inclusive park, supporting a multi-age, multi-diverse community of Reservoir West' is created at Ruthven by:

- Creating seating and community spaces which will allow the diverse community to gather with others, feel a sense of home and make connections with their local neighbours and broader Darebin population.
- Recognise Reservoir's migration history and diversity through subtle design gestures in the park. This may include heritage interpretation, design features/pattern in paving or furniture design.
- Rename the park in the Woiwurrong language, recognising the Wurundjeri, the Traditional Custodians of the land and waters.
- Continue to engage with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation and Darebin Aboriginal Advisory Committee on applying a cultural lens to the implementation of the master plan.

Community consultation on a draft master plan seeks to reach out to all residents inclusive of cultural groups as well as traditional owners.

### **Economic Development Considerations**

Increasing amenity, usability and accessibility of public open space will have a positive impact on community cohesion by creating places for communities to gather and make vital connections. High quality public spaces support the renewal efforts of local government to help attract and retain residential and business populations in Darebin.

### **Financial and Resource Implications**

Funding of \$142,000 has been committed to in the 19/20 Council Budget, which will see concrete removal works, tree planting, playspace design and naming of the park occur.

The draft *Reimagining Ruthven* master plan is designed to set a vision and chart a course for 20 to 30 years. Other improvements to the park outlined in the master plan would be referred to future budgets for consideration, balancing needs across the City.

Council and community could use the master plan as a basis for seeking grant funding for some of the initiatives.

The State Government has committed \$150,000 for the construction of a playground and/or BBQ shelter.

### **Legal and Risk Implications**

There are no factors in this report which impact on Legal and Risk Implications

## **DISCUSSION**

### Draft Master Plan addresses key themes from community consultation

The preliminary round of community consultation took place for a three-week period in October 2017. Over 3000 residents were notified and invited to attend the main consultation event – a Family Fun Day – celebrating the acquisition of the site with the local community and kick starting the future planning of the site.

Consultation showed broad support for a local farmer's market, walking paths, additional trees and garden beds, maintaining the natural look and feel for the park, a community gathering/BBQ area and children's play spaces. The Community Engagement Summary Report with the opinions of over 375 participants can be found at **Appendix B**.

Findings from the Family Fun Day showed that a high number of community members did not support the proposal for a Children's Hub or other large community buildings, a skate park and dog off lead area.

### The proposed vision for the former Ruthven Primary School - draft *Reimagining Ruthven* Park Master Plan

*Creating a bushland sanctuary, a natural place of welcome, play and retreat in the heart of Reservoir West* is the community vision for the new Ruthven Park.

The proposed plan seeks to ensure that the current community and incoming communities have adequate access to excellent play and gathering spaces in perpetuity – including a space for reflection and respite, play spaces, BBQ's and good quality walking paths, whilst

ensuring the park character is native based with minimal park infrastructure, future proofing the park for future generations.

Enhancing the site's existing landscape character, biodiversity values and community's desire for a nature-based space to underpin the creation of the park.

Alongside the community vision to create a bushland sanctuary, six key design directions have been created to guide the implementation of the community's vision:

1. **Blueprint for Biodiversity** - A biodiverse, indigenous landscape will be showcased, enriching Reservoir West's urban ecosystem.
2. **A Park for All** - A welcoming and inclusive park will be created, supporting the diverse community of Reservoir West.
3. **Creating Play** – it will be a fun and happy destination for Reservoir West's oldest and youngest resident.
4. **Space for contemplation** - Spaces for contemplation, connection to country and appreciation of nature.
5. **Accessibility and Safety** - it will be safe and accessible for people of all ages, genders and levels of mobility.
6. **Sustainability, Resilience and Future** - A resilient and agile framework is established, supporting the organic evolution of the park in line with its community and climate.

Key actions in master plan include:

- New play areas, including a nature-based playspace, multi-purpose intergenerational play areas to potentially include a half basketball court & netball, tennis hit up wall, with seating and outdoor exercise equipment.
- Creating a sheltered community space designed to host BBQ's, picnics, birthdays and cultural celebrations.
- Providing a public toilet and park amenities including bins, seats, drinking fountain and bike hoops.
- Creating seating areas and conversation corners throughout the park, which foster community interactions and neighbourhood catch ups.
- Create two types of walking experiences in the park – a 'walking and wheeling loop' and 'bushland walk'.
- Reshaping the informal oval area to ensure that informal recreational play is retained and reinforce the park's natural identity. The site can evolve into an ephemeral wetland in the long term.
- Creating additional entry points into park, improving access and safety.
- Naming the park and seating areas in Woiwurrong language, recognising the Wurundjeri, the Traditional Custodians of the land and waters, and start to create a cultural overlay for the park.
- Recognise Reservoir's migration history and diversity through subtle design gestures in the park. This may include heritage interpretation, design features/pattern in paving or furniture design.
- Supporting a biodiversity focus of the park. This will underpin a unique nature-centric identity informing material and planting palette.
- Creating a 'blueprint for biodiversity' is a key design and environmental driver underpinning this master plan. It seeks to build on the existing biodiversity values of

the park and Reservoir West precinct and start repairing the biological system of Ruthven over the coming decades. Key biodiversity related actions in the master plan include:

- Guide new native and indigenous plant palette for the park;
- Increasing canopy cover throughout the park, aiming for at least 25% coverage as per Council targets;
- Protect and enhance all existing trees, native shrubs and remnant understory plantings in the park;
- Choose materials that are environmentally sustainable and contribute to a biodiverse habitat.
- Increase the habitat area for the local flora and fauna;
- Be a stepping-stone for local habitat along the Edgars Creek Corridor, strengthening the connectivity of parklands and habitat creation for fauna including birds in Reservoir West;
- Over time, start to rehabilitate the Ruthven site and improve soil health;
- Ensure that the planning and management of this park are considered in an integrated manner - for people and creatures.
- Discourage public lighting of the park and minimise impact on local fauna.
- Futureproofs the site for an ephemeral wetland in the long term.
- Help create a park which responds to climate change.

*Reimagining Ruthven* seeks to realise Council vision for the park as outlined in Action 6 of Darebin 2021.

## OPTIONS FOR CONSIDERATION

**Option One:** Endorse the release of the *Reimagining Ruthven* draft Master Plan for consultation with the broader community. (**Recommended**)

**Option two:** Refer the *Reimagining Ruthven* draft Master Plan for additional revisions.

## IMPLEMENTATION STRATEGY

### Details

Should Council endorse releasing the draft master plan for consultation with the broader community then consultation would open on 21 October and be promoted to the community.

Officers will consider feedback and update the master plan accordingly.

A report will come to Council seeking adoption of the master plan at a future council meeting, in early 2020.

Funding for improvements in future years would be considered as part of development of the budget each year, alongside other activities across the City.



## Communication

Promotion of the consultation on the draft master plan would be communicated to the broader community as follows:

- Postcard drop to 800 metre radius of park (3000 cards with a room for comments on the card and a link to the YourSay site)
- Posters in park, local shops, local schools & kindergartens, Reservoir Library and community spaces (i.e. St Joseph the worker Church and Primary school)
- Social Media posts, which are automatically translated by social media platforms into other languages for other language speakers.
- YourSay page with a soft copy of the master plan available to read and opportunity to provide feedback.
- Emails to all external stakeholders inviting people to provide feedback on the Darebin YourSay page.
- Hard copy master plan in Reservoir Library, St Joseph the Worker Church and other local community facilities with postcards to write feedback and a drop box.
- Key messages will be translated in the top five language groups for Reservoir West (Merrilands) and made available throughout the consultation period.

## Timeline

Consultation will be open for four weeks from 21 October to 16 November 2019.

Two drop-in sessions are scheduled for:

- Reservoir Library – Wednesday 30 October, 10am – 12pm.
- Ruthven Park - Saturday 9 November, 10am – 12pm.

## Attachments

- Draft Reimagining Ruthven Master Plan for Consultation (**Appendix A**) [↓](#)
- Community Engagement Report 2017 (**Appendix B**) [↓](#)
- Community Engagement Plan 2019 (**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.



the place  
to live

# REIMAGINING RUTHVEN

## DRAFT MASTER PLAN



**2019**



draft

### **Acknowledgment of Traditional Custodians**

Darebin City Council acknowledges the Wurundjeri Woi Wurrung people as the Traditional Custodians of the land and waters we now call Darebin and pays respect to their elders, past, present and emerging. Council affirms that Wurundjeri Woi Wurrung people have lived on this land for millennia, practising their ceremonies of celebration, initiation and renewal.

Council respects and recognises all Aboriginal and Torres Strait Islander communities and their values, living culture and practices, including their continuing spiritual connection to the land and waters and their right to self determination.



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## REIMAGINING RUTHVEN

### Blueprint for Biodiversity

Ruthven Park is Darebin's newest park. It will be a place of welcome, play and retreat for Reservoir West.

This document outlines a vision to transform the former Ruthven Primary School into a bushland sanctuary; a haven for people, birds, bees, marsupials, insects, reptiles, trees and plants.

*Reimagining Ruthven* brings together many factors for consideration in the planning and design of this park. Understanding existing and future demographics, ground conditions, heritage, existing vegetation, solar access and movement, land use and activities are factors that have all been considered in the creation of this masterplan.

Community input has also been a key driver in shaping the design of the park. Some of the key ideas gathered during community consultation included:

- Reconnecting with nature.
- Enriching the health and well-being of the community.
- Creating safe and fun places for the youngest and oldest in the community.
- Planting an abundance of Indigenous trees and plants.
- Creating a safe and accessible park.
- Providing spaces for contemplation.

*Reimagining Ruthven* is a framework for a sustainable future, which deliberately leaves space for the park to evolve organically as the local needs and the environment changes over time.

4 Draft Reimagining Ruthven Master Plan

### What a Master Plan does

- Provides a clear, long term vision for the park.
- Establishes strategies which have guided the development of the park, outlining planning, design and access issues, considerations and opportunities.
- Provides clear Council and community driven actions to help deliver the master plan over time.
- Ensures that a staged development of the park is realistic and achievable.



Existing Trees along Wilson Boulevard

### The process so far

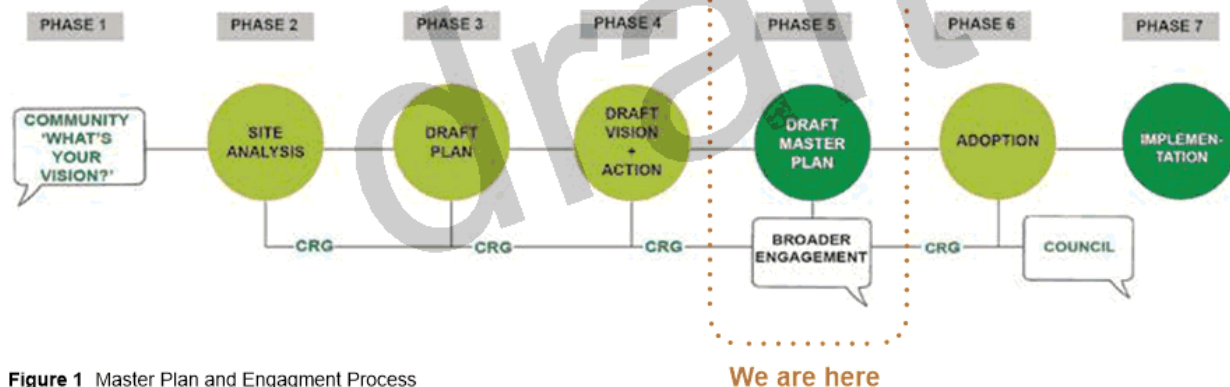


Figure 1 Master Plan and Engagement Process

### Timeframes for implementation

*Reimagining Ruthven* is designed to set a vision and chart a course for 20 to 30 years.

Improvements to the park outlined in the master plan would be referred to future budgets for consideration balancing needs across the City.

Council and community could use the master plan as a basis for seeking grant funding for some of the initiatives.

As this is a long term master plan, Council will need to check in with the community (each five or ten years), ensuring the projects identified in the master plan align with community needs.





# UNDERSTANDING RUTHVEN

## Existing Conditions

- Ruthven Park is located at 74-76 Glasgow Avenue Reservoir West (Merrilands).
- Reservoir West is a low-density suburban area characterised by large lots and detached dwellings.
- Merri Creek frames the western edge of Reservoir West, and its tributary, Edgars Creek divides the precinct.
- The area contains two schools, four small local shopping villages and two Council community facilities including PRACE and Merrilands Childcare.
- Many of the larger parks located in the precinct are dominated by formal sports and include local sporting ovals and pavilions. Ruthven provides an opportunity for play, rest and relaxation in Darebin's North.
- As this park addresses a shortfall in open space for the precinct, it has been classified as a 'district level park' in the Darebin Open Space Strategy, *Breathing Space* (2019).
- The park contains 137 existing trees, Indigenous, native and exotic, in relatively good condition.
- People currently use the park for informal exercise, walking and dog-walking.

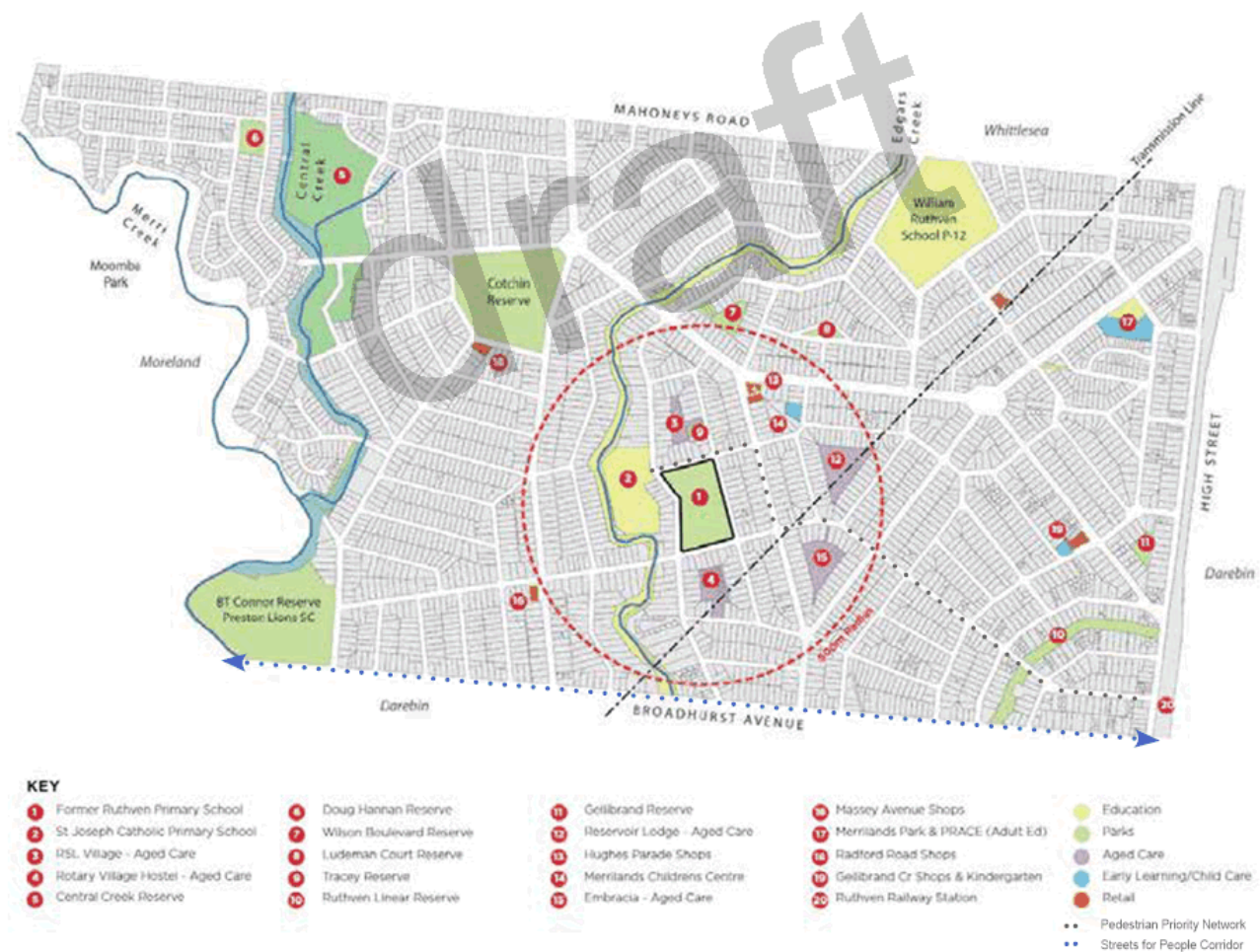


Figure 2 Context map, Reservoir West





Figure 3 Existing site conditions & opportunities.



### Features & Opportunities

- There are 137 mature trees on site which are highly valued by the local community.
- A 'stepping-stone' for local habitat and biodiversity along the Edgars Creek corridor.
- The park fills a gap in Darebin for leisure, play, contemplation and nature.
- Open lawn areas for informal sports & play.
- Four street frontages creating excellent access into the park.
- A community space and cultural ecosystem which benefits a diverse cross section of the community.
- Panoramic view lines throughout the park.
- Changes in topography with a gentle slope towards Edgars Creek provide an opportunity for collecting stormwater for reuse.

### Challenges

- Finding balance between nature and a public park.
- Risk of over development of the park.
- Poor access into the park due to existing school layout and fencing.
- Mitigating local flooding issues.
- Protection from prevailing winds.
- Creating an agile framework which leaves space for the park to evolve organically as the local needs and the environment changes over time.

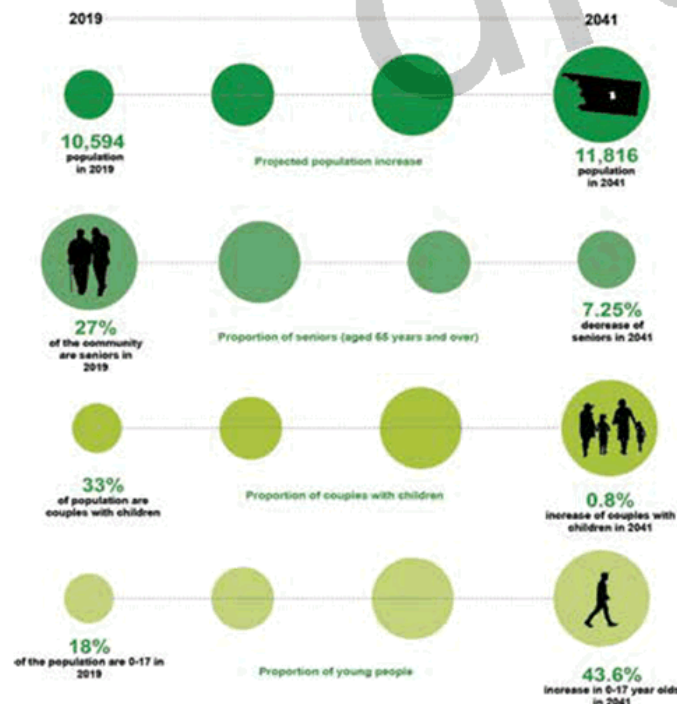


Figure 4 Projected change in demographic from 2016 to 2041



# DRIVERS & OPPORTUNITIES



Existing trees



Ecological function



Play and contemplation opportunities



Creating an inclusive space for all



Park users - current and future



Site views and topography



Improving access and safety



Site history



Connection to Country





## COMMUNITY ENGAGEMENT

Feedback from the local community has shaped the development of Ruthven Park. Key community engagement activities included:

- Collecting over 350 ideas at a Family Fun Day held in October 2017.
- Talking with local residents via phone or email, during a three-week community consultation period from October – November 2017.
- Collecting ideas from local community groups including the Merri Creek Management Committee, Darebin Bicycle Advisory Committee and Darebin Nature Trust.

### What the community really want to see:

- Playgrounds which foster community meeting spaces.
- Walking circuits and paths.
- A BBQ and picnic shelter.
- Park amenities such as public toilets, seating, drinking fountains and bins.
- Outdoor exercise equipment.
- A native landscape.
- A park which supports community activities such as a local farmers market.

### What local kids want in their park:

- Slides (16)
- Swings (10)
- Climbing equipment and adventure play (7)
- Flying fox (5)
- Basketball (5)
- Monkey bars (4)
- Football Oval (4)

### The community showed little support for:

- Any community building, community hub or early learning centre
- A dog off lead area
- A skate / BMX area

### Community Reference Group

The Ruthven Community Reference Group has supported the creation of this master plan. The group met monthly to guide the vision and champion the community's desire for the park to be retained as an open space unencumbered by buildings.



Collecting the community's ideas at the Family Fun Day in October 217





## WHAT YOU SAID

*“Native trees and plants, open space”*

*“Quiet areas for the elderly/reading and reflection”*



*“Space to fly kites, kick balls”*

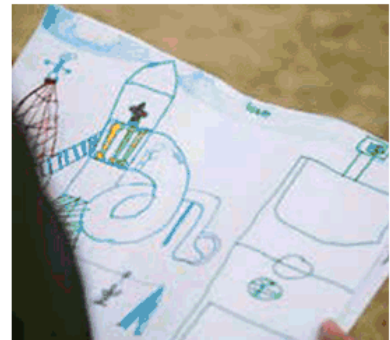
*“Multi aged play facilities”*

*“Links green spaces for native flora and fauna”*

*“Large canopy trees to picnic under”*

*“Acknowledge the traditional custodians of the land within the precinct of this park”*

*“Indigenous garden, dog free areas, kids and family friendly”*



*“Playgrounds which foster community meeting spaces, walking circuits and paths, BBQ and picnic shelter, outdoor exercise equipment”*



*“Native planting, natural shade, nesting boxes for birds”*

*“Open space, somewhere to sit and relax. Maybe covered shade”*



*“Lots of native trees – no buildings”*



*“Safer pedestrian crossing to access park.*

*Speed bumps and hoon reduction, traffic calming. Plant trees in the middle of the road”*

*“Wheelchair friendly. Walking/ scooting with toddler and pram – even out footpath..”*

*“Use recycled materials where possible, e.g. timber flooring”*

*“Playground: all ages and abilities. Progressively challenging and interesting”*





Existing Trees along Wilson Boulevard





## POLICY CONTEXT

### Reimagining Ruthven is based on the following Council strategies and policies:

#### Breathing Space – the Darebin Open Space Strategy (2019-2029)

- Darebin's Open Space Strategy 'Breathing Spaces', will guide the function and level of investment for the park.
- Bushland character is the default choice for the park.
- The proposed plant palette will use plant species of local provenance as a priority and enhance Reservoir's local biodiversity.
- Create a resilient environment that responds to climate change.
- Create an opportunity for Ruthven Park to be an education site for the Open Space Strategy.
- Renaming this new park in collaboration with the Traditional Custodians of the land.
- Creating an welcoming, inclusive and accessible park for Reservoir's diverse community.
- Creating a park which balances the needs of different users within open space.
- Engage the community as partners in biodiversity protection.
- Create a 'Green Streets Network' for biodiversity connections.

#### Natural Heritage Strategy (2015-2025)

- Continue to use Indigenous species of local provenance in all landscaping along waterways or habitat corridors.
- Rehabilitate the original grasses that are still existing.
- Create habitat for bees through the inclusion of flowering plants.
- Educate residents about local flora and fauna to promote Darebin natural heritage.
- Continue to maintain and improve the quality and extent of indigenous vegetation by allocating more resources for replanting programs and weed control.

#### Darebin Walking, Active Travel and Transport Strategies

- Develop high quality, key pedestrian and cycle links across Darebin.
- Develop pedestrian-friendly path design and maintenance standards.
- Install secure bicycle parking at key public destinations.

#### Darebin's Urban Forest Strategy (2013)

- Increase tree coverage on public land to at least 25% over 15 years in the City of Darebin.
- Increase Indigenous and native tree diversity, enhancing local habitat for native animals and birds.
- Broaden tree species selection to develop a diverse urban forest, focusing on species from warmer and drier environments. Consider trialling new species.
- Plant the largest tree suitable to each location to achieve the canopy cover targets.
- Develop and maintain a healthy, resilient, diverse and safe Urban Forest which will provide multiple, long-term benefits to the community and the environment.

#### Access and Inclusion Plan (2015-2019)

- Creating open spaces which are inclusive, accessible and equitable, responding to the needs, rights and priorities of our communities.
- Reduce barriers for people with a disability to access places, goods and services.

#### Active and Healthy Ageing Strategy (2011-2021)

- Reduce barriers to people with a disability accessing places, goods and services.
- Creating open spaces which are inclusive, accessible and equitable, responding to the needs, rights and priorities in our communities.

#### Towards an age friendly Darebin (2019)

- Create an age friendly outdoors environment
- Safe and accessible 'walking and wheeling' paths and routes are designed for the park.
- Seats with backs are provided.
- Seats are plentiful and grouped to encourage conversation and exchange.
- Implement this plan with support from the Older Persons Open Space Audit Advisory Team.
- Explore the possibility of permanent games and exercise equipment for the elderly.



***Ruthven Park will be a bushland sanctuary, a place of welcome, play and retreat in the heart of Reservoir West***





Figure 5 Artist Impression of Future Ruthven, showing nature play, accessible path, indigenous grasses and planting.

## KEY DESIGN DIRECTIONS



A **biodiverse**, Indigenous landscape will be showcased, enriching Reservoir West's urban ecosystem.



A **welcoming and inclusive** park, supporting a multi-age, multi-diverse community of Reservoir West.



A **fun and happy** destination will be created for Reservoir West's oldest and youngest residents.



A choice of spaces for contemplation, **connection to country** and appreciation of nature.



A **safe and accessible** place for all ages, genders and levels of mobility.



A **resilient and agile** framework is established, supporting the **organic evolution** of the park in line with its community and climate.





# THE MASTERPLAN



Figure 6 Ruthven master plan





### A Blueprint for biodiversity

1. Retain Indigenous trees and shrubs on site and enhance with more planting.
2. Remove all exotic shrubs, bushes and plants, found throughout the site, ensuring that succession planting occurs prior to removal.
3. Create a 'Biodiversity Planting Palette & Plan' which will be the catalyst for transforming the site into a biodiversity haven.
4. Create 'wild spaces' and 'habitat areas' which retain a natural bushland character.
5. Create 'Indigenous Grassland Re-establishment Areas'.
6. Support this park being formally recognised as a 'Dog-on Lead' park.



### A Park for All

7. Create a sheltered community space designed to support local BBQ's, community picnics, birthdays and cultural celebrations. Accessible BBQ, picnic table and drinking fountains are to be included in this space.
8. New accessible public toilet
9. Rehabilitate the old school site and transform it into an informal lawn area for picnicking.
10. Install new seats and benches along the main accessible walking paths, under natural or structured shade areas.



### Creating Play

11. Create a new playspace, which includes slides, adventure play elements and a swing. Ensure that adequate seating areas are included in the design to allow community to socialise.
12. Create a natural based play area, allowing kids to play, explore and connect with nature.
13. Create an intergenerational, multi-purpose play area for all ages to use and enjoy. This can include a half basketball/netball court and a tennis hit up wall, both with seating.
14. Provide outdoor exercise station to support active and healthy aging. Host some free exercise programs targeted for the local elderly community.
15. Reshape the former oval. Retain it as an open lawn area and a space to fly kites or exercise.



### Sustainability, Resilience & Future

16. Remove the existing asphalt and concrete footings of the former school.
17. Retain Tracey Street as the main access entry for maintenance vehicles.
18. Ensure that the parks planting palette includes low maintenance and drought tolerant species.
19. Undertake investigations to help determine the feasibility of creating an ephemeral wetland in the long term.



### Contemplation, Education & Appreciation

20. Create several seating and conversation corners throughout the park.
21. In partnership with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, rename the park in the Woiwurrong language.
22. Recognise Reservoir's migration history and diversity through subtle design gestures in the park design.
23. Create a biodiverse bushland at Ruthven Park that will also act as an educational tool.
24. Incorporate local stories and narratives from past pupils and teachers through a placemaking/local art/landscape intervention in the park (i.e. seating nodes/conservation corners).



### Access & Safety

25. Create a main 'walking and wheeling' loop within the park, connecting people to key park entries and destinations throughout the park. This will not be a formal shared cycling and walking path.
26. Create a bushland walk, providing an opportunity for the local community to meander through and connect with the natural, bushland experience of the park.
27. Glasgow Avenue was the main entry whilst the site operated as a primary school. Retain and upgrade as the main feature entry to the park. This could include some park signage and feature landscaping as tribute to the former school.
28. Improve access to the park by creating new entry points to the park.
29. Create safer pedestrian access to the park. Install raised zebra crossings at strategic locations to the park (i.e. local school, aged care facilities and bus stops along the main pedestrian routes).



## DIRECTION ONE: BLUEPRINT FOR BIODIVERSITY

### Why is this important?

- Nature enriches our lives, improves our physical, mental and social well-being, thus creating healthy communities.
- Our natural environment provides an essential ecosystem servicing our cities.
- As custodians of the natural environment, it is our duty to protect the biodiversity in our city.
- It can enhance the local community experience and connect nature.

### Planning for Biodiversity

#### Council led projects:

- Retain all Indigenous trees and shrubs on the site.
- Remove all exotic shrubs, bushes and plants, including the Desert Ash Trees along Tracey and Hurley Streets, *Pittosporum tenuifolium* and Cherry Plum trees found throughout the site. Ensure that succession planting occurs prior to removal.
- Create a 'Biodiversity Planting Plan' which will be the catalyst for transforming the site into a biodiverse haven. This plan should aim to:
  - Retain trees, plants and grass species - Indigenous to the area and region. Use plants of local provenance where possible.
  - Use a plant list inspired by Ruthven's Indigenous ecology found in EVC 55 'Plains Grassy Woodland' as its foundation.
  - Use plant species which respond to the dry, windy, north-westerly microclimate of the site, creating effective and layered windbreaks.
  - Increase canopy coverage across the site to 25% coverage.
  - Provide habitat and food sources for local fauna.
  - Create habitat areas for bees, butterflies, small birds to hide.
  - Showcase planting for community education.
  - Incorporate colour and seasonal change into species selections.
  - Incorporate recommendations from the Wurundjeri Land Corporation.
  - Eye level shrubs are considered for key entrances into the park, delivering on CPTED principles (page 33 for details).

- Create 'wild spaces' which retain a natural bushland character with no seating or pathways.
- Re-wild the nature strips adjacent to the site.
- Create 'Indigenous Grassland Re-establishment Areas', where the sites existing remnant grasses can be re-established and monitored. Develop a management plan to help rehabilitate and transition the site into a biodiversity haven.

The Biodiversity Planting Plan should consider strategies to:

- Manage exotic weeds including *Romulea rosea*
- Implement the 'Indigenous Grassland Re-establishment Areas'.
- Manage, protect and translocate the remnant grasses found at site.

#### Community Led projects:

- Bring back community tree planting days.

#### What the difference between an Indigenous and native plant?

Indigenous plants are not only native to Australia, but they are plants that occur naturally in your local area. Indigenous plants are, by definition, those native to the specified locale.

Native plants are Indigenous to a given area in geologic time. This includes plants that have developed, occur naturally, or existed for many years in an area.

### Reservoir West's historical landscape

Reservoir West area was once occupied by Plains Grassy Woodland (EVC55). The soil associated with these woodlands was generally alluvial or volcanic in origin.

River Red Gums were the dominant tree species and made up around 30% of the canopy. Other trees included the Silver Wattle and Black Sheoke. Understorey was predominantly grassy with scrambling herbs.

Remnants of this Indigenous ecology exists in the grassland and woodland species of the park.

We often refer to a sites Ecological Vegetation Classes (EVC) to understand the landscape, climate, geomorphology, geology, soils and vegetation of an area prior to settlement.



Figure 7 Remnant grasses at Ruthven



**Fauna found at Ruthven**



**Figure 8** Fauna sightings  
Based on site observations & stories from officers site visits.

**Fauna & habitat conservation**

- Thanks to the established vegetation and the proximity to the Edgars Creek the site is already home to native birds.
- Species such as the Australian Magpie, Galah, Little Lorikeet, Rainbow Lorikeet, Red Wattle bird and Tawny Frogmouth have been seen on site feeding and nesting in the established trees. Small reptiles like the Eastern Striped Skink and the Bougainville’s skink have also been found on site.
- A White-faced Heron has been observed during many site visits – reinforcing the site geographic location (proximity to Edgars Creek and water) an important factor in attracting terrestrial fauna to the site.

**Council led projects:**

- Retain any dead, mature trees as habitat trees.
- Create safe, hiding spaces for small native birds and other fauna by planting shrubs and introducing habitat logs.
- Plant more food sources for fauna, including flowering gums and pollen throughout the park.
- Create special gardens throughout the park to encourage bees (planting of the Native Flax Lily), butterflies, insects and hiding spaces for small birds.
- Install nesting boxes and bird baths throughout the park.
- Support this park being formally recognised as a ‘Dog-on Lead’ park in the Darebin Local Laws.
- As lighting in the park may impact local fauna and will be discouraged.



Opporrunities for nesting boxes at Ruthven

## Stepping-stone for biodiversity

### Why is this important?

- Flora and fauna populations are more likely to survive when their habitat is protected and when they are able to move safely across environments.
- Improving connectivity and creating habitat corridors can mitigate habitat fragmentation.

### Council led projects:

- Promote the use of Indigenous planting used in the new Ruthven Park by:
  - hosting tree planting days, which may include free plant give aways to local residents
  - run an Indigenous garden workshop for local residents.
  - encourage surrounding landowners and/ or redevelopment sites to use Indigenous planting.
- Advocate and work with Melbourne Water to increase the biodiversity planting along the Edgars Creek corridor.
- Investigate long term options to improve connectivity and reduce habitat fragmentation from the site to the Edgars Creek corridor, through strategic land acquisitions.
- Create a 'Green Connector Streets' network:
  - Encourage street tree plantings in local streets surrounding Ruthven to contain bird and pollinator attracting tree species (Indigenous species where possible).
  - Support local residents to transform their nature strips using low level Indigenous planting, in accordance with Council's nature strip policy.
- Enhance biodiversity in local streets that connect to Ruthven Park by selecting bird and pollinator attracting tree species (Figure 9). This should include planting in roundabouts close to the park.

### Community Led projects:

- Use the 'Ruthven Biodiversity Planting Palette' to create your own native bushland oasis in your backyard, enhancing the biodiversity connections in Reservoir West.
- Participate in bird surveys led by the Merri Creek Management Committee and other community groups, to track and record fauna sightings for the park, helping understand and measure the success of the Biodiversity Planting Plan.
- Establish a partnership with a university provider to use Ruthven Park as a 'living laboratory', allowing future environmentalists and horticulturalists an opportunity to rehabilitate the biodiversity values of the site.

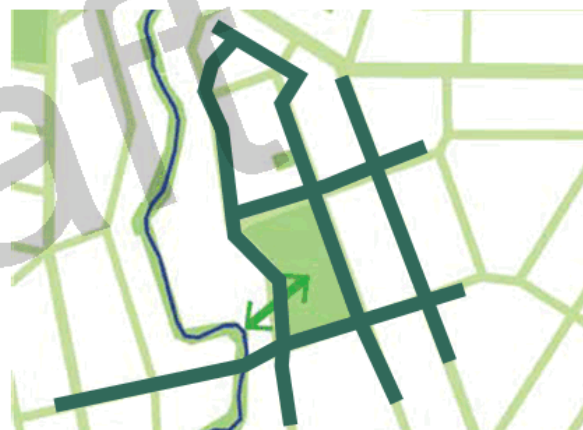


Figure 9 Streets where native plantings could be considered



Ruthven is strategically located to play a key role in enhancing the biodiversity network and minimising habitat fragmentation for Reservoir West, given its proximity to Edgars Creek, Edwardes Lake and the Central Creek Grasslands and the Merri Creek catchment.

It will also provide additional habitat, food and play opportunities for the local fauna, including the Blue-banded Bee, the Buff-banded Rail, several small birds and parrots. The endangered Growling Grass Frog and the Golden Sun Moth are also found in several nearby locations.

Figure 10 How Ruthven can play a part in the stepping stone for Biodiversity for Reservoir West



# BIODIVERSITY PRECEDENTS



Permeable material on informal paths supports water retention



Immersive nature-based experiences



Improving habitat connections



The proposed 'Bushland path' offer an immersive nature-based experience.



Habitat that supports specific reptile and insect species (habitat logs)



Providing accessible water resources for bird and wildlife



Exploring integrated water habitats (ephemeral wetlands) to enhance biodiversity and immersive nature-based experiences







Grassland habitat will be integral to the park experience



Formal design with Indigenous trees



Habitat that supports specific bird and wildlife species (tree knots)



Habitats that support birdlife (nesting box)



Informal seating with natural materials





# PROPOSED PLANTING PALETTE



*Eucalyptus camaldulensis* River Red Gum



*Acacia pycnantha* Golden Wattle



*Acacia paradoxa* Hedge Wattle



*Austrostipa species* Spear Grass



*Corymbia maculata* Spotted Gum



*Leptospermum continentale* Prickly Tea-tree





*Dianella amoena* Matted Flax Lily



*Bossiaea prostrata* Creeping bossiaea



*Acacia dealbata* Silver Wattle



*Themeda triandra* Kangaroo Grass



*Allocasuarina verticillata* Drooping Sheoak



*Carex breviculmis* Short-stem Sedge

# ILLUSTRATIVE EVOLUTION OF RUTHVEN



Victorian native Eucalypts  
*Corymbia maculata* Spotted Gum



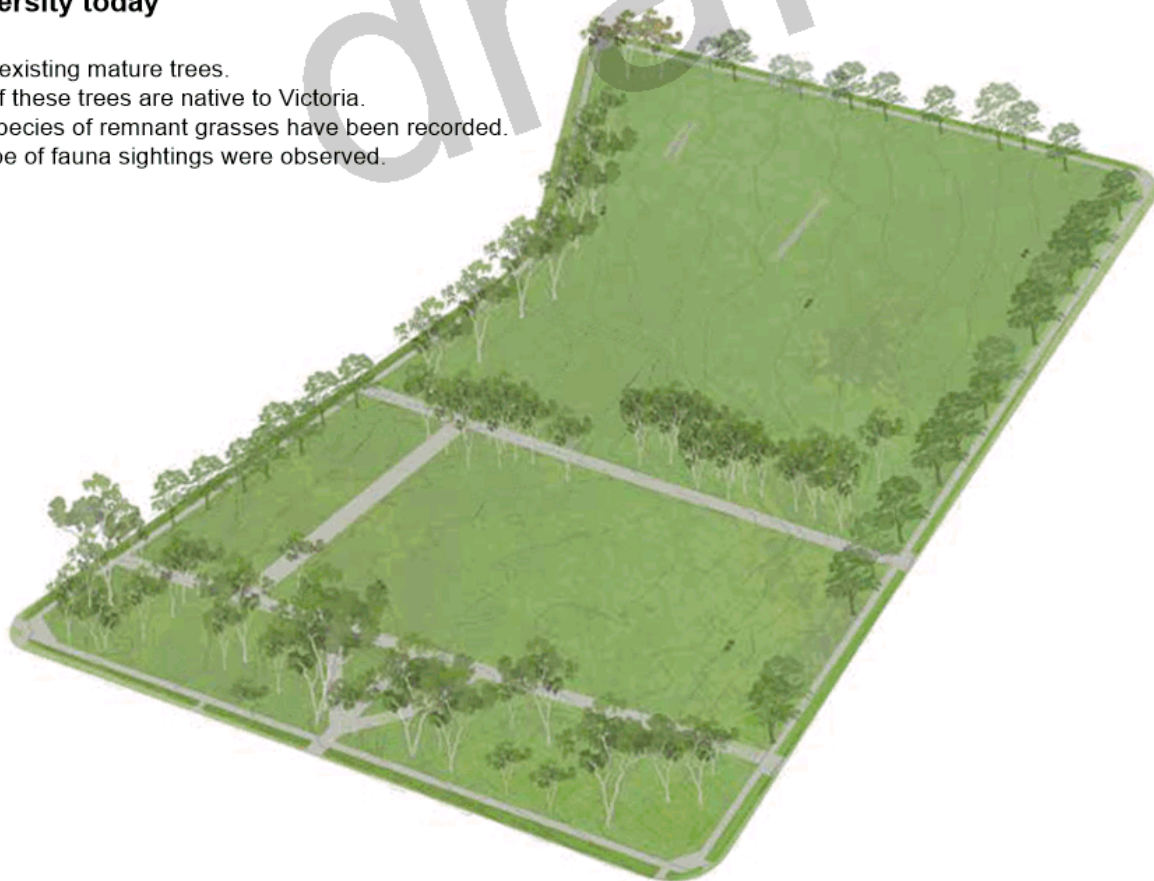
Exotic species to be replaced with natives



137 mature trees on site

## Biodiversity today

- 137 existing mature trees.
- 40 of these trees are native to Victoria.
- 11 species of remnant grasses have been recorded.
- 9 type of fauna sightings were observed.





### What we hope to achieve in 5-10 years

- Replacement of exotic plant species with Indigenous plants.
- Approximately 250+ new Indigenous trees.
- New habitat and nesting boxes throughout the site.
- Establishment of habitat conservation areas.
- Management of exotic weeds.
- Indigenous landscape.



### What we hope to achieve in 20-30 years

- A rich biodiverse landscape.
- A true stepping stone enhancing Reservoir West's biodiversity.
- A series of small ephemeral wetlands to be established, enhancing aquatic fauna life.





## DIRECTION TWO: A PARK FOR ALL

### Why is this important?

- Parks are free public spaces. They should be welcoming and inclusive for all ages, diversity and levels of mobility.
- They are spaces for Darebin's diverse community to gather with others, feel a sense of home and make connections with their local neighbours and broader Darebin population.
- Parks with a diversity of facilities and activities encourage people of all abilities and ages to participate in social and physical activities and events.
- They should be designed to be safe, with equitable access for all residents, particularly those with a disability, older people, children and young people and gender diverse residents.

### Council led projects

- Create a sheltered community space designed to host BBQ's, picnics, birthdays and cultural celebrations. Accessible BBQ, picnic table and drinking fountains are to be included in this space.
- An accessible public toilet could be included within this structure, reducing the amount of buildings in the park.
- Rehabilitate the old school foundations by transforming it into an informal lawn area, suitable for picnicking, large family lunches or somewhere to lay and read a book. A local market or community food exchange could be held here.
- The main walking path is designed for jogging, walking, wheelchair and pram access.
- Install new seats and/or benches along the main walking path, where possible every 500m, under natural or structured shade areas.

- Install rubbish, recycle bins, drinking fountains and dispensers with recyclable poo-bags in locations to support park activities.

### Community Led projects

- Investigate opportunities for a 'Friends of Ruthven Park' to continue.
- Support local community groups to host small meetings and walking events.
- Support local community groups to host small events, food swaps and local markets.
- Kindergarten and school education and excursions.



Conversation corners will be designed to be inviting spaces, fostering community interactions and neighbourhood catch ups.





## DIRECTION THREE: CREATING PLAY

### Why is this important?

- Parks and open spaces are important to maintain healthy and active communities.
- They encourage social inclusion and provide opportunities for learning and development for all ages.
- Children visiting their local park independently of adults improves their self-confidence and physical development.
- Parks reduce social isolation in the elderly community.

### Council led projects

- Create a new playspace, which includes a slide, adventure play elements and a swing. Ensure that adequate seating areas are incorporated in its designed, allowing for the local community to socialise.
- Create a nature based play area, allowing kids to play, explore and connect to nature. Nature play and sensory elements could include logs, sand, dry creek bed, timber equipment.
- Create an intergenerational, multi-purpose play area for all ages to use and enjoy. This can include a half basketball court, netball court or tennis hit up wall. Include seating. Ensure that this space is designed to sensitively respond to the natural environment of the park.
- Provide an outdoor exercise station to support an active and healthy ageing community.
- Council to host some 'free exercise programs' targeted for the local elderly community.
- Reshape the former oval. Retain it as an open lawn area to kick a footy, fly kites or go for a jog.

### Community Led projects

- Support creative-based kindergarten programmes such as bush play.
- Support community driven exercise groups (i.e. walking group, mothers outdoor yoga group).



Basketball courts provide healthy, outdoor recreation and exercise



Conversation corners will be designed to be inviting spaces



## DIRECTION FOUR: SPACES FOR CONTEMPLATION, EDUCATION AND APPRECIATION

### Why is this important?

- We live busy lives. Parks and open spaces provide us with an escape and visual relief from the urban environment.
- Open spaces can conserve and encourage understanding of the historical and cultural value of the region.
- Increasing appreciation of and respect for urban biodiversity will lead to greater community support, awareness and commitment to biodiversity protection.
- Acknowledging Ruthven Park's history is an important step in developing a vision for the site.
- Traditional Custodians have recognised this connection for thousands of years and their cultures reflect their profound connection to country.

### Council led projects

- Create several seating and conversation corners throughout the park:
  - a. On the mound to take advantage of the lovely north facing panoramic views of the park. This could feature a native flowering garden.
  - b. Nestled amongst the gum trees.
  - c. On a new mound overlooking the oval area and future wetlands.

These spaces will feature a custom design complimented by a unique material and plants palette. The will be welcoming spaces, that foster community connection. They will be designed to incorporate natural and/or built shade, responding to the site's climatic conditions.
- Install new seating and/or benches in locations which allow the user to sit, ponder and appreciate the nature that surrounds them (i.e near a flowering gum to enjoy the birds singing or, for example the view of the future wetland).
- In partnership with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, rename the park in the Woiwurrong language, recognising the Wurundjeri, the Traditional Custodians of the land and waters. Explore options to name seating areas and/or play areas in Woi Wurrung language.
- Where appropriate, undertake a Cultural Heritage Management Plan.
- Recognise Reservoir's migration history and diversity through subtle design gestures in the park. This may include heritage interpretation, design features/pattern in paving or furniture design.

- Creating a biodiverse bushland at Ruthven Park will also act as an educational tool for local community. This can be enhanced by:
  - a. Developing a series of interpretative signs for the park. The signs could feature natural history stories, identify local flora and fauna. Ensure signage is multilingual and integrates with in the environment.
  - b. Creating a 'nature discovery' walk-through the bushland area, providing a fun and educational trail – teaching kids to learn about the local flora and fauna found in the park.
- Incorporate local stories and narratives from past pupils and teachers – celebrating the sites history, through a placemaking/local art/landscape intervention in the park (i.e. seating node/ conservation corner).



Seats will be placed to enjoy the natural environment of the park.



## DIRECTION FIVE: ACCESS & SAFETY

### Why is this important?

- Walking and bike riding improves physical health and mental wellbeing.
- Sustainable transport encourages less reliance on cars and increased use of environmentally friendly travel such as public transport, walking and cycling as it helps reduce our impact on climate change
- Creating safe parks and public spaces will ensure that they are inviting and well used by the local community.

### Council led projects

#### Getting around the Park

- Create a main 'walking and wheeling' loop within the park, connecting people to key park entries and destinations throughout the park. This will not be a formal shared cycling and walking path.
- Create a bushland walk, providing an opportunity for the local community to meander through and connect with the natural, bushland experience of the park.
- Glasgow Avenue was the main entry whilst the site operated as a primary school. Retain and upgrade as the main feature entry to the park. This could include some park signage and feature landscaping as tribute to the former school.
- Improve access to the park by creating new entry points to the park.
- Install bike hoops at key entries and people destinations in the park.

#### Travelling to the park

- Create safer pedestrian access to the park. Install raised zebra crossings at strategic locations to the park (i.e. local school, aged care facilities, bus stops, along the main pedestrian routes).
- Realign the pedestrian priority network (PPN) to Tracey and Hurley streets reflecting this park as a local, walkable destination.
- Support traffic calming interventions in surrounding streets and along key walking and cycling routes to the park. This may include tree planting, raised pedestrian crossings, kerb build outs and redesign of the roundabouts.
- Improve the on-road cycling environment along Wilson Boulevard, connecting cyclists to the Edgar's Creek shared user path and the 'Streets for People' corridor along Broadhurst Avenue.
- Provide on-street parking only.
- Install dedicated on-street disabled parking bays.

- Advocate to Melbourne Water for a continuous shared user path along Edgars Creek, connecting Reservoir to the Merri Creek Trail.
- Upgrade bus stops & shelters for Bus 558. Advocate for broader bus network improvements for Reservoir.

#### Community Safety

- Ensure that Crime Prevention Through Environmental Design (CPTED) principles are applied through the implementation of the master plan.
- Undertake regular safety audits during the delivery of the master plan.
- Increase the number of entries into the park.
- New planting and landscape features (i.e. mounds) must not create hidden public spaces with poor surveillance.
- Install new park & wayfinding signage throughout the park. Ensure that it is multilingual.
- Ensure clear sightlines throughout the park to the street are kept open.

#### Community Led projects:

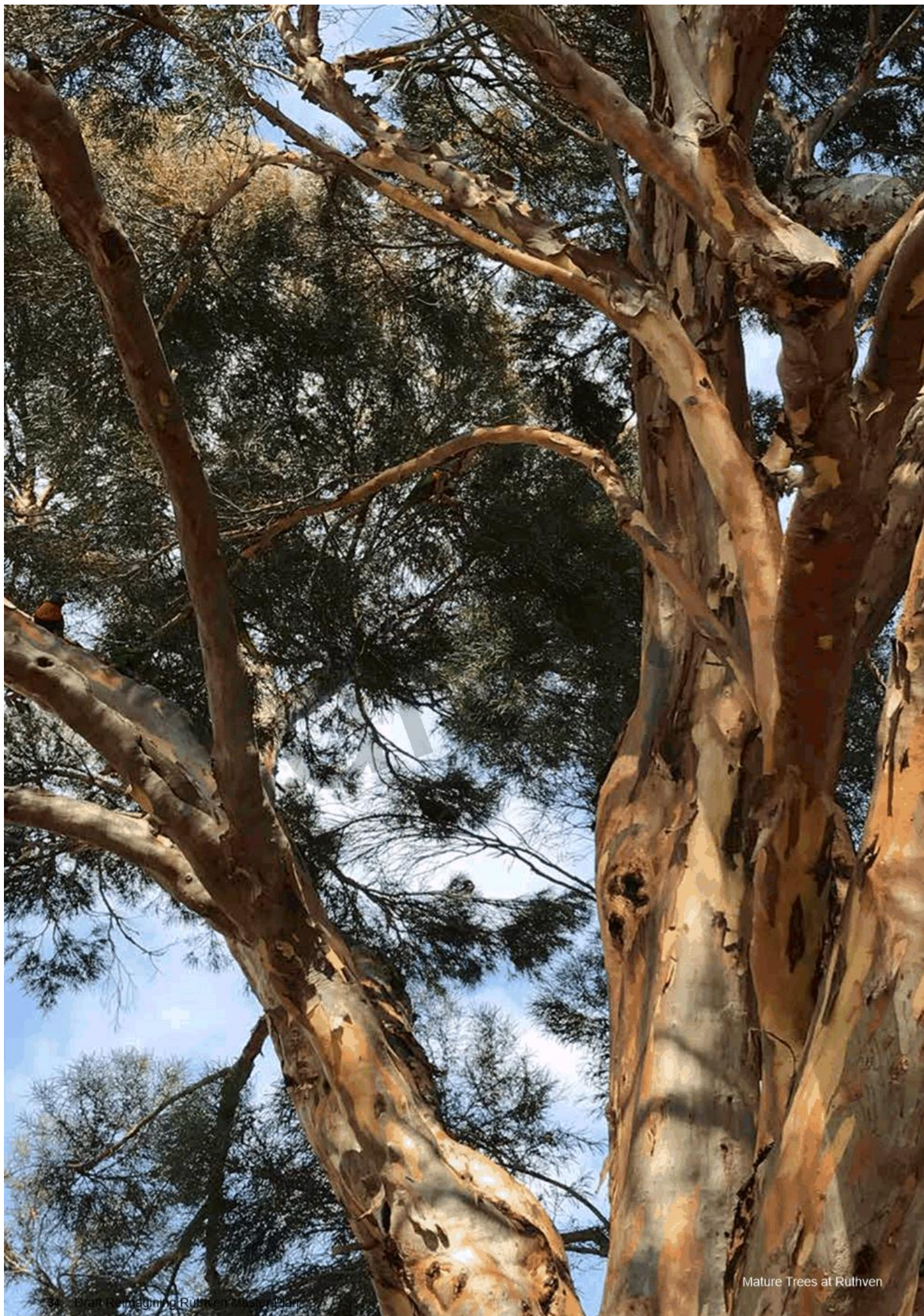
- Support local walking groups.

#### What is Crime Prevention Through Environment Design (CPTED)?

CPTED are best practise principles applied the built environment ensuring they are designed to reduce the opportunity for crime.

CPTED considers increasing passive surveillance, improving lines of sight, activating unused spaces, or defining boundaries between private and public spaces. It ensures that through good design, safer public space are created for the public to enjoy.





Drainage Magnolia Ruthven Park

Mature Trees at Ruthven





## DIRECTION SIX: SUSTAINABILITY, RESILIENCE & FUTURE

### Why is this important?

- The park's natural and built elements are robust, easy to maintain, and durable for the long-term to support current and future generations.
- Sustainable infrastructure selection and well considered design provides numerous environmental and economic benefits.
- Future proofing the park and its ability to adapt and transform to weather and climate changes and remain a comfortable green open space for the community for future generations.

### Council led projects

- Remove the existing asphalt and concrete footings of the former school.
- Ensure the main walking path is designed to support maintenance vehicles.
- Retain Tracey Street as the main access entry for maintenance vehicles.
- Minimise requirements for ongoing maintenance including weed management through good design, reduction in edges and effective use of surface materials.
- Mulch around existing remnant trees.
- Ensure that the parks planting palette includes low maintenance and drought tolerant species.
- Perform regular tree assessments, maintenance of tree health and succession planting of trees reaching maturity and those in decline.
- Select locally made, sustainable, robust and easily maintained open space assets (play equipment, benches, bins etc), leading to a longer life for assets and increased enjoyment and use by the community.
- Support the use of natural materials for park infrastructure and playpaces.
- Use renewable technologies in new park infrastructure where possible (i.e. solar panels)
- Undertake investigations to help determine the feasibility of creating an ephemeral wetland in Ruthven Park in the long term. Investigations to include geotechnical work and MUSIC modelling to understand water volumes and feasibility.

### Community Led projects:

- Support community working bees.



**Figure 11** How ephemeral wetlands might function at Ruthven Park, based on existing topography and natural water flows



# DESIGN PRECEDENCE

PLAY



Playgrounds built of natural materials

CONTEMPLATION



Quiet spaces for reflection and contemplation

COMMUNITY



Structures that provide opportunity for community gathering

EDUCATION & PLAY



Nature play opportunities for children to engage with our natural environment





Spaces for sports, recreation and all ages fun



Contemplation/conversation corners



Unprogrammed spaces for relaxation



Unprogrammed spaces for relaxation



# DESIGN PRECEDENCE

PLAY



Dog on lead parklands for safety and the protection of flora and fauna

EDUCATION



Connecting children with Australia's rich natural environment



Bush school

MATERIALS PALETTE



Various concrete aggregate colours will be explored for the main walking path



Various concrete aggregate colours will be explored for the main walking path



Benches made of local, native timber



Gravel Path (Bushland Walk)



Picnic tables made of local, native timber





Waterplay



Bushland playground

INTERPRETATION



Wurundjeri stone markings at Birrarung Marr



Red Ribbon Park, China



Afghan Bazaar, Dandenong



Northcote Civic Square

COLOUR PALETTE

A distinctive colour palette can be derived from existing features within the park. For example, the changing colours of the bark of Angophoras, Eucalypts and Corymbias could inform the design.



Angophora costata



Eucalyptus scoparia



Corymbia maculata



# MASTERPLAN OUTCOMES

The combined actions of the Reimagining Ruthven Master Plan will deliver the following outcomes:



## BLUEPRINT FOR BIODIVERSITY



### BEFORE

- Remnant school gardens
- 47 Exotic Trees
- 40 Native Trees
- 5 Native plants
- 11 Types of remnant grasses



### AFTER

- Biodiversity park
- 250 new native Trees
- 120 new native plants
- Removal of 42 exotic trees
- Protection of remnant grasses
- New habitat zones



## A PARK FOR ALL



### BEFORE

- Community facilities were demolished in 2013
- Two (2) picnic tables
- One drinking fountain



### AFTER

- Picnic shelter, BBQ, large picnic tables
- 11,960 m2 of new community spaces
- Two open grass areas for community picnics and leisure



## CREATING PLAY



### BEFORE

- Two old cricket pitches
- Former junior school oval
- Former basketball & netball courts



### AFTER

- 16,100 m2 of new play areas
- New playground
- Nature based play
- Intergenerational play
- Two open grass areas for informal play





**CONTEMPLATION & EDUCATION**



**BEFORE**

- Three (3) seats are in the park



**AFTER**

- 3 bespoke seating areas focussing on nature & contemplation
- Nature discovery trail
- At least 20 new seats and/ benches
- Connection to Country
- Planting is an educative tool for community



**ACCESS & SAFETY**



**BEFORE**

- Path only servicing the south
- Four existing entrances
- Lack of entrances in the north



**AFTER**

- 8 entrances.
- 3,660 m2 new paths.
- New granitic path for a bushland experience



**SUSTAINABILITY & FUTURE**



**BEFORE**

- 6,350 m2 of hard surface.
- 24,261 m2 of permeable surface
- 106 trees for natural shade
- No water sensitive urban design



**AFTER**

- 5,200 m2 of hard surface.
- 26,950 m2 of permeable surface.
- 250 trees for natural shade.
- Ephemeral wetland capturing stormwater run-off.

## NEXT STEPS

Implementation of both Council led activities and community led activities are essential to realising the vision and goals of the master plan. These may include:

- Targeted consultation and detail design of spaces within the park
- Establishment of an incorporated Ruthven Park Friends Group
- Community investigations and activations
- Capital works bids to deliver upgrades
- Funding and grant investigations and applications

### 1-2 years



- Renaming of park
- Concrete removal and reseeded
- Exotic tree and shrub removal
- Tree planting
- Design of playspace
- Biodiversity Planting & Management Plan

### Next 5-10 years



- Walking paths
- New park entrances
- New seating
- New bins, & bike hoops
- Creating play areas
- Community shelter
- Tree planting
- Habitat planting
- Wetlands investigations

**Working with local experts to help realise the Master Plan**

- Explore partnerships with Universities to create a 'Living biodiversity Laboratory' at Ruthven Park. A world-class research and teaching facility could be established in Reservoir West, to help deliver the biodiversity function of this plan.

- Explore opportunities to work with our local experts including (i.e. the Merri Creek Management Committee, Darebin Nature Trust, Darebin Bushland Team). They can provide specialist, local advice in delivering the biodiversity recommendations of the Master Plan.

**Next 10-20 years**



- Walking paths
- New seating
- Tree planting
- Habitat planting
- Wetlands investigations
- Outdoor gym
- Creating play areas

**Next 20+ years**



- Ephemeral wetlands
- Tree planting
- Habitat planting

## Reimagining Ruthven Master Plan

### Community Engagement Summary Report

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#### 1. Introduction

The former William Ruthven Primary School site is located at 74-76 Glasgow Avenue, Reservoir. In 2010 the school merged with Merrilands and Lakeside colleges and then was deemed as surplus by the State Government for educational requirements.

As this site fills a 'gap' in the provision of open space for the Reservoir West community, Council resolved to purchase the site at its meeting 5 September 2016.

A master plan is required to help guide the future development of this site for open space and early learning uses, improve movement and accessibility to the site and provide a framework for the landscape and environmental function of the site.

This project is also nominated as a 'big action' item in the new Council Plan 'Darebin 2021' which defines the master plan objective to '*create a new park, playground, oval and children's hub on the site of the old Ruthven Primary School in Reservoir.*'

#### 2. Community Engagement Program – Phase 1 - Understanding the Community Expectations

Since the State Government declared this site as surplus to their educational needs in 2010, the local community have strongly advocated for Darebin Council to acquire the site.

This preliminary phase of engagement sought to build on previous conversations with the community, and collect their ideas about how they would like to use their new community space. It also sought to collect stories from past pupils and teachers to paint a picture of what the school was like, and help inform its future development.

The Community Engagement program included:

- A three week community consultation period, from 21 October – 5 November 2017.
- Letter drop to properties within a 1km radius of the site, promoting the Family Fun Day event and advise of the master plan process.
- Promotional posters were also placed on site, Reservoir Library, Preston Library, Customer Service centres and Reservoir Leisure Centre.
- Advertisements were placed in the Local Leader.
- Engagement activities and consultation milestones were promoted on Council's social media streams.
- [Yoursaydarebin](#) page created as the main online platform tool. Three core question for phase 1 were placed on this online forum and included:
  - **Share your ideas** – which sought to collect ideas of what the local community would like to do in their park.
  - **Share you story** – collecting stories from past students to help inform the future development of the site.
  - **Ask a question** about the project.



### 3. Family Fun Day Event

The 'Reimagining Ruthven' Family Fun Day was held on site, on Saturday October 21<sup>st</sup> between 10.00am and 1:30 pm. The sky was overcast early but cleared up around midday so the weather was of little hindrance to attendance.

A steady stream of interested residents visited the information tent throughout the three and a half hours.

#### Activity 1 - Vote for your favourite activities

The tent accommodated several image boards illustrating examples of potential activities that might occur within the redeveloped site. Residents were asked to 'vote' for activities on the basis of:

- Positive - would like to see idea developed for the site - (place a green sticker)
- Don't care/ No opinion - (place a yellow sticker)
- Negative - would not like to see idea developed for the site - (place a red sticker)



***An example of the voting engagement activity***

A cross section of adults and children were well represented with perhaps adolescent and middle aged people underrepresented. Responses were primarily positive or negative; few responses were 'on the fence'.

Council observations would suggest approximately 350 people attended.

#### Ideas and Observations

Generally most of the over 30 ideas were well received with a number of additional suggestions made by residents, and can summarised as follows:

- There was overwhelming support for the local market in terms of the number and the positive responses received. This could be partly attributed to the fact that this was an easy concept to comprehend.
- Other positive responses related to the provision of pedestrian paths, playgrounds, park amenities including toilets, picnic and BBQ facilities with shelter and outdoor exercise equipment, a community garden, all within a predominantly native landscape.
- Specific areas for gathering and events, organised sport or activities such as multi-purpose or synthetic courts and a games area, whilst receiving generally positive feedback, attracted a limited number of responses.
- Ideas eliciting a generally , lower number of mixed responses and it could be concluded less interest, included reserve naming , local history and Interpretation, storytelling, art and sculpture and custom elements.
- Probably the three most highly contentious issues eliciting a large number of responses related to any Community Building uses (such as a Community Hub or Early Learning Centre), a dog off lead area and a skate / BMX precinct.



- Any 'large' community building was generally seen by the majority of respondents as a retrospective step in terms of a building and potentially some carparking taking up what otherwise would be part of the broader open space. Where some explanation was provided as to the potential building and carpark scale (e.g. Keon Park), the response was generally a little more positive.
- The response to the dog off lead area was relatively mixed until the suggestion of a fenced area was added to the ideas board. This fenced option subsequently received many more positive responses.
- A skate/BMX precinct had a strong mixed response that was generally well received by children but negatively received by older members of the community. Concerns raised were largely in relation to noise and potential anti-social behaviour.

A full list of Community comments captured, see **Appendix A** for details to this report.



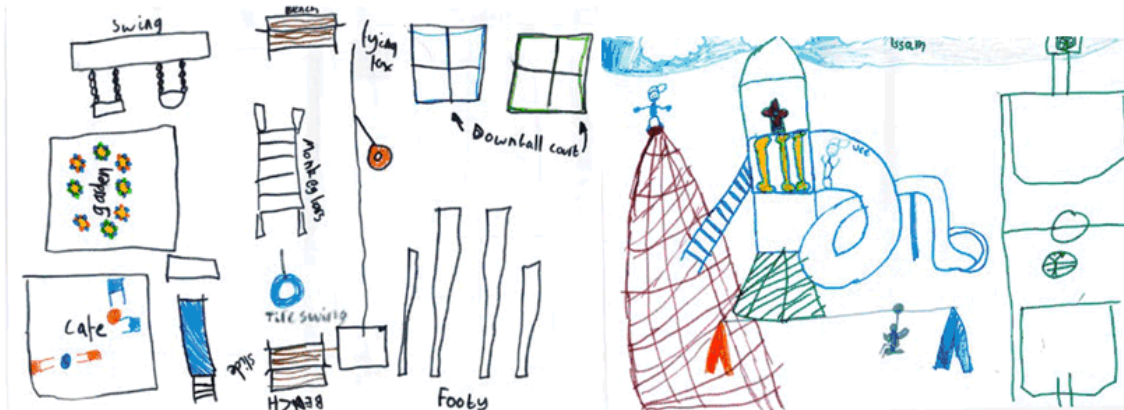
Images from the Community Engagement Tent at the Family Fun Day event.

**Exercise 2 - Kids 'Design your Park'**

As the Family Fun Day event would attract many families, an engagement activity was created to collect kid's ideas of what they would like to do in their new park.

To encourage participation, we ran a design competition, with prizes awarded to the top 3 designs as selected by the mayor and ward councillor.

Participant's ages varied from 2 – 12 years old.



Some examples of the kid's designs & drawings.

### Ideas and Observations

- This exercise was very successful on the day and attracted many participants.
- The top ideas include a slide, swings and adventure playground.

### Summary of activities suggested in kids drawings.

Activity / Equipment	Number of drawings illustrating this activity
Slide	16
Swings	10
Water Play	2
Football Oval	4
In ground trampoline	1
Cubby house	2
Lots of shady spaces	2
Balance beams + stepping stones	1
A Market	2
Flying fox	5
Basket Ball Court	5
Table area	1
Monkey bars	4
Adventure Park playground - play equipment with platforms and bridges	7
BBQ / picnic area	2
Vegie / Community Garden	2
Gardens with lots of flowers	3
Public Toilets	1
Meandering Paths	3
Lake with ducks	1
Creative park	1
Climbing equipment	3
Seating area / seats / benches	3
Feature water fountain	1
Bike/Scooter area	1
Grass areas	3
Trees	3
Bouncy castle	1
Café	1
Downball court	1
Tyre swing	1
Tennis courts	1
Running track	1



*Kids design your park engagement activity*



### Exercise 3 - Graphic recording of Oral Histories with street artist

As means of starting to activate the site, street artist Jimmy Patch was engaged to graphically record the oral histories from the local community on the former ball/court asphalt area.

Former students and deputy principal shared memories with the street artist about their memories of the school, whilst local residents described their aspiration for the future development of the site.

*'Thanks so much for the event, we thought it was really well run, the ground artists were a nice touch and it gave us a chance to connect with others in the neighbourhood.'* **Quote from local resident.**



**Images of Jimmy Patch and the Street Art Mural.**



#### 4. Written and online submissions

The number of written submissions and online engagement was relatively low when comparing it to other master plan projects in Darebin.

This is most likely due to the successful engagement opportunity the Family Fun Day offered the community.

Two written submissions and twelve ideas were posted on the [yoursaydarebin](http://yoursaydarebin.com.au) website.

The can be summarized as follows:

- Popular ideas included an enclosed dog-off lead park, BBQ and picnic shelters and facilities, Public toilets, seating in shaded areas and water playspace.
- The written submissions emphasised the need for the new park to be an important community meeting space for all generations.

A table outlining the ideas can be found in **Appendix B**.

## Appendix A

### Summary of Comments from Consultation Posters.

HOW CAN WE MAKE WALKING AND CYCLING HERE SAFER?
STICKY NOTE COMMENTS
ACCESS
Walking/scooting with toddler and pram – even out footpath – less sloping crossing.
Maintain footpaths as they are cracked and uneven, also prune street trees.
Connect Edgars Creek bike path to Darebin Creek path.
Definite link to bike path and to Edwards Creek.
Speed bumps and hoon reduction, traffic calming. Plant trees in the middle of the road.
Pedestrian crossing at Whitby Reserve on Broadhurst Avenue.
Edgars Creek: trees needed. Between Broadhurst Avenue and Glasgow Avenue large tree planting. Very hot, no shade along bike and footpath.
Crossing at Broadhurst Avenue! Whitby Reserve.
A full length path along Edgars Creek to join up with Merri Creek at Coburg Lake.
Parking around perimeter. Diagonal parking around park area.
Safer pedestrian crossing to access park. Existing one on Wilson works well!
Off street parking!!
Look at Public Bus Route: increase frequency of buses to service the site.
Pedestrian crossing at Hurley and Tracey Streets.
Tracey Street for drop-off Zone – safer for kids.
Roundabout at Hurley and Tracey Street4s to eliminate speeding drivers.
Reduce rat running on Glasgow Street.



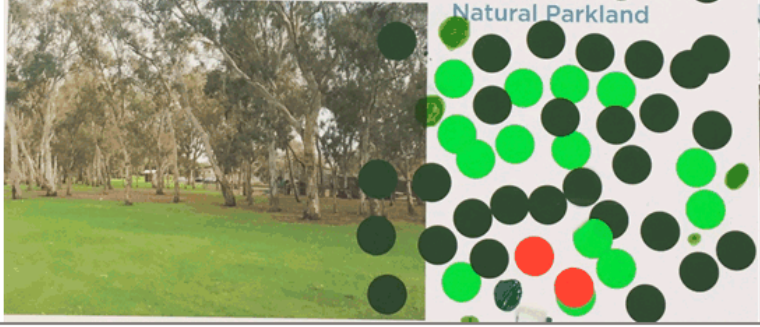


WHAT DID WE MISS? LET US KNOW YOUR IDEAS.....
STICKY NOTE COMMENTS
ACTIVITIES / AMENITIES
Soccer goals, a lot of playground equipment, bike track, public toilet, BBQ area.
Drinking taps, repaint Basketball Court, ensure fencing is fixed, some shelter perhaps.
Tennis Court.
For children play areas: 1) please have it fenced, gated and shaded. 2) Please also have outdoor/adventure style playing equipment like ropes and safe rock climbing etc.
Skate park on Gaffney Street in Coburg (Moreland CC).
Make it a playground/park or a soccer/footy club – you should be making use of the oval.
No BBQ's, prefer a picnic area instead.
Flying fox including for older people. "Rock climbing" bigger than at Edwardes Lake.
Bocce Courts for older people and all people.
Drinking tap facilities. Electronic toilets for safety.
Indigenous garden, dog free areas, kids and family friendly.
A tennis court so that in Summer we all can play there.
Playground: all ages and abilities. Progressively challenging and interesting.
NO TOILETS – keep OPEN space. <b>One note on this one:</b> Need toilets!!
BBQ was not used when it was a school – won't work in the future.
Community kitchen for workshops and events.
All abilities play space, e.g. swing for child in wheelchair, objects at toddler height, natural wind chimes (see drawing)
Separate dog designated area. No dogs in park area. Plenty of trees for natural shade. Plenty of park benches and picnic tables.
Dog park, please! With exercise/training equipment – and make sure it is maintained.
This area has limited off leash dog areas. Dog owners want to do the right thing. Please support a fenced space for dogs. Crispe Park is our only useable space and is closed until next year. Edwardes Lake also has no useable dog space. We have 10 dogs in our court. <b>One "yes"</b> added to these comments.
Fenced dog spaces to keep everyone safe.
Cricket oval, toilets, drinking tapes ("free ice creams")
Footy oval. Multi-sportsground.
Toilet facilities, BBQ, rubbish bins, keep oval – please shade.
Toilets, footy oval.
Toilets, BBQ/Picnic area, shelter, play space, fenced dog park, tables.
Skate park: small mini ramp (2-3 ft) something everybody can use rather than some of the other skate facilities in Darebin.
Space to fly kites, kick balls. <b>This one</b> received 3x yes ticks.
I second the Farmers Market/Craft Market idea.
BBQ, toilets/public toilets. <b>This one</b> received one yes.
Open space, somewhere to sit and relax. Maybe covered shade.
Water park play. Use of wood.

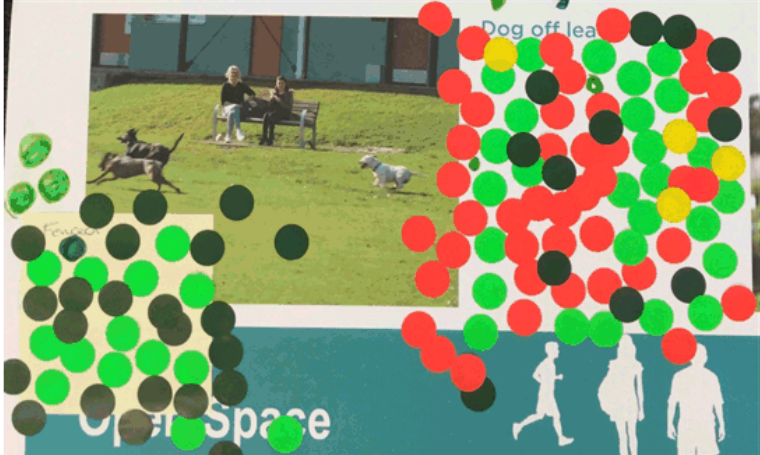



Fenced play area. Sandpit, rubber flooring on/around play equipment.
Playground, BBQ, public toilet, trees, tables.
BBQ, toilet/public, tables. (Vita)
BBQ, picnic, toilet. <b>This one</b> received 1x tick.
Could we have a monthly Farmers Market in the park. (Angela and Lina) <b>this one</b> received 2x yes please ticks.
Comprehensive plan incorporating both infrastructure and open space. Early Learning and beyond, Community rooms; Gardens, orchard, water play spaces, local Farmers Market. Aim: broad demand to draw use of space constantly.
Opposite Wilson Boulevard playground/park with a modernising shelter area.
Wheelchair friendly.
Public toilets.
Multiple ages play facilities, i.e. Malahang Reserve. Equipment for all.
<b>CHARACTER</b>
Native garden, more street trees in middle of the road.
Lots of native trees – no buildings.
Sheltered seating area with garden around seating.
Link green spaces for native flora and fauna.
Native trees and plants, open space, quiet area for elderly/reading/reflection. Children (small area)
Bird boxes, lots of trees.
Use lots of timber in buildings.
Plant large trees to clock the large power towers visible near Tracey Street. This will reduce EMF rays and look more appealing
Large canopy trees to picnic under.
Keep the trees along Wilson Boulevard. Beech trees.
Canopy trees at benches. Dog friendly.
Take some hints from Ray Braman Garden in Preston. Nice garden with water feature etc., with Hurley Street Entrance also.
Use recycled materials where possible, e.g. timber flooring. <b>This one</b> received 1x tick.
Water play area, native planting, natural shade (trees!), nesting boxes for birds.
<b>BUILDINGS</b>
Childcare on other park (existing playground) Tracey Street (old Rotary site).
Whilst an Early Learning Centre is needed, the Keon Park Children's Centre is underused and not successful. The Toy Library closed down and it is like a ghost town that has not worked well as a community space – so don't repeat that mistake here!
Community Hub facility with an indoor/outdoor design. Residents can book this out for events.
No exclusive use buildings. Space is for everyone – public. Open space for everyone.
No buildings. No buildings, No buildings.
No buildings, open space, landscaped areas, caged off area for off leash dogs

Have Childcare during day and community centre at night and weekend in the <u>same</u> space. Balance nature and buildings. <u>Multi-Purpose</u> .
No buildings on this site, which will need fencing and restriction; take up open space and restrict natural entry. (M. Brennan)
No buildings on this site. Keep planting and open areas so it can be rebuilt as a school if required. (Bev Down)
No ELC or Kinder – keep it open space.
Kinder/childcare building.
<u>I</u> f a Kinder is built, make sure it is in one corner of the site.
<b>GENERAL</b>
Consider a 11am – 4pm later time slot - future events





Likes and Dislikes

OPEN SPACE		
	OPPORTUNITY	OBSERVATIONS
	<p>Perimeter paths for walking and exercise</p>	<p>Positive</p>
	<p>Gardens that collect and utilise stormwater run off</p>	<p>Positive</p>
	<p>Natural parkland</p>	<p>Positive</p>



 <p>Dog off lead</p> <p>Open Space</p>	<p><b>Dog Off Lead</b></p>	<p><b>Primarily Positive if fenced</b></p>
 <p>Local History and Information</p> <p>LOCAL HISTORY PARK</p>	<p><b>Local History and Information</b></p>	<p><b>Mixed but with limited response/ interest</b></p>
 <p>Interpretation</p>	<p><b>Interpretation</b></p>	<p><b>Mixed but with limited response/ interest</b></p>
 <p>Native / Indigenous Vegetation</p>	<p><b>Native and Indigenous Vegetation</b></p>	<p><b>Positive</b></p>








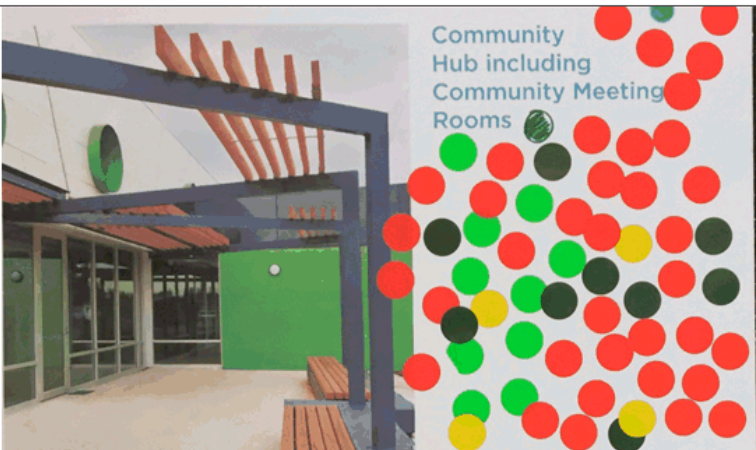
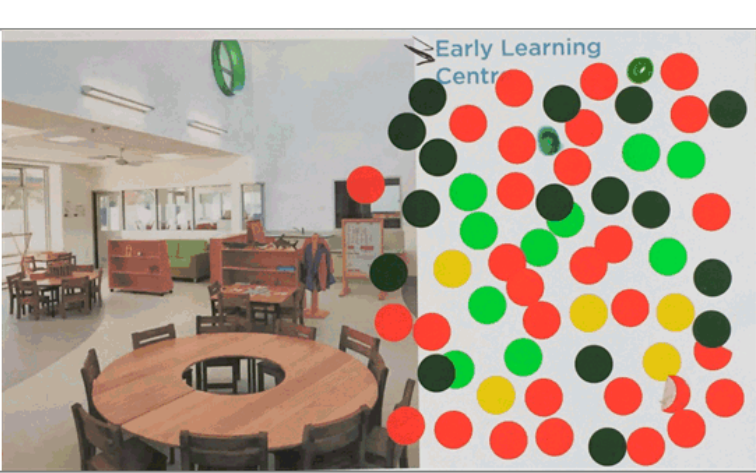
 <p>Community Garden</p>	<p>Community Garden</p>	<p>Positive</p>
 <p>Story telling</p>	<p>Story Telling</p>	<p>Mixed but with limited response/ interest</p>
 <p>Art and Sculpture</p>	<p>Art and Sculpture</p>	<p>Positive but with limited response/ interest</p>
 <p>Themes</p>	<p>Themes</p>	<p>Primarily Positive</p>

	<p>Custom Elements</p>	<p><b>Custom Elements</b></p>	<p>Mixed but with limited response/interest</p>
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AMENITIES AND FACILITIES		
	OPPORTUNITY	OBSERVATIONS
<p>Covered Picnic Areas</p>	<p><b>Covered Picnic Areas</b></p>	<p>Positive</p>
<p>Permanent Shelters</p> <p>Rubbish Bin</p>	<p><b>Permanent Shelters</b></p>	<p>Positive but with limited response/interest</p>
<p>Accessible BBQ</p>	<p><b>Accessible BBQ</b></p>	<p>Positive</p>







	OPPORTUNITY	OBSERVATIONS
 <p>Natural Shade</p>	Natural Shade	Positive
 <p>Gathering Spaces</p>	Gathering Spaces	Primarily Positive but with limited response/ interest
 <p>Event Spaces</p>	Event Spaces	Primarily Positive but with limited response/ interest
 <p>Outdoor Cinema / Performance Space</p>	Outdoor Cinema / Performance Space	Primarily Positive





	<p>Local Market</p>	<p>Positive Most enthusiastic response</p>
<p><b>OPPORTUNITY</b></p>		<p><b>OBSERVATIONS</b></p>
	<p>Community Hub including Community Meeting Rooms</p>	<p>Primarily negative</p>
	<p>Early Learning Centre</p>	<p>Mixed Second most contentious activity</p>



	<p><b>Reserve Naming</b></p>	<p>Mixed but with limited response/ interest</p>
	<p><b>Water Play</b></p>	<p>Positive</p>
	<p><b>Accessible Play</b></p>	<p>Positive</p>



 <p>Informal Play</p>	<p>Informal Play</p>	<p>Positive</p>
 <p>Play Equipment</p>	<p>Play Equipment</p>	<p>Positive</p>
 <p>Outdoor Exercise Equipment for All Ages</p>	<p>OPPORTUNITY</p> <p>Outdoor Exercise Equipment for All Ages</p>	<p>OBSERVATIONS</p> <p>Positive</p>
 <p>Multi-purpose courts</p>	<p>Multi-purpose courts</p>	<p>Primarily Positive but with limited response/interest</p>

	<p><b>Skate and BMX Precinct</b></p>	<p><b>Mixed Most contentious activity</b></p>
	<p><b>Games Area</b></p>	<p><b>Primarily Positive but with limited response/ interest</b></p>
	<p><b>Organised Sport</b></p>	<p><b>Mixed</b></p>
	<p><b>Synthetic Courts</b></p>	<p><b>Primarily Positive</b></p>

 <p>Paths for walking / kids cycling</p>	<p><b>Paths for Walking / Kids Cycling</b></p>	<p><b>Positive</b></p>
 <p>Formal Bike Paths</p>	<p><b>Formal Bike Paths</b></p>	<p><b>Mixed</b></p>



## Appendix B – Comments from written and online submissions

Email	
Comments	Submitter
<ul style="list-style-type: none"> <li>• Stage area for community events.</li> <li>• Water play features including jets water Splash Park to operate in the warmer months.</li> <li>• Traffic school or kids shared bike paths.</li> <li>• An exercise indoor undercover area.</li> <li>• Different play equipment (not like Edwards park), in-ground trampolines and soft padded area for under 5 years old.</li> <li>• A place to attend workshops / cooking dancing classes or a venue for private hire for birthday parties</li> <li>• Mini train line that surrounds the park area</li> <li>• A kiosk or cafe</li> </ul>	C kotsiris
<ul style="list-style-type: none"> <li>• We would like to see it established as a community meeting hub, much like a piazza, where people can sit and chat and pass a few hours in the company of like-minded, especially older residents.</li> <li>• It is an ideal place as many residents can walk there.</li> </ul> <p>Suggestions for the site:</p> <ul style="list-style-type: none"> <li>• A covered area with seats.</li> <li>• Toilets are a necessity.</li> <li>• Playground equipment for grandchildren, as many “nonnas” babysit regularly (fenced area for security and peace of mind)</li> <li>• Drinking fountain and rubbish bins.</li> <li>• An enclosed (covered) area for very cold or wet days with bench seats etc.</li> <li>• Perhaps a walking track around the perimeter.</li> <li>• A great place to create craft groups such as knitting, cards, games etc.</li> </ul>	G Sgro

## Social Media

Comments	Submitter
Playspace with a sensory garden (dog free zone) and a community cafe like the fabulous one that used to be housed in Edward Street civic centre would be wonderful	L Patterson
A fully dedicated off lead areas for puppy play and training.	L Alice
Community housing and health care.	M Kery
Have Australia Day celebrations there !	J Hyde
Community garden with plots	L Alice
Homeless shelter	T Pavano
Community Garden for sure	R Baibakova
Shops please	R Polimeni
Community garden!	B Bailey
It would be so nice if you turned it into a community leisure centre with pools, gyms and meeting rooms! Young and old could enjoy it	R McInnes

[Online via Yoursaydarebin](#)

Comments	Submitter
<p><b>Splash park</b></p> <p>I would love to see water Jetts and spray mists for the warmer months to that kids can play using different water features</p> <p><b>2 Votes</b></p>	Kotsy C
<p><b>More seating in shade</b></p> <p><b>2 Votes</b></p>	bev
<p><b>Kids bike track &amp; playground to suit 1-10yo</b></p> <p>A waterplay area, a proper fort/castle structure &amp; a good bike/scooter track for kids to practice and play on, within sight of parents.</p> <p>Plenty of undercover areas and BBQ's too, Edwardes Lake Park gets too busy! A bench type change table for babies would also be amazing! <a href="https://www.thebump.com/news/breastfeeding-bench-croatia">https://www.thebump.com/news/breastfeeding-bench-croatia</a></p> <p><b>1 Vote</b></p>	Chowes
<p><b>Off-lead, BBQs, seats and toilets</b></p> <p>This space is roughly the same size as Penders Park in Thornbury, which is a wonderfully successful space. It has a central undercover area, two bbqs, 4 seating clusters, a set of toilets, kids play equipment, plus it's off-lead. Arguably, the only thing it needs is a fence for the pups. I agree that Edwardes Lake gets taken over in the BBQ areas, so Darebin needs to meet the demand.</p> <p><b>1 Vote</b></p>	zoe
<p><b>Sporting facilities</b></p>	8wma5
<p><b>A stage (with roof)</b></p> <p>In reservoir in particular we have such a diverse group of musicians and performers - public stages are far and few between - but are excellent resources - can be used from yoga and tai chi to local school performances, Christmas events etc.</p> <p><b>1 Vote</b></p>	CarCar La Jenkins
<p><b>Toilets</b></p> <p>They don't have to be fancy even the one at Wood Street is perfect.</p> <p><b>2Votes</b></p>	bev



<p><b>Composting/Worm Farm Hub</b></p> <p>What if we could collect the organic waste from local food businesses and process it in parks just a couple of blocks away? We could be diverting tonnes of waste from cafes, green grocers and even apartment blocks. It could be a learning hub that schools use and also a great space for sustainable workshops.</p>	Vanessa N
<p><b>Off leash dog park</b></p> <p>I would like to see an enclosed area as an off leash dog park - it's a big site - I currently use Crispe and it's fantastic, people come from all over and we have built our own community. It's a great way for all different types of people to connect with the community and dogs are good for peoples health - especially older people and people with mental health issues. But enclosed is important to keep people and children safe and to control doggie movements :)</p> <p><b>4 Votes</b></p>	CarCar La Jenkins
<p><b>Detailed kids' park with water features, mutli-level wooden adventure playground and shade with tables for local parents and young families!</b></p>	cmez
<p><b>More BBQ and more picnic tables</b></p> <p>Edwards Lake BBQ area allows big groups to take over the facility and take ownership. It's hard for single families to find a space to eat. Put in more BBQs and more picnic benches in other areas.</p> <p><b>3 Votes</b></p>	Bev
<p><b>Food forest</b></p> <p>There are a few community gardens in Darebin, but what if we created a food forest? Or an orchard where established trees could feed lots of people?</p> <p><a href="http://www.mysmartgarden.org.au/en/Resources/Food/Creating-a-food-forest">http://www.mysmartgarden.org.au/en/Resources/Food/Creating-a-food-forest</a></p>	Vanessa n

## ENGAGEMENT PLAN

### Project title:

### Reimagining Ruthven Master Plan

<b>Project officer</b>	Jennifer Loulie, Team Leader City Design.
<b>Department</b>	City Design
<b>Key dates</b>	<ul style="list-style-type: none"> <li>• 14 October - Council meeting - Endorse draft plan for community consultation.</li> <li>• 21 October - 16 November – Four-week public consultation session. <ul style="list-style-type: none"> <li>• <u>Face to face – drop in sessions</u></li> <li>• Wednesday 30 October (10am-12pm) - drop in at Reservoir Library.</li> <li>• Saturday 9 November (10am-12pm) – drop in at Ruthven park.</li> </ul> </li> <li>• February 2020 - Present the draft plan to Council for adoption.</li> </ul>
<b>Target audiences</b>	<ul style="list-style-type: none"> <li>• Local community &amp; park users who reside in the Reservoir West area</li> <li>• Local environmental groups (MCMC, Friends of Edgars Creek).</li> <li>• Local community groups (senior groups, walking groups, mother groups etc)</li> <li>• Wurundjeri land Council</li> <li>• Young people</li> <li>• Community groups at PRACE</li> <li>• Aged care facilities</li> <li>• Local schools &amp; kindergartens.</li> </ul>
<b>Key internal stakeholders</b>	<ul style="list-style-type: none"> <li>• Manager City Futures</li> <li>• Coordinator City Design</li> <li>• Coordinator Transport Strategy</li> <li>• Coordinator Transport Engineering</li> <li>• Coordinator Major Transport and Place Project</li> <li>• Senior Transport Engineer</li> <li>• Coordinator Community Engagement and Demographics</li> <li>• Manager Parks and Vegetation</li> <li>• Coordinator Open Space &amp; Horticulture</li> <li>• Coordinator Tree Management</li> <li>• Coordinator of Bushland</li> <li>• Team Leader Bushland</li> <li>• Strategic Planner</li> <li>• Senior Urban Designer (Strategic Planning)</li> <li>• Community Safety Officer</li> <li>• Manager Governance &amp; Performance</li> <li>• Coordinator Community Participation and Development.</li> <li>• Aboriginal Contact officer</li> <li>• Coordinator Community Development</li> <li>• Team Leader of Local Laws</li> </ul>

<p><b>Relevant Council Plan goals this project supports</b></p>	<p><b>Goal 1 - A sustainable city</b></p> <p>Council Plan Goal 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> <p><b>Goal 2 - Opportunities to live well</b></p> <p>Council Plan Goal 2.1 – ‘Create a new park, playground, oval and children’s hub* on the site of the old Ruthven primary school in Reservoir</p>
<p><b>Context</b></p>	<ul style="list-style-type: none"> <li>• Reimagining Ruthven draft master plan outlines a vision to guide the transformation of the former Primary School to a biodiversity sanctuary in Reservoir West.</li> <li>• Council purchased the site in 2016 to fill a gap in Darebin’s open space network and move towards achieving Council’s goal of ensuring that all residents live within a 500m walking distance of public open space.</li> <li>• Darebin 2021 – nominates this as Big Action 6 – ‘create a new park, playground, oval and children’s hub on the site of the old Ruthven primary school in Reservoir’ recognising its importance in the municipality.</li> <li>• To kick start the master plan project, we engaged with the local community for a 3-week period during October 2017. A family fun day was held, where over 350 people attended, share local stories and their ideas for the park.</li> <li>• Community feedback demonstrated that there was a significant proportion of the community who did not support the idea of a children’s hub or community buildings.</li> <li>• Community Reference Group (CRG) was established in February 2018. They reinforced the wider community’s sentiment and opposed any community building on the site.</li> <li>• At its November 2018 meeting, Council resolved to change to scope of the project, supporting the CRG and community’s vision that a three-hectare natural bushland park is created at the Ruthven site.</li> <li>• Since the decision, officers have been working closely with the CRG to create a master plan in line with the community’s vision.</li> <li>• Council will be undertaking some ancillary upgrade works in the park, this financial year, including: Concrete removal, Tree Planting, Playground Design and naming of the park.</li> </ul>
<p><b>Key messages</b></p>	<p><b><i>Setting the scene – understanding Ruthven/ Background</i></b></p> <ul style="list-style-type: none"> <li>• This is an example of what the Open Space Levy funding can do – purchasing land for community open space.</li> <li>• We’re consulting with the community to ensure the space meets their needs as well as delivering on Council’s commitment to increasing biodiversity and natural habitat.</li> </ul>

## BACKGROUND

- In 2010, the former Ruthven Primary School closed and merged with Merrilands High School.
- Council purchased the site in 2016 as it fills a gap in Darebin's open space network and move towards achieving Council's goal of ensuring that all residents live within a 500m walking distance of public open space.
- Council's Plan, *Darebin 2021* nominates this as Big Action #06 project to 'create a new park, playground, oval and children's hub on the site of the old Ruthven primary school in Reservoir' recognising its importance in the municipality.

### ***Phase 1 community consultation – understanding the community needs.***

- We had a party to celebrate with the community and hosted a Family Fun day in October 2017. We collected your ideas on what you wanted to in your new park.
- The most popular idea collected on the day was to host a Famers Markets.
- Other much-loved ideas included new walking paths, playgrounds, park amenities such as public toilets, picnic and BBQ facilities with shelter, outdoor exercise equipment, a community garden, all within a predominantly native landscape.
- Ideas that the community were less supportive of included a Community Building (including a Community Hub or Early Learning Centre), a dog off lead area and a skate / BMX precinct.

### ***The idea of the Early Learning Hub***

- As the community were not supportive of a Community building on the site, Councillors supported the community sentiments and resolved to create a master plan for a 3ha natural park only – as its November 2018 Council meeting.
- Over the past few months, officers have been working collaboratively with a community reference group to create a master plan which responds to the community's feedback and enhance the site environmental characteristics.
- Alternative sites will be explored in the future to house this community use.

### ***Reimagining Ruthven Master Plan***

- Creating a bushland sanctuary, a natural place of welcome, play and retreat in the heart of Reservoir West is the community vision for Darebin's newest park.
- The draft *Reimagining Ruthven draft Master Plan* is long-term plan to help realise this vision and transform the former Ruthven Primary School to a native park over the next 20 – 30 years.
- It has been developed in collaboration with the Ruthven Park Community Reference Group (CRG).

	<p><b><u>Share your feedback</u></b></p> <p>Provide your feedback on the draft <i>Reimagining Ruthven</i> Master Plan until <b>Sunday 16 November</b>.</p> <p>Have we got it right? Is there anything we have missed? What projects would you like to see built first?</p> <p><b>Share your feedback with us by:</b></p> <ul style="list-style-type: none"> <li>• Attending one of the following drop-in sessions to talk to council staff: <ul style="list-style-type: none"> <li>○ Reservoir Library on Wednesday 30 October, 10am – 12pm.</li> <li>○ Former Ruthven Primary School on Saturday 9 November, 10am - 12pm.</li> </ul> </li> <li>• Share your thoughts on <a href="http://www.yoursaydarebin.com.au/ruthven">www.yoursaydarebin.com.au/ruthven</a></li> <li>• Email council officers at <a href="mailto:citydesign@darebin.vic.gov.au">citydesign@darebin.vic.gov.au</a>.</li> <li>• Your feedback will help us finalise the long-term vision for the park and shape its implementation - by helping to identify your priority projects.</li> </ul>
<p><b>Engagement Purpose and Objectives</b></p>	<p><u>Purpose of the Engagement</u></p> <ul style="list-style-type: none"> <li>• Sharing the long-term vision of the park.</li> <li>• Understanding the community's priorities for implementation.</li> </ul> <p><u>Objective of Engagement</u></p> <ul style="list-style-type: none"> <li>• Consult with the community of the proposed vision of the park: <ul style="list-style-type: none"> <li>• Understand what their priority projects are for implementation</li> </ul> </li> <li>• Have we got it right? Is there anything we have missed? What projects would you like to see built first?</li> <li>• Ensure that we consult with community that are not represented on the CRG (CALD community, young people, senior community, families).</li> <li>• Promote engagement opportunities during 21 October – 16 November - input is required by 16 November.</li> <li>• Inform the community the consultation period has closed - end of 16 November and when you will be in touch with them about the outcome – February 2020.</li> <li>• Follow up any queries or concerns and summarise key themes in survey using an engagement report.</li> <li>• Inform the community of how their input was considered by distributing the feedback report by February 2020.</li> </ul>
<p><b>Negotiables and Non-negotiables</b></p>	<p><u>Negotiables:</u></p> <ul style="list-style-type: none"> <li>- Rank our priority projects.</li> <li>- Are projects missing?</li> </ul> <p><u>Non-negotiables:</u></p> <ul style="list-style-type: none"> <li>- The overall vision of the park</li> <li>- Dog-off lead.</li> <li>- Naming park in Woi Wurrung language.</li> <li>- Timeframe for delivering the parks vision.</li> </ul>





**8.6 INTEGRATED WEED MANAGEMENT STRATEGY****Author:** Acting Manager Parks and Open Space**Reviewed By:** General Manager Operations and Capital

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**EXECUTIVE SUMMARY**

This report is to endorse the Integrated Weed Management Strategy and release it for consultation (**Appendix A**).

In 2008 Council developed the Darebin Integrated Weed Management Strategy to address the threat of weeds to our environment and living quality. The key themes were to minimise the extent of existing weeds and prevent the spread of new weeds into our municipality. This strategy has been revised and the current draft Integrated Weed Management Strategy will supersede the 2008 Integrated Weed Management Strategy.

Weeds pose a major threat to our landscape and have social, environmental and agricultural impacts if they are not managed. The Integrated Weed Management Strategy provides a strategic approach for Council to manage weeds that:

- Threaten sites of biodiversity significance;
- Threaten parks and gardens and sporting facilities and;
- Impact on the amenity of the municipality

The Strategy aligns Council to National, State and Local policy guidelines, assesses current practice in weed management and provides guidelines for future best practice including a reduction in herbicide use allowing a transition to a low herbicide future. Internal and external stakeholder consultation has driven the strategy and we are now looking to have the draft strategy released for community consultation.

<b>Recommendation</b>
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**That** Council endorse the Draft Integrated Weed Management Strategy for consultation.

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**BACKGROUND / KEY INFORMATION**

At a Council Meeting in March 2016 council resolved that officers would monitor developemnts in the assessment of glyphosate by the Pesticide and Veterinary Medicines Authority, conduct trials on alternatives and engage the community in the review of the integrated weed management strategy.

Following the trial of alternatives to Glyphosate including organic herbicides and steam weed control a further briefing was given to Council on the results. This report concluded that steam weed control was cost prohibitive for general weed control and the use of organic herbicides would require a doubling of the weed control budget.

A four month trail was undertaken with Bioweed and organic herbicide which was not as efficient or effective. This application burnt the top of the plants but did not translocate allowing regrowth. Currently a trial is being undertaken with Slasher - another organic herbicide - with mixed results.

In 2019 the Australian Pesticides and Veterinary Medicines Authority (APVMA) has advised that products containing glyphosate are safe to use as per the label instructions and safety data sheets. Australian law requires appropriate warnings on labels, which includes poisoning scheduling, first aid and safety directions detailing the personal protective equipment required when handling and using these products. Council's staff are accredited in the safe use, application and handling of herbicides and have developed Safe Work Procedures.

Worksafe supports the findings of the APVMA that products containing glyphosate are safe to use as per the label instructions.

### **Previous Council Resolution**

At its meeting held in March 2019, Council resolved:

*"That Council:*

- 1) *Monitor developments in the assessment of glyphosate by the Australian Pesticide and Veterinary Medicines Authority, and brief Council on the Authority's May 2016 report;*
- 2) *Conduct a twelve-month trial commencing July 2016 of steam weed control around play spaces, maternal and child health centres, schools and senior citizens' venues;*
- 3) *Engage the community in the review of the Integrated Weed Management Strategy 2008; and*
- 4) *Report on the findings of the twelve-month trial and community feedback, with a view to adopting a new four-year integrated weed management strategy."*

## **COMMUNICATIONS AND ENGAGEMENT**

### **Consultation**

Consultation was initiated with a public meeting/forum on 15 November 2018. This was accompanied with the launch of the Darebin 'Have Your Say' webpage on the Integrated Weed Management Strategy.

Consultation has also involved stakeholder engagement focussed on the three key groups:

- Community representatives
- Staff directly involved in on ground weed and land management
- Partners and external stakeholders involved in on ground weed and land management

Internal consultation was completed via email and an internal workshop and included:

- Public Places
- Environment
- Street Cleansing
- Parks
- Arboriculture
- Turf
- Bushland Management

External organisations were also provided the opportunity to provide input via email and the 'Have Your Say' page. An external workshop was also held which included:

- City of Banyule
- City of Moreland
- City of Yarra
- Latrobe University
- Victrack
- Metro Trains
- Merri Creek Management Committee
- Melbourne Water and;
- Darebin Creek Management Committee.

A survey conducted by MAV on behalf of Councils titled 'Alternatives to Glyphosate' had 33 Councils provide responses. 31 Councils are still using glyphosate, 2 have removed its use and a third will phase it out in 2 years. 20 Councils are looking to reduce glyphosate use.

## Communications

Consultation to date (complete)

- Your Say – Homepage, November 2018 to current
- Mayors Message – June 2019
- Social media – Twitter, Facebook, LinkedIn and Instagram, November 2018 to current

With endorsement to release the Draft Integrated Weed Management Strategy consultation will follow the above forms and additionally we will hold pop up sessions within All Nations Park 9 November 2019 and Edwardes Park Lake 16 November 2019. We will have a basic fact sheet (translated), summary document (translated) at these pop-up sessions so we can reach out to the CALD communities. We will also utilise the National Relay Service (Hearing Impaired) and Speak your Language Line (Translations).

The Your Say webpage and Social Media forms will also highlight the National Relay Service and Speak your Language lines.

## ANALYSIS

### Alignment to Council Plan / Council policy

Goal 1 - A sustainable city

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.

- The reduction in herbicide use and moving to a low herbicide future by the introduction of integrated weed management practices will lead to healthier waterways and more sustainable landscapes.

## **Environmental Sustainability Considerations**

The aim of the review is to develop a plan to move to a low herbicide future reducing general herbicide use in the maintenance of Council open space, streets and laneways. This will reduce the potential health impacts on people, wildlife and the environment.

Mulching will continue to be used as a weed suppression tool and mulch applications can be increased to reduce chemical weed applications. Where possible, recycled mulch will be used.

Importantly, the climate emergency is now widely recognised as influencing the natural environment and this is relevant to how the City of Darebin approaches the management of its natural values, open space and the private realm. Of relevance to weed management, staff and stakeholders have reported changes in the types of weeds that are being observed and also of different behaviour in weed growth and their life cycles.

### **Climate Emergency**

Managing weeds addresses aspects of a climate emergency. Increased planting to mitigate weeds reduces the urban heat island effect and provides habitat to native fauna. Many species planted will be indigenous and these species are best placed to handle seasonal changes. Where manual weed control methods are increased some plant will shift to electric reducing greenhouse emissions.

Seasonal changes through climate change will also impact weed distributions and weed treatment timings. Altered ecological processes such as decreases in native pollinators has also been considered as a factor that may lead to decreased opportunity for native species to propagate, leading to increased opportunities for exotic species.

Importantly, Climate Change is now widely recognised as influencing the natural environment and this is relevant to how the City of Darebin approaches the management of its natural values, open space and the private realm. Of relevance to weed management, staff and stakeholders have reported changes in the types of weeds that are being observed and also of different behaviour in weed growth and their life cycles.

## **Equity, Inclusion and Wellbeing Considerations**

Darebin residents have made requests for a reduction in the use of herbicides and more sustainable weed control practices. The phasing out of glyphosate and adoption of an integrated weed management strategy will provide a physical and mental benefit to the community.

## **Cultural Considerations**

The municipality today reflects the wider Melbourne region's trends in diversity and age distribution with a highly culturally diverse population.

## **Economic Development Considerations**

Increased land fragmentation, increased population and public use and increased pressure from urban growth, are likely current and future influencers affecting weed management.

## **Financial and Resource Implications**

The financial implications are detailed in Table 3 'Darebin Weed Management Strategy Action Plan' within the Integrated Weed Management Strategy.



## Legal and Risk Implications

Adoption of a new Integrated Weed Management Strategy will help to mitigate real and perceived risks caused by herbicide application particularly glyphosate. The strategy will provide a plan for Council to move to a low herbicide future for weed management in Darebin.

In 2019 the Australian Pesticides and Veterinary Medicines Authority (APVMA) has advised that products containing glyphosate are safe to use as per the label instructions and safety data sheets. Australian law requires appropriate warnings on labels, which includes poisoning scheduling, first aid and safety directions detailing the personal protective equipment required when handling and using these products. Council's staff are accredited in the safe use, application and handling of herbicides and have developed Safe Work Procedures.

Worksafe supports the findings of the APVMA that products containing glyphosate are safe to use as per the label instructions.

## DISCUSSION

Weeds pose a threat to the Australian landscape and have a major environmental, economic and social impact. Conservation reserves, waterways, sports fields and open space areas are constantly challenged with existing and new emerging weeds.

Addressing these threats requires a strategic and coordinated response. Landholders, community groups, industry and government all have a role, this requires a collaborative approach. The purpose of this strategy is to provide a strategic framework for effective weed management by Darebin City Council, in conjunction with other land managers and private landowners to manage weeds that:

- Threaten sites of biodiversity significance;
- Threaten parks and gardens and sporting facilities and;
- Impact on the amenity of the municipality

Additionally, this strategy has been designed as a resource for Darebin staff, its contractors, partners and the community. The review:

- Ensures the strategy continues to align with current national, state and local government policy guidelines.
- Assesses Darebin's current weed management practices
- Provides guidelines on future best practice on effective weed management, which covers:
  - Reducing the use of all herbicides and moving to a low herbicide future
  - Increasing biodiversity values e.g. the connections of plants and animals
  - Improving the appearance and functionality of public green spaces e.g. parklands, sporting fields and pavements.

Council uses agricultural chemicals to manage and prevent weeds in a number of ways and places including bushland, parks and public places management, street cleansing and turf maintenance. Grass, annual and broadleaf weeds are controlled on sports grounds, golf courses, bushland reserves, park boundaries, garden beds, edges of playgrounds, around

signage, bins and seating, street and park trees, roads, bollards, amenity blocks and in drainage ditches and swales.

An increasing pressure from some of the community has seen a recent movement towards Council banning the use of glyphosate. Councils receives approximately 10 requests per year in relation to its use of chemicals. During consultation only 6 people utilised the social media platforms to request we stop using chemicals and 7 people attended the forum.

In many applications Council can apply substitute treatments. Easy wins would be removing spraying from roads, park boundaries, under post and rail fences, garden beds, edges of playgrounds, around signage, bins and seating, street and park trees, bollards, amenity blocks and in drainage ditches and swales. This could be replaced with brush cutting and steam applications.

## OPTIONS FOR CONSIDERATION

Option 1. Endorse the Draft Integrated Weed Management Strategy for public consultation. This is the recommended option

Option 2. Adopt the Integrated Weed Management Strategy without further consultation.

## IMPLEMENTATION STRATEGY

### Details

Communications will be targeted to Friends Groups, Management Committees, External agencies and importantly Darebin residents.

The strategy will be released for Public consultation on the 15 October until 2 November 2019. The Strategy will then be revised and presented for endorsement on the 16 December 2019.

### Timeline

- Your Say – Homepage, 15 October to 22 November 2019
- Mayors Message
- Social media – Twitter, Facebook, LinkedIn and Instagram
- Pop Up sessions in Park – All Nations and Edwardes Pak Lake will both host a public consult session. This will be tailored to the CALD communities but will include consult to all the community.

Key message: Council is moving to a low herbicide future and currently use many non-chemical applications and will look to implement no chemical applications where practicable.

## RELATED DOCUMENTS

- Draft Integrated Weed Management Strategy

### Attachments

- Draft Integrated Weed Management Strategy (**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.



## Updated Final Draft Weed Management Strategy, City of Darebin



August 2019

## Final Draft Weed Management Strategy, City of Darebin

**August, 2019**

Cover photos: supplied by Darebin City Council

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Version	Date	Reviewer:	Version notes
0.1	26/03/2019	Michelle Patrick	Draft for client review
0.2	14/05/2019	Philip Tulk and Luke Sandham	Updated draft for client review
1.0	15/07/2019	Philip Tulk and Luke Sandham	Final version for approval
1.1	01/08/2019	Philip Tulk and Luke Sandham	Updated final version for approval
1.1			Approved final.

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## 1. PURPOSE AND SCOPE

The purpose of this strategy is to provide a strategic framework for effective weed management by Darebin City Council, in conjunction with other land managers and private landowners to:

- manage weeds that threaten sites of biodiversity significance;
- manage weeds that threaten Parks and Gardens and sporting facilities and;
- manage weeds that impact on the amenity of the municipality

Additionally, this strategy has been designed as a resource for Darebin staff, its contractors, partners and the community.

The scope of work for this strategy included:

- Develop recommended actions to achieve weed management outcomes that include identifying new weeds, resourcing and responding to new and established weed infestations.
- Provide recommendations for priority weed control locations and identify opportunities to enhance collaboration between council departments, other public authorities and community groups.
- Identify aims and objectives for new and emerging weeds, current weeds being managed and established weeds with larger infestations
- Identify measures to prevent the spread of weeds through improving awareness, hygiene, managing small new infestations
- Identify the biodiversity value of bushland and Parks and Gardens areas and appropriate weed control techniques with ecological considerations
- Review current weed practices and develop standard weed management categories for various management areas such as laneways, sporting grounds, parks, etc.
- Prepare action plans for weed control for significant Darebin weeds identified in the Policy Guidelines, in particular contexts (e.g. laneways; roads; bushland). Action plans to include:
  - recommended improvements to equipment, herbicides and application techniques;
  - timing of treatments;
  - integration with other works e.g. mulching, differential mowing;
  - prioritisation of weeds in specific contexts;
  - weed hygiene procedures;
  - estimated costs of management regime; and
  - monitoring requirements
  - minimising chemical use across the municipality
- Options for Council to consider for reducing the use of Glyphosate use in the future
- Outline existing weed management initiatives in the region and funding opportunities for Council and its rate payers
- Provide recommendations for community engagement, resources and educational material to improve public awareness of the weed problem and its underlying causes.

- Discuss current planning controls, land use zones and overlays and their role in environmental protection and make recommendations to improve outcomes for weed control through specified permit conditions, development bonds and enforcement for non-compliance. Recommendations may include planning scheme revisions or the introduction of a weed schedule into the local planning provisions.

DRAFT

## 2. INTRODUCTION

### 2.1 The City of Darebin and its landscape

The City of Darebin covers 53 square kilometres of land. Stretching from Melbourne's inner northern suburbs of Northcote and Fairfield out to Reservoir and Bundoora. It is bounded by the Darebin Creek Corridor to the East and the Merri Creek Corridor to West. The northern area of Darebin is home to several major remnants of the Western Plains Grasslands and Grassy Eucalypt Woodlands. It contains some of the larger areas of Open Space that contain remnant native vegetation.

The waterways to the east and west of the municipality are important regional ecosystems providing habitat and connections for plants, animals and aquatic life. They are also important areas for leisure and community spaces.

The Wurundjeri people of the Kulin Nation are the traditional owners and custodians of the land that is now known as the City of Darebin. The City of Darebin recognises that it manages many locations that are of particular significance and interest to the Wurundjeri.

The City of Darebin is home to a growing and culturally diverse community. It includes a mix of lower density suburban areas as well as higher density developments in activity centres and along transport corridors. Major centres include Northcote, Thornbury, Preston, Reservoir and Fairfield.

Population growth is a key driver of demand for open space. The City of Darebin is forecast to be home to approximately 196,000 people in 2028. This is an increase of more than 35,000 people from the 2018 population of approximately 161,000 and represents population growth of approximately 21 per cent.

The *Rewilding Darebin*, Open Space Strategy, 2019 sets a series of principles and direction for the management and development of existing and future open space that responds to the current and future requirements and expectations of the community.

There is approximately 750 hectares of open space within the City of Darebin, about half of which is managed by Darebin City Council (Figure 1).



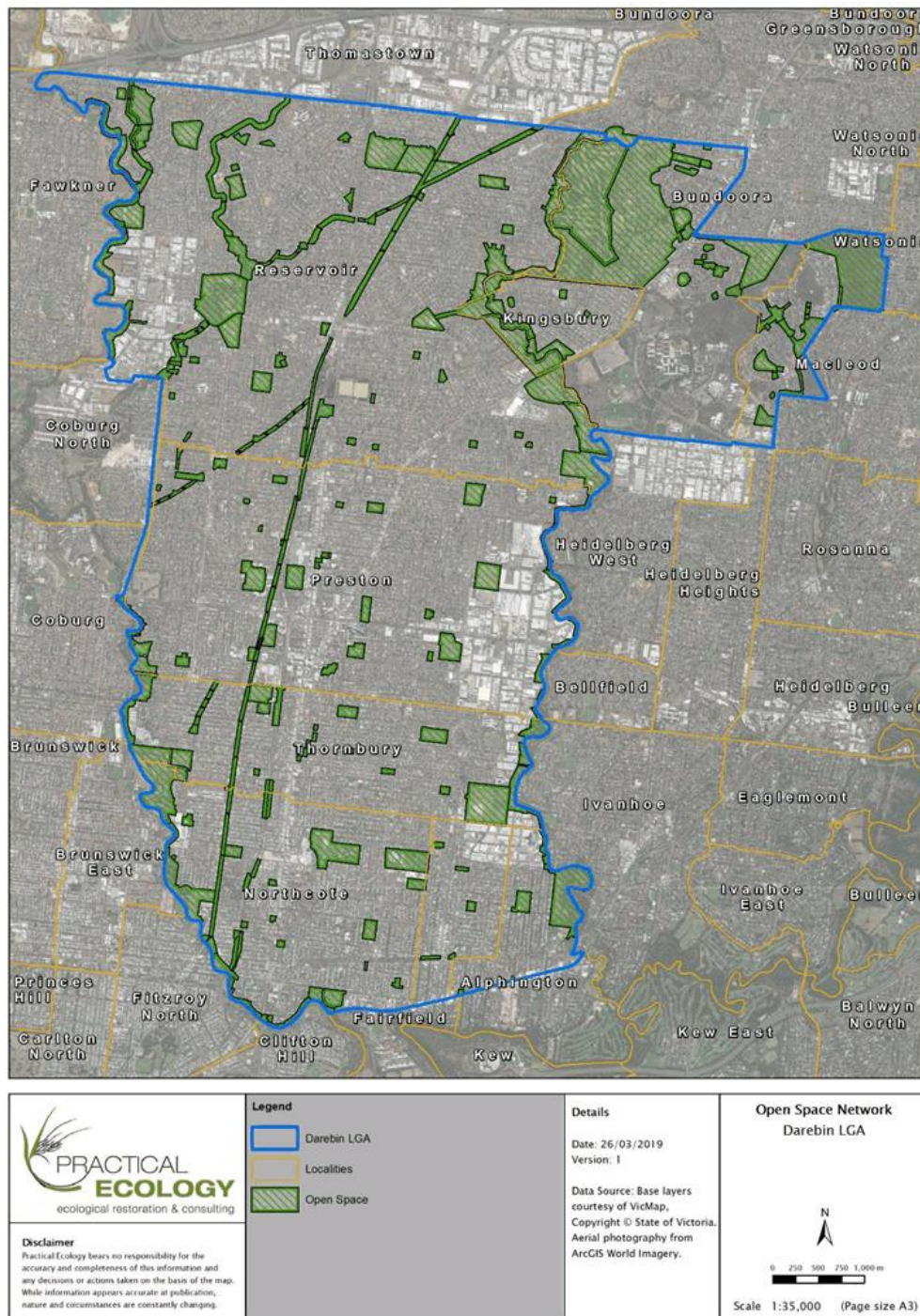


Figure 1. Open Space in the City of Darebin

The Open Space Strategy (2019) classifies Open Space according to size and role:

- small local parks that meet the everyday needs of residents, usually located within 500 metres of their homes;
- district parks that provide a broader range of sport and recreation opportunities for residents at the suburb scale; and
- large regional parklands that are enjoyed by all residents of Darebin, as well as visitors to the municipality. Regional public open spaces in Darebin include Edwardes Lake Park, Bundoora Park, John Cain Memorial Park as well as several golf courses and other active open spaces.

As the Weed Management Strategy is concerned with the management of open space, a different categorisation of open space is applied that recognises the primary and secondary management focus within each park or reserve including:

- Conservation bushland (e.g. Cherry Street Reserve)
- Conservation Parks and Gardens, (e.g. Darebin and Merri Creek sections)
- Formal Parks and Gardens (e.g. Oldis Gardens)
- Informal open space (e.g. Dalglen Street Reserve)
- Links (e.g. Merri and Darebin Creeks, Cheddar Road)
- Sporting (e.g. Hayes Park)
- Landscape Amenity areas (e.g. Roadside planting areas)

Open space with the primary and secondary open space categories are shown in the maps provided as Figure 2.

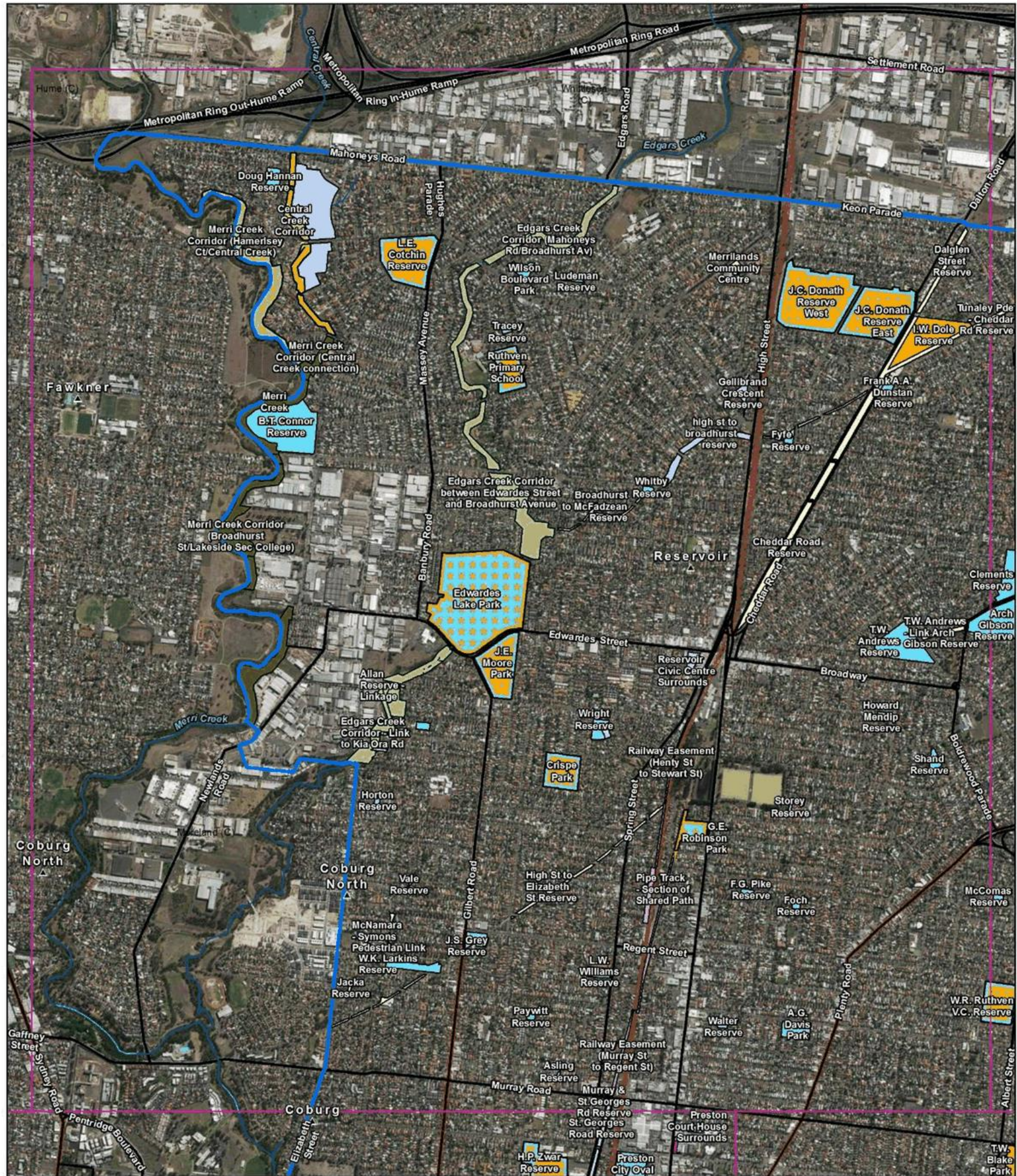
Additionally, the City of Darebin manages a large number of assets including more than 619 kilometres of road, 623 kilometres of drains, 345 buildings, 83,000 trees (53,000 street trees and 30,000 Parkland trees) and 193 structural items such as barbeques and shade-sails.


Weed management is recognised as an important component of Council's responsibility and accordingly it features in many areas of council activity.

Weed management is undertaken for reasons that include ensuring natural values are maintained and improved; amenity values are maintained; and that health and safety considerations such as exposure to allergenic plants are reduced.

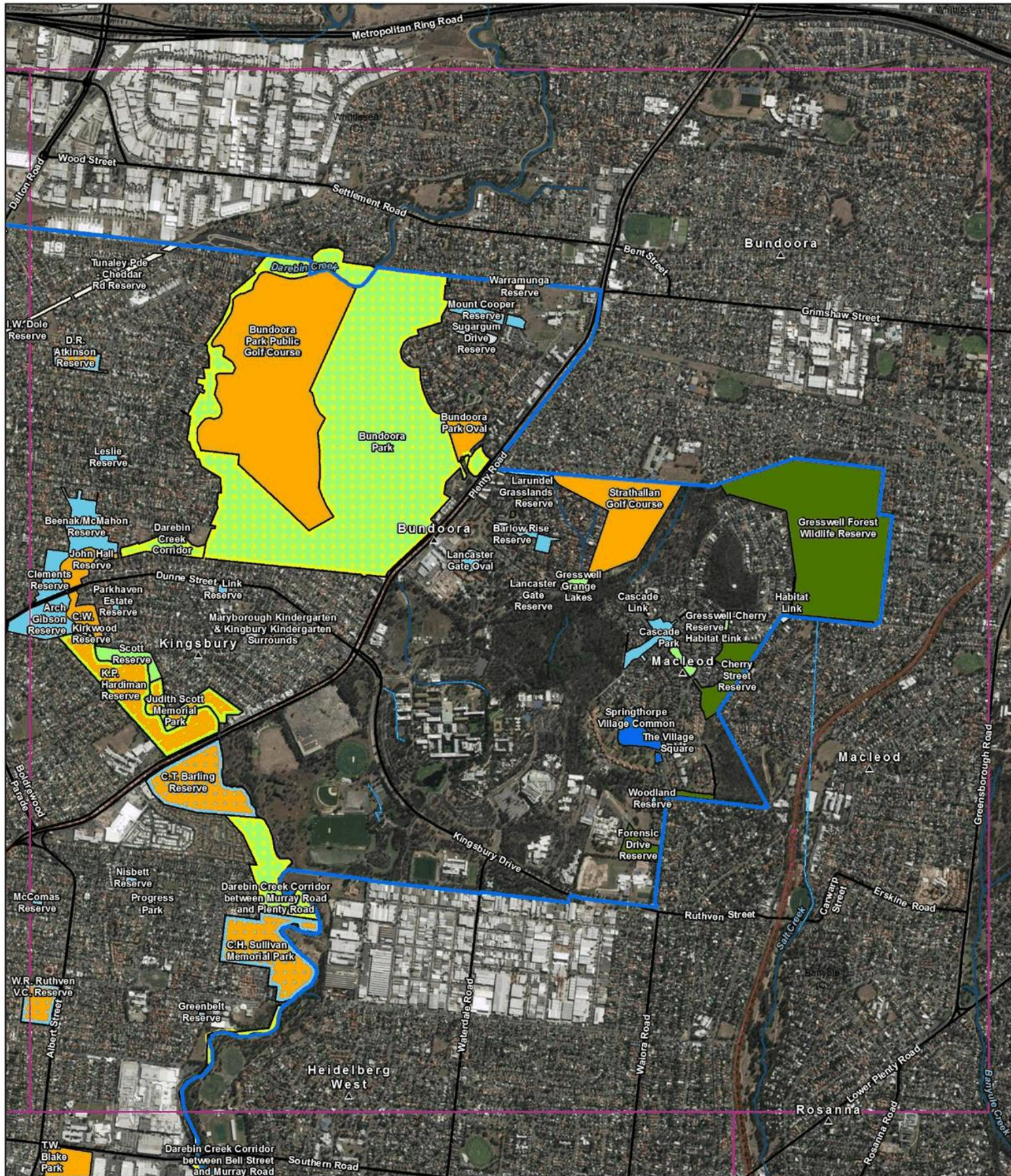





Figure 2. Open space with primary and secondary land management categories



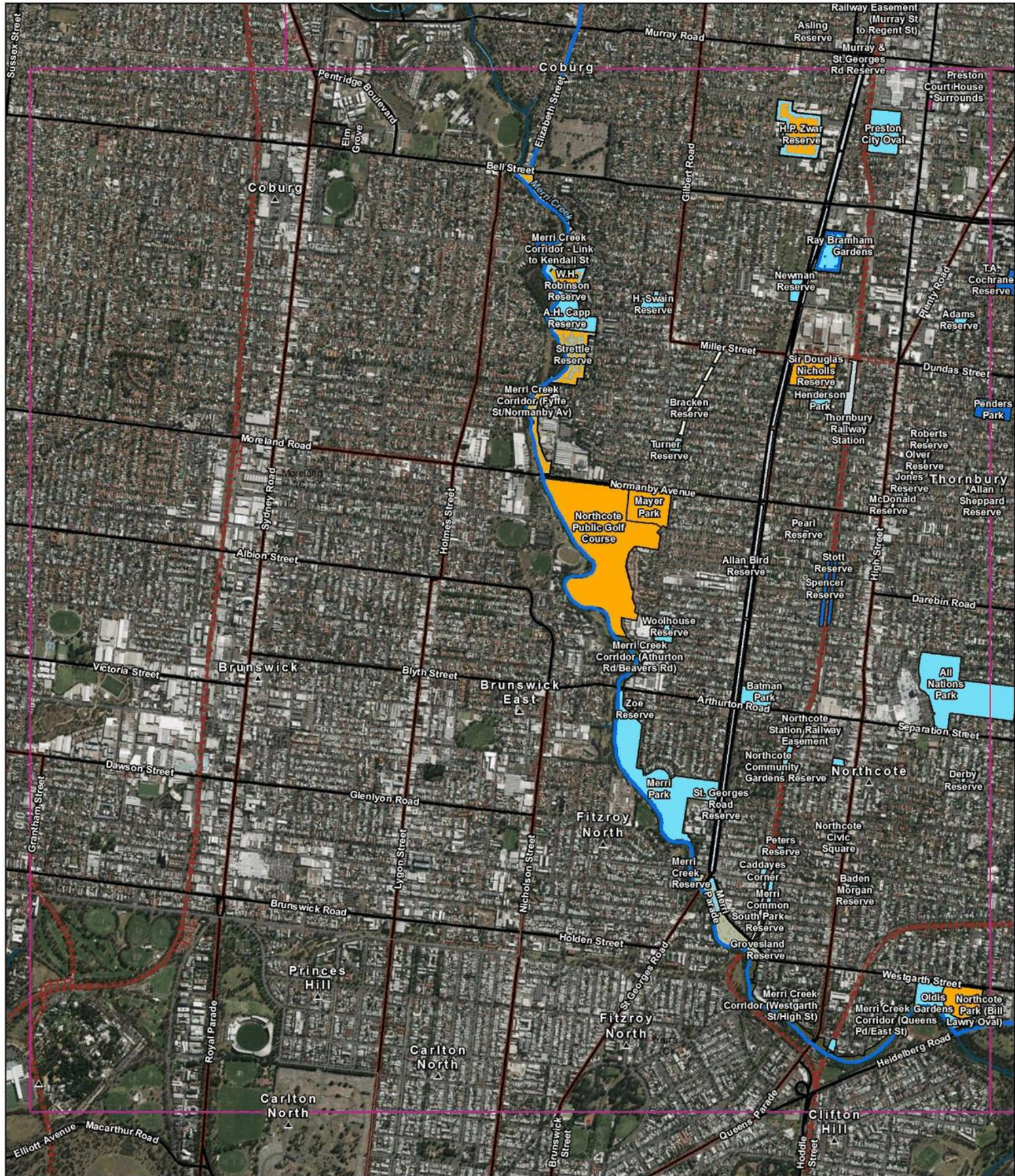
 <p><b>PRACTICAL ECOLOGY</b> ecological restoration &amp; consulting</p>	<p><b>Legend</b></p> <ul style="list-style-type: none"> <li>Darebin LGA</li> <li>Surrounding L.G.A.s</li> <li>Major Roads</li> <li>Railways</li> <li>Constructed watercourse</li> <li>Natural watercourse</li> </ul> <p><b>Category Primary</b></p> <ul style="list-style-type: none"> <li>Conservation Bushland</li> <li>Conservation Park</li> </ul>	<p><b>Category Secondary</b></p> <ul style="list-style-type: none"> <li>Conservation Bushland</li> <li>Parkland</li> <li>Parkland</li> <li>Sporting</li> <li>Streetscape</li> <li>Urban Space</li> <li>Other</li> <li>None</li> </ul>	<p><b>Details</b></p> <p>Date: 25/03/2019 Version: 1</p> <p>Data Source: Base layers courtesy of VicMap, Copyright © State of Victoria. Aerial photography from ArcGIS World Imagery.</p>	<p><b>Open Space with Management Categories</b> Darebin LGA Page 1 of 4</p> <p>N</p> <p>0 250 500 750 1,000 m</p> <p>Scale 1:18,600 (Page size A3)</p>






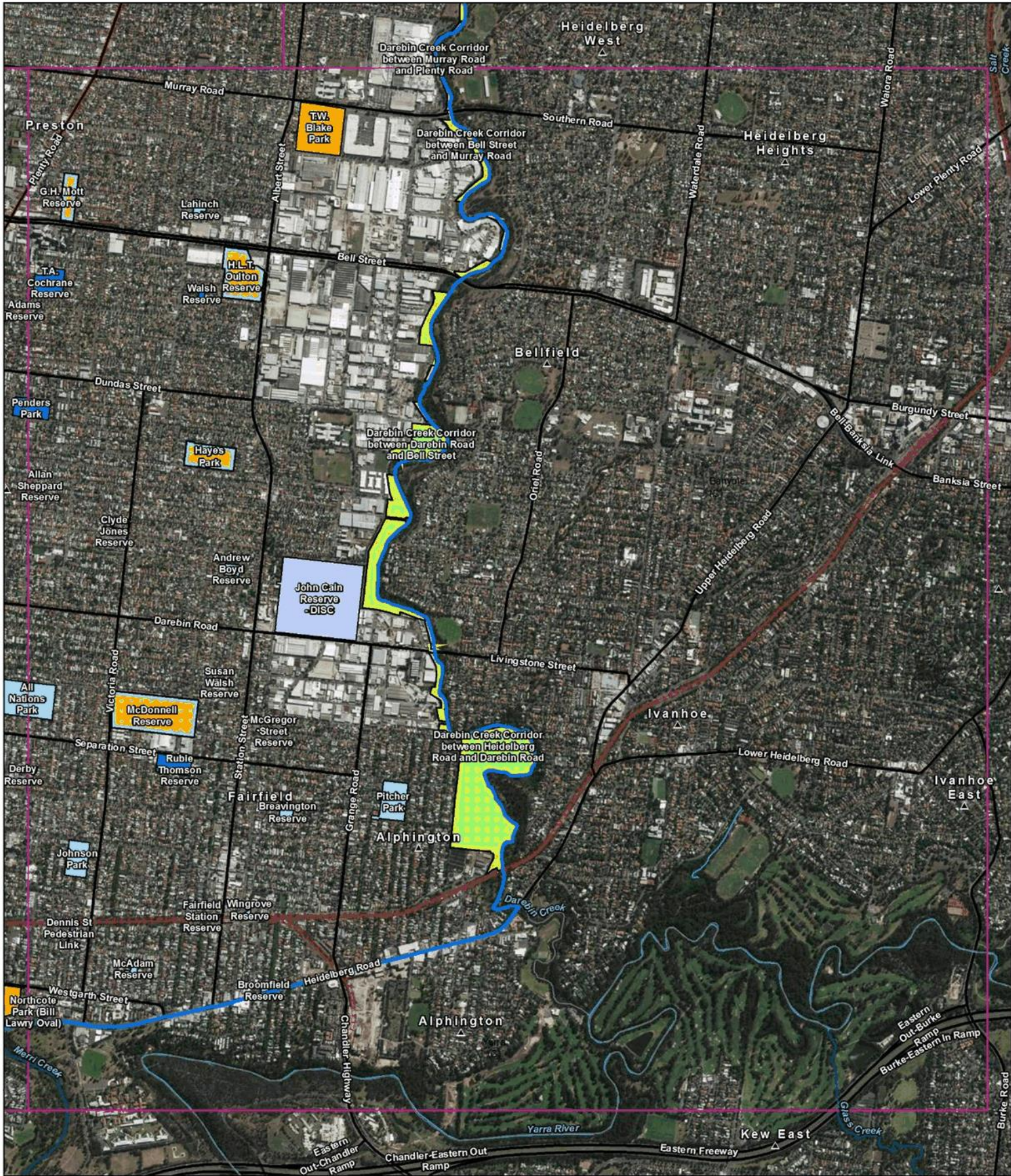
 <p><b>PRACTICAL ECOLOGY</b> ecological restoration &amp; consulting</p>	<b>Legend</b> Darebin LGA (Blue outline) Surrounding LGAs (Grey outline) Major Roads (Black line) Railways (Red dashed line) Constructed watercourse (Blue line) Natural watercourse (Light blue line)		<b>Category Secondary</b> Conservation Bushland (Orange) Conservation Park (Yellow) Parkland (Light Blue)		<b>Details</b> Date: 25/03/2019 Version: 1 Data Source: Base layers courtesy of VicMap, Copyright © State of Victoria. Aerial photography from ArcGIS World Imagery.	<b>Open Space with Management Categories</b> Darebin LGA Page 2 of 4   Scale 1:18,600 (Page size A3)
	<b>Category Primary</b> Conservation Bushland (Green)		<b>Category Tertiary</b> Formal Park (Dark Blue) Parkland (Light Blue) Linkage (Light Blue) Sporting (Orange) Other (White) None (White)			
<b>Disclaimer</b> Practical Ecology bears no responsibility for the accuracy and completeness of this information and any decisions or actions taken on the basis of the map. While information appears accurate at publication, nature and circumstances are constantly changing.						






 <p><b>Practical Ecology</b> ecological restoration &amp; consulting</p>	<p><b>Legend</b></p> <ul style="list-style-type: none"> <li>Darebin LGA</li> <li>Surrounding LGAs</li> <li>Major Roads</li> <li>Railways</li> <li>Constructed watercourse</li> <li>Natural watercourse</li> </ul> <p><b>Category Primary</b></p> <ul style="list-style-type: none"> <li>Conservation Bushland</li> <li>Conservation Park</li> </ul>	<p><b>Category Secondary</b></p> <ul style="list-style-type: none"> <li>Conservation Bushland</li> <li>Formal Park</li> <li>Parkland</li> <li>Linkage</li> <li>Railway Land</li> <li>Sporting</li> <li>Streetscape</li> <li>Urban Space</li> <li>Other</li> </ul>	<p><b>Details</b></p> <p>Date: 25/03/2019 Version: 1</p> <p>Data Source: Base layers courtesy of VicMap, Copyright © State of Victoria. Aerial photography from ArcGIS World Imagery.</p>	<p><b>Open Space with Management Categories</b> Darebin LGA Page 3 of 4</p> <p>N</p> <p>0 250 500 750 1,000 m</p> <p>Scale 1:18,600 (Page size A3)</p>





 <p><b>PRACTICAL ECOLOGY</b> ecological restoration &amp; consulting</p>	<p><b>Legend</b></p> <ul style="list-style-type: none"> <li>Darebin LGA</li> <li>Surrounding LGAs</li> <li>Major Roads</li> <li>Railways</li> <li>Constructed watercourse</li> <li>Natural watercourse</li> </ul>		<p><b>Category Primary</b></p> <ul style="list-style-type: none"> <li>Conservation Park</li> <li>Formal Park</li> <li>Parkland</li> <li>Linkage</li> <li>Sporting</li> <li>Other</li> </ul>	<p><b>Category Secondary</b></p> <ul style="list-style-type: none"> <li>Conservation Bushland</li> <li>Parkland</li> </ul>	<p><b>Details</b></p> <p>Date: 25/03/2019 Version: 1</p> <p>Data Source: Base layers courtesy of VicMap, Copyright © State of Victoria. Aerial photography from ArcGIS World Imagery.</p>	<p><b>Open Space with Management Categories</b> Darebin LGA Page 4 of 4</p> <p>N</p> <p>0 250 500 750 1,000 m</p> <p>Scale 1:18,600 (Page size A3)</p>
	<p><b>Disclaimer</b></p> <p>Practical Ecology bears no responsibility for the accuracy and completeness of this information and any decisions or actions taken on the basis of the map. While information appears accurate at publication, nature and circumstances are constantly changing.</p>					



### 3. Weed Management – legislative and policy context

Weeds can threaten wildlife and habitat, rare or threatened species, native vegetation communities and ecosystems. They are also often visible to the community and in some cases reduce amenity and contribute to reduction in the safe access or use of public spaces.

This strategy recognises that in the City of Darebin the definition of what constitutes a 'weed' varies depending on the management context.

In all cases the concept that a weed is 'a plant in the wrong place' is applicable. Taking this into account, for the purposes of this weed strategy a weed is considered to be "plants that have, or may have, a negative impact on natural, economic or community-based values."

In order to prioritise weeds and weed management at the municipal or regional level, the following items are relevant. These being:

- Legislative and policy requirements
- Guiding principles and frameworks
- Regional knowledge and expertise
- Community expectations and feedback

#### 3.1 Legislative requirements

The Victorian *Catchment and Land Protection Act 1994* (CaLP Act) provides the primary legislative direction and requirement for the management of weeds in Victoria, under which weeds may be declared noxious. The Victorian *Fisheries Act, 1995* provides for noxious aquatic species.

However, many weeds that affect natural values have not been declared 'noxious'. These weeds may be managed under the environmental objectives of a range of Acts, including the *Flora and Fauna Guarantee Act 1988* (FFG Act), *National Parks Act 1975* and *Sustainable Forests (Timber) Act 2004*.

Over and above these legislative requirements, national, state and regional strategies provide useful frameworks to guide management programs.

##### 3.1.1 Catchment and Land Protection Act, 1994

The intent of this Act is to manage land degradation including detrimental environmental or economic impacts of declared noxious weeds and pest animals.

Under section 20 of the (Catchment and Land Protection Act 1994) CaLP Act, all land owners, including the Crown, public authorities and licensees of Crown lands, must, in relation to their land, take all reasonable steps to:

- avoid causing or contributing to land degradation which causes or may cause damage to land of another land owner;
- eradicate regionally prohibited weeds;
- prevent the growth and spread of regionally controlled weeds on their land;

- prevent the spread of, and as far as possible, eradicate established pest animals.

These are also provisions within the Act to prevent the spread of declared noxious weeds, through regulating the purchase, sale, possession for the purposes of sale, display, propagation or transport of these species into or within Victoria.

Declared noxious weeds are categorised into four groups depending on their known and potential impact and specific circumstances for each region. These categories are:

- State Prohibited Weeds (SP) are either currently absent in Victoria or are restricted enough to be eradicated. The Victorian Government is responsible for their control.

**Relevance to City of Darebin weed management:**

There are 25 State Prohibited Weeds. The State Government is responsible for management of these weeds and runs management programs for where these weeds are known to occur. There is one SP weed present within Darebin, Alligator Weed *Alternanthera philoxeroides*. This occurs in a number of locations along the Merri Creek and at Edgars Lake. Management activities have reduced these infestations with eradication the primary objective.

The State Government also runs the *Weed Spotters* Program which provides training and information to volunteers who register as *Weed Spotters* which focus on the early identification and reporting of State Prohibited weeds.

- Regionally Prohibited Weeds (P) are not widely distributed in a region but are capable of spreading further. It is reasonable to expect that they can be eradicated from a region and they must be managed with that goal. Land owners, including public authorities responsible for crown land management, must take all reasonable steps to eradicate regionally prohibited weeds on their land.
- Regionally Controlled Weeds (C) are usually widespread but it is important to prevent further spread. It is the responsibility of the landowner to control these weeds on their property and on adjacent roadside reserves.
- Restricted Weeds (R) include plants that pose unacceptable risk of spreading in the State or other Australian states and are considered to be a serious threat to primary production, Crown land, the environment and/or community health if they were traded in Victoria.

Trade in these weeds and their propagules, either as plants, seeds or contaminants in other material is prohibited. This can be reported to the relevant State Government department via their general number, 136 186.

### 3.1.2 Environmental weed management with relevance to the Flora and Fauna Guarantee Act, 1988

'The invasion of native vegetation by environmental weeds' is listed as a potentially threatening process under the FFG Act.<sup>1</sup> Section 4 of that Act states that it is the responsibility of all public authorities to have regard to

the flora and fauna and management objectives of the Act. The FFG Act also lists the establishment of several environmental weeds as potentially threatening processes: Sweet Pittosporum (*Pittosporum undulatum*) in areas outside its natural distribution; Blackberry (*Rubus fruticosus* spp. agg.); the Cord-grasses (*Spartina* spp.); and Tall Wheat-grass (*Lophopyrum ponticum*). The FFG Act restricts these species from being released or abandoned into the wild in Victoria.

Environmental weeds are plants that invade native ecosystems and have the potential to adversely affect the survival of native flora or fauna or the functioning of ecosystems. They include species that have been introduced to Australia from other countries, as well as native species that have spread beyond their previous (natural) range. Environmental weeds are a threat to Australia’s biodiversity because they may displace native species, disrupt ecological processes such as fire and soil erosion patterns, and may alter the genetic composition of native plant populations (Carr et al. 1992; Carr 1993).

### 3.1.3 Fisheries Act 1995

Some aquatic plants pose a serious threat to fisheries, the aquatic environment or human health. The *Fisheries Act 1995* has declared some species as noxious aquatic plants. It is an offence to bring them into Victoria or possess, sell, transport or release them.

## 3.2 Local policy

The Weed Management Strategy takes direction from relevant sections of the strategies and policies shown in Figure 3.

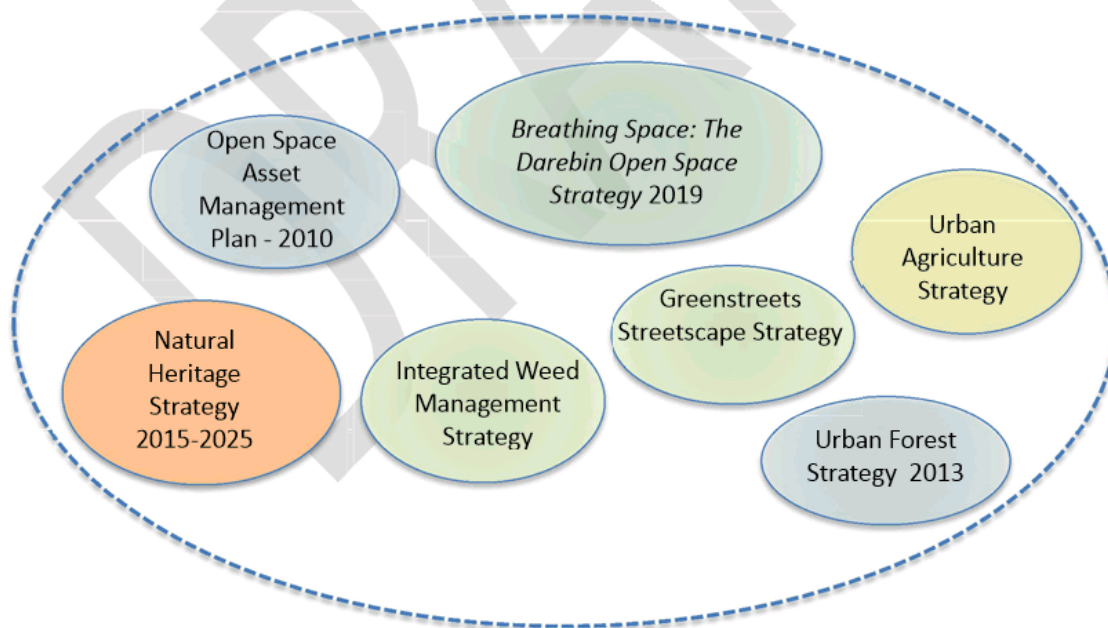


Figure 3. Current local policy context

In addition to the policies shown in Figure 3, a Biodiversity Strategy is intended for development as an action from *Breathing Space: The Darebin Open Space Strategy 2019*. As well as taking direction and seeking to incorporate the relevant elements from all relevant local strategies, the Weed Management Strategy will particularly be guided by the Open Space Strategy and the Natural Heritage Strategy for bushland and conservation areas.

To this end, the Open Space Strategy (2019) contains a number of key directions that are recognised as providing strategic direction for weed management. This includes:

- As a key component of Council's response to the Climate Emergency declared in Darebin, the strategy outlines key actions to manage, mitigate and repair damage done through climate change.
- As an articulation of the importance of planning for biodiversity and increasing the conservation and improvement of habitat.
- As a means to improving active transport throughout the municipality through improving the walkability, amenity and provision of shade on residential streets and in activity precincts.
- As a practical way to improve the wellbeing of people by providing opportunities for them to live their lives well.
- As a vehicle for planning for the population growth and change that is predicted for the short and long term. The strategy also provides a framework to inform Council's decision making regarding investments in open space. The prioritisation of areas which require additional or improved open space is a fundamental role of *Breathing Space: The Darebin Open Space Strategy 2019*.

### 3.2.1 Policy of partner organisations and land managers

#### **Melbourne Water, *Healthy Waterways Strategy – 2018–2028***

- Melbourne Water is responsible for the waterways within the municipality and has responsibilities associated with stormwater, water quality and drainage. These elements are all important considerations in weed management, particularly as land managers have identified that the waterways have the ability to act as weed vectors and nutrients, sediment and runoff affect weed management.
- Melbourne Water has priority work areas and operations that are directed by its Healthy Waterway Strategy and Capital Investment Plan and operations plans. It provides grants for waterway related activities and is an active partner in weed-related management for the City of Darebin.

#### **Latrobe Sanctuary Management Plan and Latrobe University Masterplan (2019)**

- Latrobe University, located in the north-east of the municipality owns or manages some of the larger blocks of significant bushland reserves within the municipality. It has a long history in on-ground management, active ecological research and engagement with the community and project-specific volunteers.
- The Latrobe Wildlife Sanctuary has trialled many different management techniques and achieved impressive weed management outcomes. It has a number of long-term, dedicated staff and future plans indicate that the University itself aims to employ its own staff to focus on complimentary management of natural areas that adjoin the Sanctuary land and across the campus.

#### **Darebin Creek Management Plan (2017 update)**

- The Darebin Creek Management Committee (DCMC) is jointly funded by four Councils in the catchment and La Trobe University. The Committee is responsible for:
  - Coordinating implementation of its Concept Plans and the Darebin Creek Management Plan.



- Facilitating actions between Councils, with the actual on-ground works completed by the Council staff or contractors.
  - Staff who manage and implement works at the Darebin Parks and Gardens.
  - Facilitating community involvement in works along the Creek.
  - Applying for funding to implement the recommendations in this Plan.
  - Commenting on planning proposals along the creek.
  - A catchment wide education program.
- Darebin Council's bushland crew manage Darebin Creek as a natural heritage site in collaboration with DCMC and Friends Groups. This involves maintaining existing remnant indigenous vegetation via a combination of burning (in grassland areas), weeding and replanting activities as well as maintaining, mapping and recording changes over time.

#### **Merri Creek and Environs Strategy, 2012**

- The Merri Creek Management Committee Inc. (MCMC) is an environmental coordination and management agency formed to achieve a shared vision for the waterway corridors of the Merri catchment. Its members include all municipalities in the catchment: Darebin, Hume, Moreland, Whittlesea, Yarra and Mitchell, plus the Friends of Merri Creek and the Friends of Wallan Creek. Representatives of these member groups form a Committee of Management that guides MCMC's activities. MCMC's primary aim is to ensure the preservation of natural and cultural heritage, and the ecologically sensitive restoration, development and maintenance of the Merri Creek and tributaries, their corridors and associated ecological communities. It employs specialist staff to achieve this aim.
- The Merri Creek and Environs Strategy (MCES) is a document intended to give direction to managers of the waterway corridors of the Merri catchment. While the title indicates it has a strategic intent, it also captures some important, often site-specific actions, which underpin its strategic direction. It contains a specific chapter relevant to Land Management including pest plants and animals

#### **Metro Train's Biodiversity Management Plan and Vegetation Management Plan**

- Victorian Rail Track (VicTrack) is a State Government-owned utility which owns the rail reservation land which includes some conservation areas. It conducts some land maintenance activities associated with rail reserves (e.g. near Rushall Station).
- Metro Trains currently delivers on land management work within the rail corridor and associated land on behalf of VicTrack. Their work is dictated by a Biodiversity Management Plan and Vegetation Management Plan. The Biodiversity Management Plan focusses on high priority sites for threatened species and involves weed management to conserve these locations. The Vegetation Management Plan has traditionally focussed on ensuring access and safety within the rail corridor but will include some activities to address weed management to improve amenity and conservation values.

### 3.3 Weed management frameworks

National: The *Australian Weeds Strategy* (2017–27) provides a national framework that aims to address weed issues with the dual focus of maintaining the profitability and sustainability of Australia's primary industries and also reducing the impact of weeds on the environment. Its general principles align with those of the state and regional frameworks that are mentioned below. It differs in that it reflects its interest in managing weeds in the national interest.

The *Australian Weeds Strategy* (2017) includes the identification of Weeds of National Significance (WONS) and the resultant coordinated actions across all States and Territories.

State: For Victoria, the 'Invasive Plants and Animal Policy Framework 2010 (IPAPF) approaches the management of existing and potential invasive species within the context of the whole of government *Victorian Biosecurity Strategy* (2009).

It incorporates a biosecurity approach and provides a framework to guide future policy, planning and community activity specific to invasive species. This framework is also reflected in the Port Phillip and Western Port (PP&WP) Regional Catchment Strategy and the PP&WP Invasive Plant and Animal strategy.



**Figure 4.** Framework for weed management planning

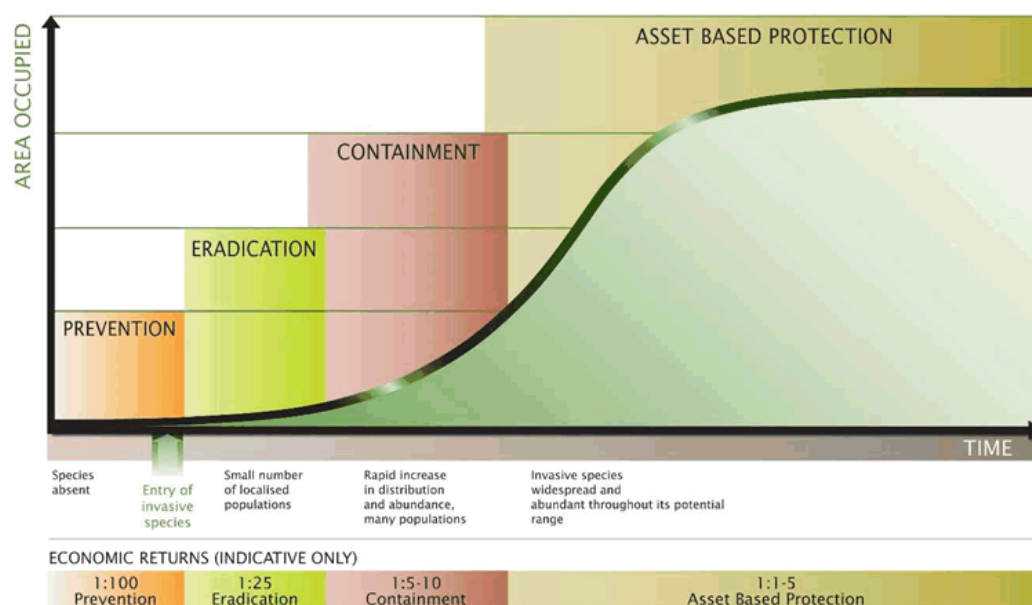
This framework provides for the allocation of resources to priority locations and forms the basis of this weed strategy.

### 3.4 Principles of weed management

The level of impact and potential that weeds have on natural values and the community should guide priority-setting for weed management.

The highest priority is given to actions that will have a lasting positive effect at higher value locations. Additional considerations may include elements related to community values and priorities relevant to other areas of local government and management.

It is most cost effective to prevent new weeds establishing and small infestations should be eradicated followed by containment or asset-based protection.



**Figure 5.** Invasion curve for weed management – a framework that illustrates management approaches and the benefit of investing in control effort at different stages of the invasion process.  
(Source: Victorian Government 2010)

#### 3.4.1.1 Categories for weed priority determination

- 'New and emerging weeds' also known as 'sleeper weeds': where the management goal for these species is for prevention and eradication
- 'High priority established weeds': the goal is containment and eradication
- 'Other established weeds': medium and low priority, the goal is containment and suppression

#### 3.4.1.2 Criteria for weed priority determination

This Weed Management Strategy has utilised the *Advisory list for environmental weeds* (DELWP, 2018) as its starting point for considering regional weed priorities. This method and list, updated in 2018 uses the following factors to allocate a risk ranking score which is then translated into a 'risk rating' from very high to low:

- including weed attributes
- potential impacts
- potential for spread
- potential for invasion
- rate of dispersal and
- range of susceptible habitat types

These risk ratings were then applied to weeds that are listed within Public land in the City of Darebin (Appendix 1). Informed opinion was then sought from Darebin staff and experts apply rankings that reflect obligations under the CaLP Act (1994), biosecurity legislation, invasiveness, and threat posed natural and community values.

### 3.5 Translating regional priorities to onsite planning and action

First priority should be given to protect significant values at significant locations. Resources should first be targeted towards actions that will have a lasting effect (DSE 2006).

Following weed removal and site rehabilitation using integrated weed management techniques, monitoring and ongoing maintenance is required where reinvasion is likely to occur.

Future assessments should include the role of climate change and explore the potential increased risk of weed species extending their range or becoming more invasive.

#### 3.5.1.1 Weed Management approaches

Best practice weed management approaches include the following activities in order of priority:

1. Weed prevention and hygiene
2. Early detection and eradication
3. Integrated weed management: biological, physical and chemical control measures
4. Ongoing maintenance and capacity

Planning for effective weed management involves the following activities.

- Information gathering
- Setting goals and objectives based on knowledge, priorities and resources
- Develop and implement actions to achieve objectives with partners
- Monitor and document performance and review and revise plan as necessary

Good weed management planning and implementation should result in the following outcomes:

- Increased protection of identified key priority assets from the threat of weeds for the future.
- An integrated approach to the protection of natural and community valued assets.
- Increased recreational and open space engagement opportunities.
- Strengthened partnerships between all land managers within and adjoining the City of Darebin.

## 4. Darebin's weed management strategy

### 4.1 Background review and stakeholder engagement

This Weed Management Strategy updates a previous iteration entitled the Integrated Weed Management Strategy (Greening Australia, 2008). Preparation of this update involved a review of relevant documents, research and updated information related to weed management. It also involved a stakeholder engagement process which resulted in much of the direction and ideas that have been used to guide the goals and actions that form the basis of implementation of this strategy (see Section 6 and Table 3).

Stakeholder engagement focussed on the three key groups:

- Community representatives
- Staff directly involved in on-ground weed and land management
- Partners and external stakeholders involved in on-ground weed and land management

Workshops were held with each group which involved focussed discussions around changes, trends and issues in weed management. Future requirements and specifically sought ideas from each group for how the City of Darebin might transition to practices that involve less herbicide use. Follow up with some stakeholders was undertaken to seek further information, clarification or involvement in shaping recommendations within this strategy.

### 4.2 Review of the 2008 Integrated Weed Management Strategy

The previous iteration of the Weed Management Strategy was in 2008. In that time there have been many changes. A suite of themes that reflect changes relevant to weed management in Darebin. Engagement with staff and land management stakeholders provided their insights into change that they've observed in the past ten years. This assists in setting the scene for the direction of the current iteration of the Weed Management Strategy.

**Table 1.** Changes in weed management relevant to Darebin in the past 10 years

Theme	Changes in the past 10 years
Types of weeds	<ul style="list-style-type: none"> <li>• Reduction in woody weed cover and elimination in many locations. For example Boxthorn on Darebin Creek</li> <li>• New weeds are being seen, especially along the waterways coming from the north. These have included Cobbler's Peg; Jerusalem Artichoke and more instances of Hemlock.</li> <li>• New trends in garden plants that are now known to be invasive. This includes African Feather-grass *<i>Cenchrus macrourus</i>, a Regionally Prohibited weed, yet readily purchased and grown.</li> <li>• Weeds spreading down the waterways (north to south).</li> <li>• Seemingly a wider range of environmental weeds requiring more knowledge and different management</li> </ul>



Theme	Changes in the past 10 years
	<ul style="list-style-type: none"> <li>• Different weeds have become higher priorities i.e. many sites of woody weeds have been reduced and new weeds are emerging or becoming a higher priority.</li> <li>• Climate and seasonal changes resulting in new/different plant behaviour e.g. Blackberry and Tradescantia</li> </ul>
Weed management techniques	<ul style="list-style-type: none"> <li>• Changes in technology: e.g. drones being used by Melbourne Water to map willows.</li> <li>• Some new herbicides</li> <li>• More trials of non-herbicide approaches</li> <li>• Using less herbicide and aiming to be more targeted.</li> <li>• Safety standards and PPE use has increased.</li> <li>• More care in use of persistent herbicides near waterways.</li> <li>• We've become smarter in how we control weeds.</li> </ul>
Public knowledge, engagement and expectations	<ul style="list-style-type: none"> <li>• More interest and scrutiny from the public.</li> <li>• Society's expectations have changed around management of public space and also of herbicide use. They want to see less herbicides.</li> <li>• More public use of Open Space, a trend that is likely to continue and increase.</li> <li>• Public perception – seeing increased willingness to get involved, take more ownership and have more say.</li> <li>• Increased profile of weed issues/management on social media. Including community discussion and/or opinion.</li> <li>• Different weeds have become higher priorities i.e. many sites of woody weeds have been reduced and new weeds are emerging or becoming a higher priority.</li> <li>• More community interest, including wanting to 'take on' sites. Involving hand weeding instead of herbicide.</li> <li>• Focus on weed management in public spaces other than high quality bushland e.g. playgrounds etc.</li> </ul>
Communication around weed management issues	<ul style="list-style-type: none"> <li>• We're better at sharing information.</li> <li>• Public access to information via the internet sometimes provides mis-information e.g. people believing that marker dye on grass is a toxic chemical.</li> <li>• Staff, contractors and the public are more aware of the impacts of herbicides.</li> </ul>
Requirements for accountability, transparency	<ul style="list-style-type: none"> <li>• Accountability and government expectations – i.e. from the top down, expectations around 'asset management' and meeting service levels, plus policy.</li> <li>• More focus on collaboration, 'we can't do it alone', grants and accountability (paperwork), auditing. Inconsistency is a big problem.</li> <li>• Challenges in collecting relevant data from the field.</li> <li>• More focus on weed management as 'customer experience and perception of the rail corridor' is becoming more of a focus over and above 'rail function' (keeping the tracks clear).</li> </ul>

Theme	Changes in the past 10 years
	<ul style="list-style-type: none"> <li>• More emphasis on data collection and mapping resulting in improved efficiency.</li> <li>• New and updated range of strategies including a Darebin Urban Forest Strategy, updated Open Space Strategy and others.</li> </ul>
Other influences	<ul style="list-style-type: none"> <li>• Requirements to plant trees in new and challenging sites. Sometimes hard to find suitable trees due to site conditions (dry, hard soil and other restrictions).</li> <li>• Urban growth pressures (population growth, asset growth): Opportunity from this via increased budget for Melbourne Water but have to make case to see it prioritised for weed management work.</li> <li>• Consideration of the requirement to retain weeds or undertake staged treatment to maintain habitat.</li> <li>• Less State Government influence/involvement – used to be more.</li> </ul>

Feedback from the staff and stakeholder engagement process identified that the current iteration of the Weed Management Strategy should include the following areas of focus:

- Collaboration
- Procedures
- Training, professional development and ongoing learning
- Communication and information sharing
- Resources and technology
- Consider the impacts (and future impacts) of Climate Change
- Reduction in herbicide use

### 4.3 Goals for the weed management strategy

The Darebin Integrated Weed Management Strategy will be guided by the following goals. These reflect the themes that resulted from the background research, review and stakeholder engagement processes that were completed to inform this strategy. Relevant actions to deliver these objectives including timeframes and targets is provided in Table 3 in Section 6.

1. Research, monitor and act with a view to preventing new and emerging weeds from establishing in the municipality
2. Minimise the impact of priority weeds on the natural, economic and community-held values in the City of Darebin.
3. Minimise the risk of weed spread within the municipality including any that have originated within the municipality
4. Set targets, strategically plan, monitor and report the impact of weed management activity.

5. Develop and implement an effective communication and engagement plan that aims to see all land managers and the community better informed and taking positive action in weed management.
6. Use appropriate technology and tools with a view to continually improving practice in the areas of effectiveness, efficiency and safety.
7. The weed management program aims to move to a low herbicide future.

#### 4.4 Weed species within the City of Darebin

There are more than 403 exotic or naturalised plants recorded in the City of Darebin with those located in public land. Of these, nineteen are 'weeds of national significance' (WONS); and thirty are 'declared noxious weeds'. Including:

- one State Prohibited weed;
- one Regionally Prohibited weed;
- eighteen Regionally Controlled weeds; and
- ten restricted weeds.

Of those that are recorded 129 plant species recorded are recognised as environmental weeds with a risk rating of very high or high risk according to the *Advisory list of environmental weeds* (DELWP 2018).

Weeds can be classified by a number of growth and reproductive characteristics such as annuals, biennials or perennials. Identification of the life cycle of each weed is crucial to stop further seeding and for setting priorities for weed management, timing, and management methods.

Pest plants will always be present in a disturbed landscape such as Darebin, and significant weed infestations occur throughout the municipality and continue to threaten natural values.

In addition to the environmental weeds listed above, a number of plants are recognised as weeds for their characteristics that are relevant for community-related values such as amenity and safety. These are relevant to various sections of Councils that include:

- Parks and Gardens – focus on grass management exotic plants that grow excessively along pathways, within garden beds and 'look messy'.
- Pathways, laneways, roads, railway lines, drains, kerbs – any plant that has the potential to colonise this infrastructure, potentially obstructing or hindering its effectiveness.
- Sportsgrounds and golf courses – plants (usually grasses and herbs) that reduce the quality of the playing surface. This may include 'rough, spiky' or 'slippery' plants for example, Capeweed.
- Street trees – trees or shrubs that are known to be invasive or that have particularly unfavourable characteristics for inclusion in the public realm. For example they are prickly such as Golden Locust Tree, allergenic for some such as Norfolk Island Hibiscus, particularly 'messy' as they drop fruit or excess bark or have significant root systems.

#### 4.4.1 History and influencers of current weed management

The City of Darebin was subject to European settlement shortly after the settlement of Melbourne in 1835. Its land was initially used for grazing and then in 1837 much of the southern portion divided into long rectangular blocks each with water frontage, intended for farming. However, farming activity was relatively limited in these areas and included market gardens along some portions of the waterways.

Higher density settlement occurred in the south in the vicinity of the Northcote township, and in subsequent years, housing estates comprising radiated out from that centre, moving further north in each decade.

Civic pride and the preferences of the population has dictated the plants that are now seen in Open Space and that characterise streetscapes and private gardens.

Exotic plants associated with the earliest pastoralist activities and settlement include Clover, Peppercorn Trees, Hawthorn, fruit trees and Willows.

Early programs associated with settlement include the activities of the 'Acclimatisation Societies'. These organisations aimed to introduce 'useful' plants and animals into the newly settled areas which saw the introduction of Blackberry and other plants and animals that have since taken a huge toll on their native counterparts (Tout-Smith, 2003).

This landscape history can shape management requirements today. For example, the former path of the Merri Creek south of Darebin Road originally flowed through what is now the Northcote Golf Course. This means that the golf course management needs to accommodate this low-lying, naturally wet portion of the landscape, while the new riparian corridor may not 'match' the natural substrate and growing conditions of the sections to the north and south. Other locations along the waterways where basalt was quarried directly from the creek valley itself may have similar issues.



**Figure 6.** Section of the Merri Creek to the south of Darebin Road in 1945. Source: <https://1945.melbourne>

Additional considerations arise in areas that have been subject to fill material such as quarries and lower points in the landscape such as former swamps, small or ephemeral creek lines or historic rubbish pits before the time of municipal 'tips'. Often these locations were not recorded but can sometimes now be the site of Parks and Gardens. Some well documented examples in Darebin include All Nations Park, the site of the Northcote Brickworks quarry and the Sir Douglas Nicholls Sportsground in Thornbury. In these cases, capping materials



may not be conducive to the growth of a preferred plant, such as turf or Parks and Gardens species. Alternately they can also be the sites of high levels of nutrients, weed seed and recurrent weed problems.



**Figure 7.** Sir Douglas Nicholls Sports fields in 1945. Source: <https://1945.melbourne>

Each decade of settlement has seen different trends in cultural and societal influencers on land management. The City of Darebin has provided a home to many different cultural groups who have brought their own plants and land management ideas and interests.

#### **Darebin's current weed management environment and challenges:**

The municipality today reflects the wider Melbourne region's trends in diversity and age distribution with a highly culturally diverse population.

Increased international mobility, widening opportunities to access a diversity of exotic plants and increased interest, particularly in middle-income areas around home gardening has led to an increased diversity of exotic plants within the urban matrix and a fast pace of plant industry response.

Many environmental weeds including some that are of the highest priority are garden plants. Some of which such as African Feather-grass, still regularly planted have high-mobility due to their wind-borne seeds.

Carr et al, (1992) outline some of the factors that contribute to the potential invasiveness of plants and the *Advisory list of environmental weeds* updated by DELWP, (2018) provide further guidance on the factors contribute to a plant's risk rating.

Increased land fragmentation, increased population and public use and increased pressure from urban growth, are likely current and future influencers affecting weed management.

Increasingly urbanised areas resulting in higher amounts and impacts of stormwater fluxes increases pressure on waterways and provides increased opportunity for weed seed and nutrients to be transported from suburban areas, to the waterway corridor. Higher, more rapid flows also means that there is increased potential for weed seed to be deposited on the banks of waterways, rather than travelling further downstream.

Observation by on-ground management staff has identified that some new weed occurrences are presenting first in the north and moving south along waterways. This is potentially as a result of new urban growth activity to the north potentially resulting in increased and more diverse weed sources, increased runoff, nutrients and



soil. There is also the potential that decreased open space opportunities in the north will lead to greater reliance of waterways for animal movement and resources, also increasing the potential for weed mobility.

Altered ecological processes such as decreases in native pollinators has also been considered as a factor that may lead to decreased opportunity for native species to propagate, leading to increased opportunities for exotic species.

Importantly, Climate Change is now widely recognised as influencing the natural environment and this is relevant to how the City of Darebin approaches the management of its natural values, open space and the private realm. Of relevance to weed management, staff and stakeholders have reported changes in the types of weeds that are being observed and also of different behaviour in weed growth and their life cycles. For example

New weed observations include Cobblers Pegs \**Bidens pilosa* and Jerusalem Artichoke \**Helianthus tuberosus* both present along the waterways now. Cobblers Pegs was one of the weeds mapped as an example of weed movement under Climate Change Scenarios in 2008 by DPI presented in *Climate change and potential distribution of weeds. Whither the weeds under climate change?* In those modelled weed distribution scenarios, Cobblers Pegs was not anticipated close to Melbourne until later.

## 4.5 Municipal weed management priorities

Listed weeds have been reviewed and prioritised by staff and experts within the municipality reflecting Council's legal obligations and the invasiveness and threat posed to natural and community values and using the principles outlined in Section 3.4.

A final list of 149 'priority plants' has been compiled which includes:

- 19 new and emerging weeds. Consistent with the *Bio-security Strategy for Victoria* ([www.land.vic.gov.au](http://www.land.vic.gov.au)), weed species with the highest priority for control (or elimination) are 'new and emerging' weeds. By definition, new and emerging weed species are unfamiliar and their (local) ecology poorly known (Waterhouse 2003). Accordingly it is intended that these plants will receive the highest targeted management priority and the aim is to eradicate infestations before they spread.
- 29 very high priority weeds. These include *Weeds of National Significance* or noxious weeds that are Regionally Prohibited or Regionally Controlled or are plants that have been identified as very high priority by Darebin staff or contractors.
- 37 high priority e.g. High priority (H) = species with a very high risk rating category from the *Advisory List for Environmental Weeds*, DELWP, 2018 or are plants that have been identified as very high priority by Darebin staff or contractors.
- 63 medium priority weeds. These include other weeds that have a very high or high risk rating category from the *Advisory List for Environmental Weeds*, DELWP, 2018

All the species listed in the priority weed list (Appendix 1) are of varying threat to wildlife habitat, native flora and fauna, including rare or threatened plants.

The one State Prohibited weed which must be managed in accordance with the provisions of the CaLP Act is Alligator Weed \**Alternanthera philoxeroides*.

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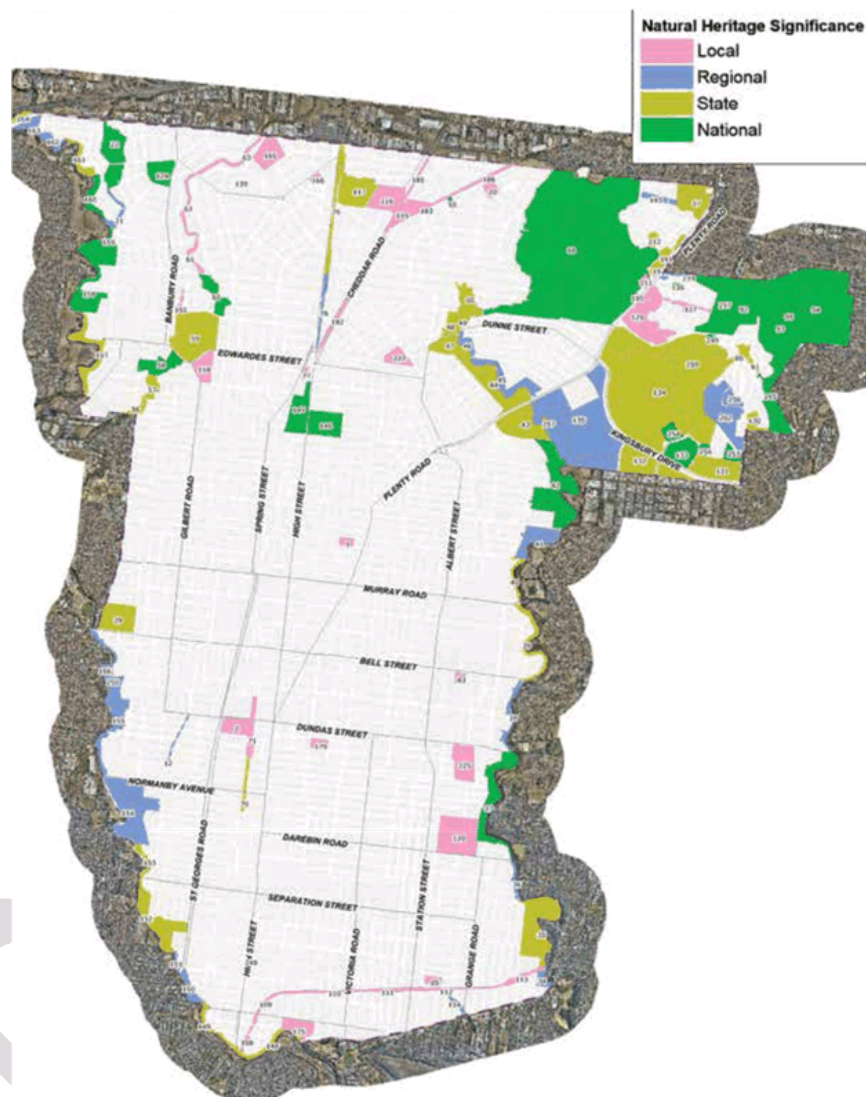
## 5. Weed management by council area

### 5.1 Bushland and waterways

The *Darebin Natural Heritage Strategy* (2015) recognises

- 51 sites of local significance
- 24 sites of regional significance
- 2 sites of regional–state significance
- 34 sites of state significance
- 2 sites of regional–national significance; and
- 26 sites of national significance.

These are shown in Figure 8. Survey detail and onsite management information for this strategy is provided by *the Darebin Heritage Study – Natural Heritage Plan*, (Context, 2010) which builds on information summarised within the *City of Darebin Biodiversity Review* completed by Practical Ecology in 2005 (O'Malley and Kern, 2005).



**Figure 8.** City of Darebin, Sites of Natural Heritage Significance

Areas of high natural value in the municipality falls under a variety of ownership and management arrangements. These include:

- The La Trobe University precinct, including the La Trobe Wildlife Sanctuary, containing natural heritage areas of state and national significance, is owned by Latrobe University with land management subject to legislation including the *La Trobe University Act 2009*.
- The Gresswell Nature Conservation Reserves, located in Darebin's north-east corner, including Gresswell Hill, Gresswell Forest and Gresswell Habitat Link are owned by the Victorian government. Parks Victoria has been responsible for managing these reserves since May 2012.
- Land adjacent to Merri, Darebin, Edgars and Central Creeks is owned by a range of private landholders both residential and industrial, Council, Melbourne Water and other Victorian government departments.

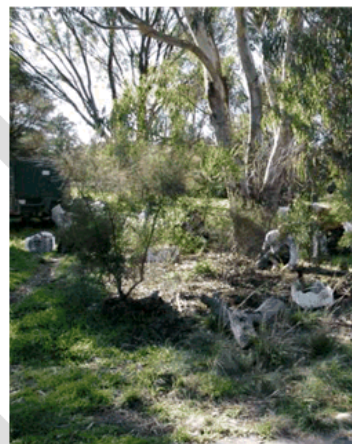
Council plays a key role in collaborating with a broad range of land owners to protect and enhance natural heritage assets within the municipality.

- Waterways are the primary consideration of Melbourne Water who are responsible for the bed and banks of the waterway environment. The Merri Creek, Darebin Creek, Central and Edgars Creek all fall into this category.

The *Natural Heritage Plan* (Context, 2010) noted that 'Invasion of remnant vegetation sites and geological sites by weeds is the most significant threat to biodiversity values in Darebin. Over two thirds of the sites in the 2005 biodiversity review and many of the sites surveyed in the current study were threatened by weed invasion'.



**Figure 9.** A Darebin bushland conservation area



**Figure 10.** A hand weeding site

Council-managed conservation areas are the focus of the Bushland Management team, but some work, particularly along the Merri Creek is contracted to the Merri Creek Management Committee (MCMC). Other contractors are also engaged for some locations/tasks.

Council's Bushland Management team have developed site management plans and monthly, seasonal and annual work plans for sites that they manage. The Merri Creek and Darebin Creek Committees also have overarching documents that they use for general guidance and priorities for the waterways.

Specific site management plans are reviewed periodically by the Bushland crew in accordance with operational requirements and available resources.

The main on-site tasks for bushland management involve a focus on maintaining and enhancing remnant indigenous vegetation via a combination of burning (in grassland areas), weeding and replanting activities as well as monitoring, mapping and recording changes over time. For sites undergoing revegetation, activities include site preparation and replanting of indigenous vegetation, ongoing weeding and monitoring, mapping and recording changes over time.





**Figure 11.** Bushland management team working along a waterway



**Figure 12.** Bushland management involves ecological burning in some sites

At present the following plans and guidance documents are in place:

- Monthly, Seasonal and Annual Work Plans for various locations
- Bundoora Park: Flora and Fauna Management Plan 2011–2016, Ecology Australia
- Central Creek Grassland (Ngarrri–djarrang) 5 Year Works Plan 2010–2015
- Baseline Vegetation Monitoring for the Larundel Grassy Woodland Reserve, Bundoora, Victoria 2005
- Management Plan, Cherry Street Grasslands Reserve 2004, Practical Ecology
- Forensic Drive Grassy Woodland Management Report 2004
- Buffer and Matted Flax–lily (*Dianella amoena*) Management Plan, Springthorpe Estate, MacLeod 2004
- Darebin Creek Design & Development Guidelines 2000

The level of consistent documentation of weed occurrences and weed cover mapping is variable across the areas of bushland management. Management Plans for some locations include details of weed occurrences that were observed at the time of assessment. Some other bushland areas have had weed species presence/absence surveys completed but without a consistent or regular process. In 2008, 180 different weed species had been recorded within the Bushland Management areas of the City of Darebin.

Annual and monthly works plans are developed and implemented for significant bushland sites indicating the weed species, the timing for works and in some cases an appropriate control technique (e.g. burning, spraying or hand removal). However to date, this has not been consistently documented. Rather the knowledge and expertise sits largely with the management team. This shows that Darebin has been lucky to engage good staff who form an affinity with their management areas but in order to measure progress against targets assigned for weed management and to be strategic, more formal documentation, planning and monitoring will be required.

**Recommendations:****Strategic weed management:**

To date strategic weed management has occurred in an informal manner and not been clearly documented. However, it has been identified that there will be great benefit in undertaking this process annually. This would involve all relevant land managers including the Bushland Management team, Melbourne Water, Parks Victoria, bushland contractors such as the MCMC, Bundoora Park Managers, staff from adjoining councils, including from Whittlesea to the north and other members of the Open Space Management team.

Weed management trends and staff observations indicate that weed issues are often observed in the north of the catchment and move south, particularly along waterways. Latrobe University Wildlife Sanctuary staff also note that while their reserve receives strong weed management focus, the nearby Darebin Creek corridor harbours some weeds that have been eradicated from adjoining land. Additionally, some of the largest and highest quality areas of bushland are located in the north of the municipality.

On this basis, it is recommended that strategic planning include a focus area in the north of the municipality. This would involve coordinated effort across all 'bushland and waterway reserves' aiming to eliminate all woody weeds from bushland areas and reduce the cover of priority grassy and herbaceous weeds to create a 'weed free zone' in the north of the municipality.

The exact area of the 'weed free zone' will require negotiation and agreement, but there are some landscape features that suggest that it could include all reserves down to the confluence of Edgar's and Merri Creeks in the west and all reserves down to Southern Road in the east, as shown in Figure 13.





**Annual planning, monitoring, goal and target setting:**

All areas of bushland management focus (including those of contractors) should have baseline weed cover assessment and occurrences of priority weeds noted. Then this process should be undertaken bi-annually at the same time each the year in order to inform management approaches and planning for future years.

As a minimum, each of the above-listed documents should be reviewed by the relevant management team and a documented annual works plan with clear goals and targets, using the best practice weed management principles be developed and documented.

Additional guidance for general weed management is provided in Appendix 4. This may be information that the Bushland Management team could adjust and build on to develop a fact sheet and as the basis for sharing bushland management weed techniques with other Darebin staff and contractors in the future.

**Recognition and support for the role of bushland management staff, contractors and partners:**

Bushland management staff have a key role to play as experts in flora and ecological management and in plant and weed identification.

In particular their observations are critical for ensuring new and emerging weeds do not enter or establish within the municipality nor, very high priority environmental weeds. This will include not only City of Darebin staff but each of its contractors and other bushland managers within the municipality including those within Latrobe University, the Greswell Forest Reserves, Melbourne Water contractors and Bundoora Park. Some members of the Bushland Team participate in the state's Weedspotter program.

The Bushland Management team and bushland contractors are also actively engaged in community engagement activities. They have developed their own education resources such as postcards for their highest focus weed species and run tree planting and weeding events. They also attend and participate in Darebin-led community events and festivals where they have displays on weed awareness. This important work could easily be more formally recognised and extended.

## 5.2 Parks and Gardens

Parks and Garden areas within the Darebin's Open Space network includes both formal and informal parks and reserves. Spaces which provide important spaces for passive and active recreation. These areas are often located alongside sporting fields, conservation or bushland areas and include a variety of infrastructure such as pathways, playgrounds, picnic or barbeque facilities and more.

The primary aim in managing weeds within Parks and Gardens are to:

- provide safe and inclusive spaces for a variety of active and passive recreation
- maintain the visual aesthetic and amenity
- meet legislative requirements of the CaLP Act, 1994

The focus of weed management activities that are undertaken by the in-house management team include:

- mowing or slashing,
- edge definition via slashing or spraying around fences, paths, bollards or other park infrastructure
- maintenance of garden beds via spraying, mechanical removal and inhibitors such as mulch

- Council records location of mowing activities. The mowing regime for these areas is determined by the status of the reserve (e.g. sporting open space, formal open space, informal open space, linkage open space or undeveloped open space) and will generally include up to 18 cuts per year.



**Figure 14.** Parks and Gardens environment

**Key weeds:**

Key weeds for management consideration within Parks and Gardens areas include all of the new, emerging, very high and high priority weeds that are relevant to Bushland areas. Although within most Parks and Gardens spaces these weeds are much less likely to be present or to threaten important natural values.

The Darebin Parks and Gardens team have identified the following plants as comprising their 'top ten' priority weeds:

1. Couch \**Cynodon dactylon* var. *dactylon*
2. Kikuyu \**Cenchrus clandestinus*
3. Desert Ash \**Fraxinus angustifolia* subsp. *angustifolia*;
4. Ribwort \**Plantago lanceolata*,
5. White Bladder-flower \**Araujia sericifera*,
6. Annual Veldt-grass \**Ehrharta longiflora*,
7. Texas Needle-grass \**Nassella leucotricha*,
8. Wild Oat \**Avena* spp.,
9. Small-flower Mallow \**Malva parviflora*,
10. Sow-thistle \**Sonchus oleraceus*

Of particular relevance to Parks and Gardens management are grasses that are recognised as noxious weeds under the CaLP Act (1994) such as the *Nassella* spp. Over and above Texan Needle-grass, recognised as a priority for management, other *Nassella* spp. include Chilean Needle-grass \**Nassella neesiana* and Serrated Tussock \**Nassella trichotoma*. Under the CaLP Act, 1994, Council is obliged to prevent the spread of these grasses which are very easily spread to new locations via methods such as slashing. As a large component of Parks and Gardens management involves mowing and slashing, a clear focus for Council management in all open space must be to ensure that these practices are not acting as a vector for seed spread of these weeds. Each of these plants have



the potential to harbour seed in the base of the plant, so mowing at any time not just when there are 'obvious seedheads' has the potential to spread these plant and appropriate management must be undertaken.



**Figure 15.** Chilean Needle-grass Photograph:  
Michelle Patrick

**Key actions associated with managing noxious and highly invasive grasses:**

- At a minimum, all parks or reserves must be inspected for these grasses and locations and extent are mapped.
- Staff must be required to adhere to mowing and slashing practice that ensures that machines are free of weed seed between locations. This will include:
  - All equipment/machinery brought on-site should be free of plant propagules.
  - All equipment/machinery leaving the site should be cleaned (on-site) of plant propagules.
  - Slashing works should be designed to minimise spread of weed propagules (i.e. work from higher-quality to lower-quality areas – washing down equipment between sites as required).
- Procedures, appropriate infrastructure and resources will be required.

**Direction provided by *Breathing Space: The Darebin Open Space Strategy (2019)*:**

Parks and Gardens is a particular focus of *Breathing Space: The Darebin Open Space Strategy (2019)* which sets a new vision for Open Space, particularly articulated as *Objective 11: Make native bushland character the default choice*. Under this objective its strategy is to: *Plan new and upgraded open space as partially or wholly native bushland or grassland, unless a clear demand for alternative uses is established*

With corresponding actions to consider:

- Use indigenous vegetation rather than native or exotic where possible to improve complexity and recover biodiversity, including in water sensitive urban design treatments.
- Increase indigenous vegetation cover in lower quality open spaces

This new theme in Parks and Gardens planning, design and management will require the Open Space and Parks and Gardens focussed team to take on new skills and adjust their management focus as part of a longer-term transition process.

An important element of the Open Space Strategy and this transition process will be to ensure that at every stage of future design and planning the opportunities for reducing weed management especially via the use of herbicides is considered especially close to public areas.

Lower maintenance/herbicide reliant design principles will include:

- Less fences, bollards, edges and other linear structures or infrastructure that will have grass directly around or under them.
- Increased and more strategic use of mulch/permeable yet weed reducing surfaces in place/garden design.



**Figure 16.** Parkland including natural features in a semi-formal setting



**Figure 17.** Planted garden bed featuring indigenous plants

#### **Planning and goal setting for parks and gardens:**

Feedback from engagement processes has identified the importance of planning, setting goals and review of management plans.

The Open Space Strategy results in the development of Open Space Asset Management Plans which could be further developed to specifically include weed, vegetation and habitat management requirements.

This could be undertaken for individual reserves or as a group for reserves that are smaller or have simple management requirements.

### **5.3 Pathways, laneways, roads, railway lines, drains, kerbs –**

For these locations of built often linear infrastructure, the main weed management objective is to ensure weed cover is kept very low (ideally zero) for the purpose of ensuring that safe egress and access is maintained and also for amenity value.

### 5.3.1 Pathways, laneways (rights of way), gutters, drains:

The City of Darebin undertakes weed management activities within Right of Way locations including laneways as well as along roads and streetscape infrastructure such as gutters, drains, some footpath edges and around shopping precincts.

Current practice includes a focus on the use of glyphosate which is applied to a regular schedule.

#### Opportunities to reduce chemical use:

Background research has identified that these locations provide a high potential for trialling methods to see the use of herbicide reduced within the municipality. In this case, options include increased use of steam weeding as well as alternative plant-derived herbicides.

Additional suggestions for this realm include the adoption of a 'no-spray register' and reducing the amount of treatment or altering the type of treatment used close to sensitive public places such as shopping strips or properties such as Child Care centres or elderly citizen's homes.

At this stage (July 2019) there are no viable alternatives to glyphosate available. Currently trials are underway with organic, plant-based herbicides and further use of steam processes. The cost of both are significantly more than the costs associated with glyphosate. Parks and Open Space estimates based on previous trials have determined that moving to a no glyphosate program using plant-based herbicide would require an additional \$500,000 to be added to the \$200000 current weed control budget. The plant based herbicides will require 2-3 additional applications to achieve the same level of effectiveness.

Use of steam weed control could be an effective method of control for smaller areas such as playspaces, around schools etc.

## 5.4 Sportsgrounds and golf courses

A large proportion of the open space (approximately 250 ha), in 30 different reserves owned by the City of Darebin comprises of sporting grounds including ovals, sports fields and three golf courses: Northcote (24 ha), Strathallan (17 ha) and the Bundoora Park Golf Courses (65 ha).



Figure 18. Golf Course environment

These sports grounds and sports fields support public participation in sport and also provide spaces for other active and passive recreation such as dog-walking.

Management focusses on achieving a playing surface that is consistent with the expectations of the sporting groups.

Accordingly for sportsgrounds, the management objective is to:

- provide a 'consistent warm season grass surface (Kikuyu *\*Cenchrus pennisetum* or Couch *\*Dactylus glomeratus*) with less than 2% weed cover present'.

Plants that are considered weeds for sportsgrounds include broadleaf weeds (summer and winter annuals such as Capeweed *\*Arctotheca calendula*) and grass type weeds (such as Winter Grass *\*Poa annua*, Ryegrass *\*Lolium spp.*, Summer Grasses *\*Digitaria spp.* and Paspalum *\*Paspalum dilatatum*). Generally the herbicides applied aim to manage these different types in broad spectrum applications.

Council records show that management of sportsgrounds and golf courses results in high amounts of herbicide use. Opportunities to reduce this have been undertaken and the following management protocols are adopted:

- All sportsground herbicide applications are completed by contractors who maintain and provide records of the locations sprayed and herbicides applied.
- Contractors use only chemicals registered for turf and at label rates and work to the recommended wind thresholds. Wind conditions are monitored via an anemometer at Crispe Park, installed to assist with enquiries around community interest
- Machines are fitted with shrouded hooded applicators (Figure 19) which significantly reduces the likelihood or eliminates spray drift even in windy conditions.
- Spray units use GPS to guide application; meaning no overspray and exact amount of active chemical applied.



Figure 19. Spray unit with hooded applicator Source: Darebin City Council



**Opportunities to reduce chemical use in sportsground management include:**

- Closer consideration of the requirements for each sportsground and adjustments in the management objectives for each. For example some sportsgrounds or uses will not require such low weed cover thresholds.
- Introduction of cultivation techniques to reduce/impede weed cover
- More considered management based on seasonal variables.

## 5.5 Street trees

Street Trees are an important element of Council business. In accordance with Council priorities and those of state government, there are strong objectives to increase tree canopy cover. This is for a variety of amenity and community health reasons including to reduce the effects of urban heat stress.

Strategic direction for Street Tree and Urban Forest management is provided by:

- *Breathing Space: The Darebin Open Space Strategy 2019*;
- Green Streets Streetscape Strategy; and
- the Urban Forest Strategy.

In delivering these targets, the Street Tree team need to establish many more trees within the municipality, in new locations and often within roadside conditions and soil that is not always well suited for growing. This impacts on tree choice as well as methods for site preparation and growth.

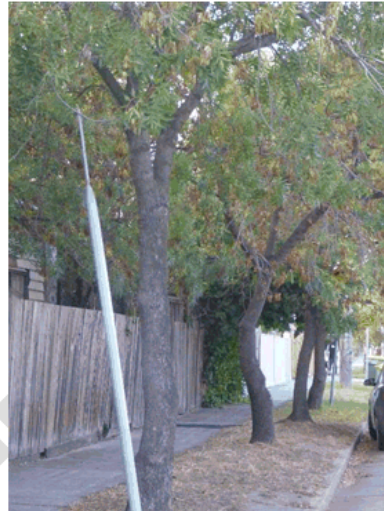
All street trees are mapped and the street tree inventory shows that some of the trees include very small numbers of noxious weeds and many plants that are recognised as environmental weeds. However, while this is the case in most situations these trees are planted in locations that have limited capacity to impact upon higher value bushland locations.

The current street tree inventory has been reviewed and assigned environmental weed risk ratings provided by the advisory list for environmental weeds (DELWP 2018). This list has identified 36 tree species with a very high risk rating and 39 tree species with a high risk rating (see Appendix 3). It should be noted though, that these ratings will not necessarily be relevant to all situations.





**Figure 20.** A street tree less than 2 years old in Thornbury



**Figure 21.** Desert Ash, an environmental weed, commonly planted in previous decades

#### Recommendations for Street Trees:

- No trees that are listed as very high or high environmental weeds are to be planted within 100 m of a waterway.
- The cohort of trees with a very high environmental weed risk rating are to be strategically removed as a priority within 5 years and no further planting is to occur. This is with the notable exception of Spotted Gum *Corymbia maculata* which should be restricted to areas away from waterways.
- Trees with a high environmental weed risk rating should generally be avoided for planting within the municipality.
- Continue to trial native or indigenous street tree plantings and share information with other Councils with similar site constraint issues.
- Trial and if appropriate, adopt steam treatment or an alternative low-glyphosate herbicide solution for weed management during the two year tree establishment phase.

## 5.6 Private land and Darebin's community

The community of Darebin have the potential to be engaged in positive weed management activity and also to influence the policy, direction and action of both Council and other organisations.

#### Management of private land:

Land management activities on private land that can influence weed management in the wider municipality includes:

- garden plant choices and gardening practices
- involvement in weed control in streetscapes

- maintenance of nature-strips and
- influence over volume and content of stormwater

To this end there are opportunities for Council to seek that Darebin residents are aware of their own potential to influence land management outcomes. Examples include:

Education and awareness activities that may be targeted to certain locations or segments of the community. Examples from other areas include:

- Letterbox drops, attendance at local festivals or school events, engagement with the local schools via relevant school projects.
- Weeding days (well publicised and targeted)
- Campaigns with local plant nurseries (plant this not that)
- Garden awareness programs such as Gardens for Wildlife that focus on positive initiatives while also discourage negative activities.
- Grants programs for private land management that focus on group initiatives or example projects.
- Subsidies such as buy one indigenous plant get one free to encourage preferred planting practice.
- Free weed free mulch.
- Showcasing positive examples through Council marketing opportunities.

Target locations may include those adjacent to areas of high natural values or areas which have stormwater that feeds directly to sensitive ecosystems such as the waterways or wetlands. They may also be streets which have high occurrences of priority weeds. Mapping of the municipality should be undertaken of known or likely weed management priority areas to inform target areas on private land. This weed target mapping should include consideration of stormwater catchments that feed to the waterways and any other relevant vectors.

A dedicated staff role that focussed on engagement with the community as well as across all on-ground staff and external land managers on land management issues would assist Darebin to enable this activity.

It is also acknowledged that the City of Darebin supports some community engagement activities that are undertaken by groups like the Merri Creek Management Committee and Darebin Creek Management Committee such as water quality and land management education and engagement. This is important to maintain but a dedicated in-house role would complement this activity.

#### **Community involvement in weed management on public land:**

In some cases a trend towards private landholders and community groups seeking to manage areas of land in the public realm has seen some of the weed management activity 'taken on' by these groups. Some groups like the Friends of Merri Creek and its subsidiary groups have a very long history of this type of activity. But other groups and individuals are more recent. In these cases some of the work that would otherwise be undertaken by Council is being completed and often without herbicide use. These hands-on activities also foster a sense of connection and pride of place, likely encouraging greater appreciation by the wider community too. This is likely to be something that the City of Darebin wishes to encourage. However, these activities especially if encouraged by Council and/or involve Council-owned land require adequate oversight and governance.

A dedicated staff role that focussed on engagement with the community as well as across all on-ground staff and external land managers on land management issues would assist Darebin to enable this activity.

If a 'no spray' register is introduced community involvement in weed control would be an expectation of the program.

#### **Strategic and statutory planning requirements:**

The Darebin Planning Scheme contains some instruments that seek to address land management issues through strategic and statutory measures. These include items in strategic clauses as well as appropriate zoning and overlays such as the Environmental Significance Overlays for the Merri Creek and Darebin Creek Environs. Currently, there is no up-front requirement for permit applicants related to include best-practice landscaping or ecologically-friendly design. A guide produced by the Inner Melbourne Action Plan (IMAP) initiative does not provide specific information regarding land management requirements. At a minimum this would include a list of plants that should be excluded from landscaping and a list of plants that are encouraged.

Additionally there is no current requirement for building, renovation or demolition practices to involve a Construction and Environment Management Plan. A Sustainable Management Plan (SMP) is required for larger developments and includes some elements of land management consideration but more specific requirements for a wider range of permit applications are required, specifically within the vicinity of natural values.

Complimentary support material will include landholder and staff guidance documents or website to ensure that Landscape Plans do not include any noxious or priority environmental weeds and that construction activities avoid negative impacts on land management priorities.

Examples of similar initiatives in regard to landscaping and construction requirements and advice are available from other municipalities such as Manningham Shire Council.

**Local Law:**

The CaLP Act, 1994 requires all landholders to adhere to its requirements. On private land the land owner is generally responsible for this. Other local governments commonly refer to this requirement and enable Council staff to act on this requirement in some circumstances via inclusion under a local law.

An example (from Cardinia Shire Council, Local Law 17), being:

58. Weeds and pest animals

58. The owner or occupier of land must not allow the land or adjoining nature strip to be a haven for noxious weeds, environmental weeds or pest animals. Maximum penalty: 20 penalty units

Explanatory note: Under the Catchment and Land Protection Act it is the responsibility of land owners to take all reasonable steps to prevent the spread of regionally controlled weeds and established pest animals on a roadside that adjoins the land owner's land.

Noxious weed and pest animal have the same meanings as set out in the Catchment and Land Protection Act 1994. A full list of noxious weed and pest animal species can be obtained from the Council, or from the Department of Environment and Primary Industries.

Considering the growth and transformation that the City of Darebin is experiencing it is recommended that planning capacity in the form of dedicated staff resources be allocated with a specific role dedicated to land management considerations. This role would ideally work on the introducing and implementing the planning scheme updates and guidance material recommended in this strategy and also provide specialist guidance and advice within the planning department on these matters.

**Recommendations for private landholders and the community include:**

- Draft and adopt a local law similar to other councils that empowers Council to serve a notice for management under the CaLP Act, 1994.
- Update the Darebin Planning Scheme to require Landscape Plans to consider relevant land management considerations including appropriate plant selection. Also to require a Construction Environment Management Plan (CEMP) or similar.

- Develop landholder and staff guidance material to ensure that Landscape Plans do not include any noxious or priority environmental weeds or involve construction activities that will negatively impact on land management priorities via the requirement of a CEMP or similar.
- Resource a staff position within the Planning Department to deliver these planning scheme updates and to advise and respond to land management related items.
- Resource a staff position to engage with the community as well as across all on-ground staff and external land managers on land management issues.
- Increased program of education and activity focussed on landholder awareness around garden plants and how their choices and management have the potential to either impact positively or negatively on natural values.
- Mapping of the municipality of known or likely weed management priority areas to inform target areas on private land. Consider stormwater catchments that feed to the waterways and any other relevant vectors.
- Develop guidelines to encourage constructive community involvement in weed (and land management) activities and ensure that this is undertaken in accordance with relevant council requirements.

## 5.7 Complimentary programs and strategies to deliver weed management outcomes

### 5.7.1 Capacity development

The success of this weed management strategy will be dependent on an investment in Council capacity to support its staff and contractors in:

- Record-keeping and monitoring
- Technical capacity and training
- Planning and goal-setting
- Communication (internal and external) detailed further below.
- Process – ensuring good practice and consistency across departments

### 5.7.2 Communication

Effective weed management, especially during a time of transition, will require a communication plan that includes: immediate priority actions; develops communication resources and capacity and establishes frameworks and processes to guide ongoing and sustained implementation.

Communications needs that have been identified include:

- Communication of the priorities and actions identified within this strategy to all sectors of Darebin Council
- Communication of priorities, standards, innovation and processes to Darebin on-ground staff and contractors



- Promotion of achievements, innovation and ideas internally, to Councillors and to the community including external stakeholders
- Education, encouragement and engagement of the community in improving the natural environment, including weed management activities and reducing behaviour that contributes to weed issues.
- Communication resources that will assist in supporting all on-ground staff in their role as ambassadors to the public.
- Training for on-ground staff in effective communication.

In order to assist in achieving these needs, a supporting in-house role is recommended.

### 5.7.3 Leadership and collaboration

A focus on leadership and collaboration will be important in delivering this strategy. Darebin has established a strong base in its excellence in long-term bushland management and high-quality open space management, coupled with innovative thinking around streetscapes and city futures from which to lead in its initiatives on weed management.

A whole of council approach will be required to transition to a lower-herbicide future that will involve many areas of council including open space design, environment and sustainability, communications, as well as all Darebin staff and contractors involved in on-ground management.

Recommendations for a greater level of collaboration internally and with external stakeholders have been identified in earlier sections and are formalised in the Action Plan provided in Table 3.

## 5.8 Transition to a low-herbicide future

A key direction for this iteration of the Weed Management Strategy is to see the City of Darebin transition to a low-herbicide future.

On this basis, all staff and stakeholder consultation requested ideas for how Darebin might seek to achieve this result. Table 2 includes a summary of these ideas which then form the basis of recommended goals and actions provided in Table 3.

In considering this transition, baseline information was sought in regard to current levels of herbicide use, location and purpose. Results showed that this information is not collected with a consistent approach across all areas of relevant on-ground activity. One current, consistent measure that is available is via the inventories for chemical purchase. However, in the future this needs to be complimented by herbicide use data. Without consistent baseline use data the City of Darebin will not be able to measure its progress towards herbicide reduction targets. On this basis, no targets have yet been set.

A future that involves significantly lower herbicide use within the City of Darebin will involve many different strategies and should include elements of each of the themes included in Table 2, below.

**Table 2.** Ideas from Darebin staff and stakeholders for less herbicide use

Theme	Ideas
Invest in improved technology	<ul style="list-style-type: none"> <li>• Focus on sections of Council that use the most herbicide.</li> <li>• Consider:                             <ul style="list-style-type: none"> <li>◦ More precise spray guns for when herbicide is used</li> </ul> </li> </ul>



Theme	Ideas
	<ul style="list-style-type: none"> <li>○ Smaller vehicle for right-of-way use</li> <li>○ Battery operated brushcutters</li> </ul>
Procedures	<ul style="list-style-type: none"> <li>• Develop a procedure for application of herbicides (whether chemical/other) that focus on: <ul style="list-style-type: none"> <li>○ using the right method for the right weed with consideration of seasonality and plant growth cycle</li> <li>○ correct/appropriate use of the product</li> <li>○ appropriate documentation: location, amount, reason, weather</li> <li>○ All herbicides to be mixed to appropriate rates. Not more.</li> <li>○ regular calibration and maintenance of equipment</li> <li>○ efficiency in practice (application)</li> </ul> </li> <li>• All herbicide use to be undertaken in line with a reserve management plan that has goals and targets are clearly articulated and measured.</li> <li>• Aim to use herbicides as last resort.</li> <li>• More use of steam but communicate results of trials to each other.</li> <li>• Limit Glyphosate use only to weeds and sites where there aren't alternatives.</li> <li>• Use alternate methods including: <ul style="list-style-type: none"> <li>○ Hand weeding – it's more expensive but it works!</li> <li>○ Goats – proven to work in some situations</li> <li>○ Steam in some situations</li> <li>○ Fire in some situations (develop working relationship with Country Fire Authority, Metropolitan Fire Brigade and others)</li> <li>○ Bio-herbicides</li> <li>○ Other mechanical methods</li> <li>○ Use of vegetation to displace weeds</li> <li>○ Mulch or permeable weed inhibiting products</li> </ul> </li> </ul>
Review, redesign and plan	<p>Review each management area:</p> <ul style="list-style-type: none"> <li>• Identify where weed management is necessary.</li> <li>• Allocate an appropriate method or trial a new method.</li> <li>• Redesign where possible to reduce reliance on herbicides. For example less fences, bollards, pathways and linear infrastructure that requires 'edge maintenance'. Use mulch or other permeable weed inhibiting surface.</li> <li>• Consider sealing or impervious surfaces in some locations.</li> <li>• Consider some sites to focus on eradication using herbicides – then problem is eliminated.</li> </ul> <p>Plan for longer-term management:</p> <ul style="list-style-type: none"> <li>• Use plants to smother and outcompete weeds</li> <li>• More use of mulch of non-flood prone areas. This has resulted in measurable reduction in herbicide in bushland management.</li> </ul>

Theme	Ideas
	<ul style="list-style-type: none"> <li>• Increase density of native plantings and less rapid increase of revegetation areas versus dense planting to out-compete weeds. More use of revegetation in less disturbed areas.</li> </ul>
Communicate	<ul style="list-style-type: none"> <li>• Council needs to show leadership and foster culture change</li> <li>• Aim to alter public perception – need to be open to change – both staff and the public</li> <li>• Public statements on direction, targets, learnings and progress.</li> <li>• Ensure there are open channels of communication between community and council</li> <li>• Sharing knowledge/communicating</li> <li>• Provide up to date public health safety information for Glyphosate and alternatives.</li> <li>• Consult public at meetings and continue to gauge opinions.</li> <li>• Increase communication with the public and with other areas of council – be open about what’s happening. Increased communication to ratepayers on why council uses herbicides.</li> <li>• Promote ‘good news’ stories.</li> </ul>
Invest in Darebin’s capacity	<p>Moving away from herbicides will require increased capacity in a variety of areas. Specifically it will require more:</p> <ul style="list-style-type: none"> <li>• Staff time</li> <li>• Equipment</li> <li>• Support and systems from other areas of Council</li> <li>• Training budget – particular items included training all outdoor staff in weed identification, life cycle considerations and methods for treatment.</li> </ul>
Understand, map, monitor	<ul style="list-style-type: none"> <li>• Ensure volumes and locations of herbicide use are known and reported.</li> <li>• Map zones that use most herbicide: then focus on reducing</li> <li>• Plan management (based on monitoring, mapping and weed knowledge) to focus on effective, appropriate, and timely measures to help control weed spread.</li> <li>• Map weeds and schedule control work to better interface with growth seasons and seeding. Adjust according to season.</li> <li>• Monitor so that effectiveness is understood and approaches can be adjusted.</li> <li>• Better training of inhouse staff and increased expectations from contractors on how weeds are or should be managed.</li> <li>• Better training, auditing, process issues.</li> </ul>

Theme	Ideas
Innovation and trials	<ul style="list-style-type: none"> <li>• Consider alternatives like steam; pine oil; sealing with permeable hard surfaces if appropriate.</li> <li>• Keep an open mind on new technology for weed management.</li> <li>• Explore alternatives – share information around trials and results. E.g. Melbourne Water trial using drill and fill on Desert Ash resulted in 70% less herbicide use.</li> <li>• Look at Integrated Pest Management techniques and how they can be applied.</li> <li>• Pilot/demonstrate alternative approaches at particular locations.</li> <li>• Stay up to date with new products.</li> </ul>



**Figure 22.** Mulched areas can be used to inhibit weeds, reducing the need for slashing/spraying. Dense plantings can achieve a similar outcome.



**Figure 23.** Weed scorching is a method that can work in some instances.

### 5.8.1 Other management alternatives being undertaken by other municipalities

#### Plant-derived herbicides:

There are a number of councils and organisations now within Australia and internationally that are moving to naturally sourced, lower toxicity herbicides.

Christchurch City Council in New Zealand is one organisation that has moved almost entirely to an organic plant-based alternative. It now uses 40,000 litres of organic weed killer each year and only uses Glyphosate at sites that have no public access or where there is no other alternative. Their product is a combination of natural pine oil and fatty acids. It is non-residual and non-selective. Although Pine Oil acts as a masking agent this product reportedly has a strong smell to which there has been some public response. The Council reports that with good communication, this is understood and they are also working with the suppliers to seek methods to reduce the smell further.

#### Steam weeders:

Similarly many local councils are investigating the use of steam weeding as an addition to their weed management activity.

A number of councils have now purchased their own mobile steam weeding machines. These include Cook Shire Council in Queensland and Byron Shire Council in New South Wales. Others hire the machines.

This method is noted to have pros and cons. It has been found to be of most use in areas that have easy, clear access such as roads, open Parks and Gardens, kerbs and gutters but not in bushland areas.

This method is also relatively expensive in comparison to herbicides, but these costs may reduce in time if a unit is purchased and used for a long period of time.

Additional benefits for park management are that it can be used to clean park furniture and barbeques. It can also be used in windy conditions.

Other restrictions include that it is best suited to areas with lower weed growth. It also only kills on contact, unlike herbicides which can penetrate to the root system of a plant. This may result in regrowth. Although a benefit of the method is that the steam can sterilise seeds, which helps reduce plant re-germination.

On balance, it is recommended that the City of Darebin purchase a suitable unit primarily for streetscape and pathway use and aim to maximise its use in the future. The results should be monitored and information used to improve practice and use.

#### **Darebin Steam Weeder Trial – summary and recommendations**

A trial of steam weed control was conducted in four locations over seven months in 2017. These locations were:

- Wright St Senior Citizens Centre
- Keon Park Childrens Hub
- Edwardes Lake Park All Abilities Playspace
- Taylor Ave Reservoir road, fencelines and pavement

This trial involved the hire of a steam weeder and Darebin staff were then trained in its use. The cost of the program was \$14,400 for four treatments. This included some handweeding to remove larger weeds.

It was found that this method was effective against some weeds and the results over the trial period were quite good but that the costs were not competitive when considered against herbicide use.

On this basis, a move to increased use of steam weeding would need to be investigated as part of a wider weed-management approach. Perhaps one that resulted in cost-savings elsewhere to enable investment in steam infrastructure.



**Figure 24.** Darebin staff with steam weeder trial unit



**Figure 25.** Darebin staff using the steam weeder

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## 6. Darebin Weed Management Strategy Action Plan

The Action Plan provided in Table 3 aims to provide the detail and targets for the City of Darebin to implement this Weed Management Strategy. It includes goals, implementation objectives and measures as well as assigning responsibility and indicative timelines.

The items included within the Action Plan are predominantly derived from relevant strategies and legislation, staff and stakeholder feedback and consideration of best practice approaches combined with examples from other locations.

### 6.1 Goals

The Darebin Weed Management Strategy Action Plan has been formed around the following key goals:

1. Research, monitor and act with a view to preventing new and emerging weeds from establishing in the municipality
2. Minimise the impact of priority weeds on the natural, economic and community-held values in the City of Darebin.
3. Minimise the risk of weed spread within the municipality including any that have originated within the municipality
4. Set targets, strategically plan, monitor and report the impact of weed management activity.
5. Develop and implement an effective communication and engagement plan that aims to see all land managers and the community better informed and taking positive action in weed management.
6. Use appropriate technology and tools with a view to continually improving practice in the areas of effectiveness, efficiency and safety.
7. The weed management program will move to a low herbicide future, aiming to reduce and eventually phase out the use of glyphosate once alternatives are found

### 6.2 Implementation

The ultimate responsibility for the implementation of this Strategy will sit primarily with the Parks and Open Space department who oversee the majority of weed management work relative to Bushland Management, Open Space (Parks and Gardens) and streetscapes. To a lesser extent delivery will sit with the City Works department who have some oversight of management and maintenance of rights of way and cleansing operations.

The Environment and Sustainable Transport department will have a role in supporting the activities and implementation of this strategy, particularly via a supporting role in community awareness raising initiatives and through incorporation of relevant information into the development of a future Biodiversity Strategy.

The Community Empowerment and Engagement team will be important implementation partners by supporting the team with effective and timely communication to the community and to relevant internal and external stakeholders.

The Local Laws team are identified to assist with facilitating development of a new Local Law relevant to weed management on private land.

### 6.3 Monitoring

Monitoring will be required at various levels and for a variety of purposes. These include:

- Progress against objectives and actions. This includes reporting bi-annually across all relevant departments on key implementation actions, particularly those which have short or ongoing timeframes.
- Onsite results in weed management against regional targets. These will particularly relate to actions around new and emerging weeds and highest and very high priority weeds.
- Monitoring herbicide use with a view to seeing reduced rates of use across all relevant areas of Council.

### 6.4 Reporting and Review

- To maintain the relevance of this strategy, priority actions, resources and training requirements will be determined annually following a review of performance measures towards achieving objectives.
- Reports on actions outlined in this Strategy will be provided to Council quarterly.
- This strategy includes provisions for periodic review and adjustment.
- This will occur via annual internal and external progress reviews. These review processes will be informed by consultation with other stakeholders and the community.
- An annual report on herbicide use and the progress of the action plan.
- A detailed review will take place at the end of the five year period.

**Table 3.** Darebin Weed Management Strategy Action Plan

Goal	Priority Actions	Implementation	Measures	Responsible	Timeframe
1. Research, monitor and act with a view to preventing new and emerging (N&E) weeds from establishing in the municipality	Stay up to date on potential N&E weeds and their likelihood to present within the municipality. Consider factors such as climate change and upstream landuse change.	Stay informed of N&E weed modelling and research. Stay up to date of any occurrences regionally.	Bi-annual communication/update from relevant authority(ies) on N&E weeds communicated to relevant Darebin staff and contractors.	Bushland Management (lead) with support from Open Space Management	Ongoing
	Avoid N&E weeds entering the municipality	Form working relationship with upstream land-managers	Annual meeting of land-managers to discuss weed management including N&E issues.		Each year
		Staff training in identification of N&E weeds	All Bushland team members and contractors trained as Weedspotters.	Within 2 years	
	Eradicate N&E weeds	Develop an agreed process for responding to any N&E weeds for adoption by all relevant land managers, including those upstream.	No new or emerging weed established in the Municipality.	Darebin Council assigns an emergency budget allowance for reactionary management activity.	Ongoing
			Year 1 allocation then ongoing annual budget allowance		
	Work towards a 'weed free zone' in the north of the municipality. This will aim to create a region of low weed cover across all public land in the north.	Work with all land managers in the north on a plan to establish a 'weed free zone'. Confirm the area (possibly all public land as far south as Southern Road); choose priority weeds; set clear targets and timelines aiming to achieve low levels of priority weeds across all public land.	A plan for a weed free zone in the north with priority weed targets and goals by reserve, and agreed actions for each land manager.	Bushland Management (lead) with support from Open Space Management	By end Year 2
Translate to a 5 year plan for Council-managed land and determine budget requests			Bushland Management (lead) with	By end Year 2	

Goal	Priority Actions	Implementation	Measures	Responsible	Timeframe
			the 'weed free zone' plan over 5 years.	support from Open Space Management	
2. Minimise the impact of priority weeds on the natural, economic and community-held values in Darebin.	Complete baseline weed cover mapping across all Conservation Bushland (CB) and Conservation Parkland (CP) and document priority weed species for each area.		Baseline weed cover mapping and documentation of priority weed species for CB and CP areas completed and reported.	Bushland Management team	First year
	Complete weed cover monitoring on a bi-annual basis at the same times each year and report on the results. Test and improve data-collection systems for use in the field.		Report and review in the annual report to Council.		Ongoing
	Eradicate highest priority weeds within Council owned/managed land within 5 years	Confirm, map and plan across Council for eradication priorities. Consider all land types but develop actions for Council-managed land.	List of weeds for eradication in certain locations. Mapped priority locations and plan for implementation communicated to all relevant on-ground managers.	Open Space Management and Bushland Management	First year
	Reduce the % cover of all very high priority weeds within Council owned/managed land by 50% within 5 years and by 70% within 10 years	Confirm priorities with all on-ground managers and set annual plans that translate this goal into annual targets. Timing to be suitable for budget requests.	Report on progress in the annual report to Council.		First year and then ongoing.
	Establish a Darebin priority weeds database that is accessible to all on-ground staff and contractors and in limited form to the public	Scope and choose appropriate technology eg. staff intranet or other technology (App/Facebook) for all staff to access information on priority weeds (ID tools, management methods, resources, maps, monitoring results and trials)	All on-ground staff (and contractors) have access to shared weed management information. Populate with appropriate information for sharing. Training for staff (and contractor) use and update	Open Space Management with IT support	First year First year First year
3. Minimise the risk of weed spread within the municipality including any	Develop regional weed spread/vector map and 5 year plan that documents weed spread methods. Include cross-council and	Mapping to inform regional planning both internally and externally. Adjust in future years.	Mapping in place to guide on-ground council and external partner initiatives.	Bushland Management	By end of Year 2
		Mapping to inform target areas on private land. Consider	Target areas for private land initiatives documented and	Bushland Management	By end of Year 2

Goal	Priority Actions	Implementation	Measures	Responsible	Timeframe
that have originated within the municipality	tenure blind management actions.	stormwater catchments that feed to the waterways and any other relevant vectors.	reported to guide complimentary initiatives.		
		Annual survey of all Council-managed land to identify any new occurrences of priority weeds and consider their methods of spread. Feed into planning.	Survey completed and results documented and reported.	Bushland Management and Open Space Management	First year and ongoing
		All on-ground staff training in identification of N&E and priority weeds	Training completed	Bushland Management and Open Space Management	Within 2 years
	Develop and implement a policy on vehicle and equipment hygiene	Scope activities, infrastructure and resources needed to see machinery hygiene activities implemented.	Scoping document and business case to Council.	Open Space Management	First year
		Use scoping document to seek budget and implement machinery hygiene policy via purchase/installation of new equipment, training or more time allocation to implement.	Required resources in place to implement vehicle and equipment hygiene policy.	Open Space Management	Within 2 years
		Vehicle and equipment hygiene policy operational and adopted by all on-ground staff and contractors.	Used as part of all staff induction. Applied and measured via record keeping/auditing.	Open Space Management	Within 3 years
	Take measures to ensure that street trees do not contribute to weed management issues.	Develop and adopt a Street Tree planting and retirement guideline for all relevant staff based on the Street Tree environmental weed risk rating table (see Appendix 3) that aims to ensure street trees are not contributing to weed management issues.	Annual audits of tree planting records reflect this action.	Street Tree Management	First year





Goal	Priority Actions	Implementation	Measures	Responsible	Timeframe
		<p>Include all following actions.</p> <p>No trees that are listed as very high or high risk weeds (see Appendix 3) are to be planted within 100 m of a waterway or within its immediate stormwater catchment.</p> <p>The cohort of trees with a very high environmental weed risk rating are to be strategically removed as a priority within 5 years and no further planting is to occur. This is with the notable exception of Spotted Gum <i>Corymbia maculata</i>.</p> <p>Trees with a high weed risk rating or above (see Appendix 3) should generally be avoided for planting within the municipality.</p>		Street Tree Management	Annually
4. Plan, monitor and report on the impact of weed management activity.	<p><u>Internal planning:</u> Undertake annual works planning across all areas of Council and with relevant contractors to review past year's performance; set annual objectives; and plan for any extra requirements/ budget requests</p>	<p>Review all management targets within existing management plans for Conservation Bushland and Conservation Parkland Areas</p>	<p>All relevant plans are reviewed and new/updated targets set. Use as the basis for annual planning in subsequent years</p>	Bushland Management	<p>First Year and all subsequent years Complete prior to budget forecast cycle</p>
		<p>Review management using best practice principles and weed priorities. Set objectives and targets for the year for all other areas of bushland management (over and above those mentioned above)</p>	<p>Annual management plans and targets documented and widely understood.</p>		
		<p>Complete internal reserve management plans applying best practice weed management principles to all areas of parkland. Set objectives and targets for the year.</p>	<p>Annual management plans and targets documented and widely understood.</p>	Open Space Management	<p>End Year 2- Review all management plans</p>

Goal	Priority Actions	Implementation	Measures	Responsible	Timeframe
	External planning: Undertake annual works planning across all areas of Council and with relevant contractors to review past year's performance; set annual objectives; and plan for any extra requirements/budget requests	Complete an abridged version of the abovementioned planning process with all relevant external stakeholders prior to annual internal planning to set direction for annual plans and ensure consistency in approaches for the year.	Results of external planning discussions are documented and reflected in all stakeholder plans for that year.	Bushland Management and Open Space Management	Year 1 and all subsequent years
	Ensure the Darebin Planning Scheme reflects land management best practice (including weed management)	Scope whether there is a requirement to update the Darebin Planning Scheme/Guidelines to require Landscape Plans that consider relevant land management items including appropriate plant selection and that no weed species are used in new developments. Also to require a Construction Environment Management Plan (CEMP) or equivalent.	Updates completed	Planning Department	End of Year 3
Draft and adopt a local law similar to other councils that empowers Council to serve a notice for management under the CaLP Act, 1994.		Local law update adopted	Planning Department	End of Year 3	
Resource a staff position within the Planning Department to deliver these planning scheme updates and to advise and respond to land management related items.		Staff position resourced, engaged and active	Planning Department	End of Year 2	

Goal	Priority Actions	Implementation	Measures	Responsible	Timeframe
		Develop landholder and staff guidance material (booklet) to ensure that Landscape Plans do not include any noxious or priority weeds or involve construction activities that will negatively impact on land management priorities via the requirement of a CEMP or similar.	Appropriate material developed and in use.	Planning Department in partnership with Bushland Management	End of Year 2
5. Develop and implement an effective communication and engagement plan that aims to see all land managers and the community better informed and taking positive action in weed management.	Communicate the priorities and actions identified within this strategy to all relevant sectors of Darebin Council.	Open Space management utilise all appropriate opportunities to promote the priorities of this strategy to relevant sectors of Council.	The priorities, actions and outcomes of this Weed Management Strategy are reflected in Council strategy, policy and practice.	Open Space Management (lead)	First year
	Communicate the priorities, standards, innovation and processes to relevant Darebin staff and contractors.	Managers present the findings of this strategy to staff and incorporate its actions into regular process.	80% of actions are implemented annually.	Open Space Management teams (lead) and all other relevant Darebin teams	First year then subsequent years
	Promote weed management achievements and initiatives to Councillors, colleagues, the community and external stakeholders.	Methods including Darebin mailouts, media releases and internal communication are utilised for promotion of weed management initiatives.	At least three promotional pieces per year.	Communi-cations team; Parks and Open Space and Biodiversity Officer	Annually
	Education and engagement of the community in improving the natural environment, including weed management activities and reducing behaviour that contributes to weed issues.	Resource a staff position to engage with the community; all on-ground staff and external land managers on land management issues.	Staff allocation and engagement completed	Open Space and Sustainability and Environment	By end of Year 2
		Increased program of education and activity focussed on landholder awareness around garden plants and how their choices and management have	Darebin on-ground staff work with communications staff to develop a suite of resources and activities to educate and engage the community	Open Space Management, Sustainability and Environment	By end of Year 2



Goal	Priority Actions	Implementation	Measures	Responsible	Timeframe	
		the potential to either impact positively or negatively on natural values.		and Communications teams		
		Develop communication resources that will assist in supporting all on-ground staff in their role as ambassadors to the public. Including resources for weed management messaging.	On-ground staff feel confident and comfortable in their work.	Open Space Management, and Communications teams	By end Year 2	
	Communication support for on-ground staff in recognition of their role as public ambassadors for Council	Training for on-ground staff in effective communication.	On-ground staff feel confident and comfortable in their work.	Plans include section that records consideration and adoption or otherwise of new technology or innovations.	Open Space Management, and Communications teams Open Space Management and Bushland Management	By end Year 2 Ongoing
		Regularly review trial results and consider incorporation of new technologies and innovation during every annual planning session.				
6. Use appropriate technology and tools with a view to continually improving practice in the areas of effectiveness, efficiency and safety	Ensure planning for on-ground management (strategic and annual) includes consideration and incorporation of innovation and on-ground trials	Establish and maintain a register of Climate Change observations.	Register in place and results shared internally and with external stakeholders as relevant	Open Space Management and Bushland Management	Ongoing	
	Monitor and consider the impacts of Climate Change on practice	Regularly review Climate Change related observations and consider incorporation of and consider this during strategic and annual planning	Plans include section that records consideration and any responses or otherwise of Climate Change considerations.	Open Space Management and Bushland Management	Ongoing	
		Technology such as intranet/Facebook or App is investigated for staff information sharing and implemented as appropriate.	Scoping undertaken and business case developed if appropriate.	Open Space Management	First year	

Goal	Priority Actions	Implementation	Measures	Responsible	Timeframe
	Ensure ongoing information sharing and learning is incorporated into all on-ground practice.	Results of any on-ground trials are recorded and promoted in-house and through external networks.	Trials are recorded and documented appropriately. Results are shared as appropriate.	Open Space Management Street Tree Management	First Year
		Biannual training for all on-ground staff on best practice weed management including sharing any in-house learnings or results of trials.	Training complete		First year then every 2 years
		Continue to trial native or indigenous street trees. Share information with other Councils with similar site constraint issues.	Trials are recorded and documented appropriately. Results are shared as appropriate.		Reported with Urban Forest Strategy every 5 years.
		Work across Council to develop and implement the technology for the public to register their property on a 'no spray register'	Register operational and in use	Open Space Management, IT support	By end of Year 2
7. Move to a low herbicide future.	Adopt and implement a 'no spray register'	Put mechanisms in place with on-ground staff to ensure implementation of each request/registered property	Systems in place and operational. No complaints received.	Open Space Management	By end of Year 2
		Work with Communications team to ensure appropriate communication and promotion of the register as well as the requirements/expectations of property owners and their neighbours.	No spray register widely known and understood in the community. Some registrations have occurred. Few complaints are received.	Open Space Management and Communications team	By end of Year 2
		Scope and clarify the information/data needs to ensure the City of Darebin is able to measure progress towards reduced herbicide use and to inform future decisions.	Information/data requirements are reported to all relevant stakeholders including staff and Councillors.	Open Space Management	First Year



Goal	Priority Actions	Implementation	Measures	Responsible	Timeframe
	Ensure consistent and relevant record-keeping for all herbicide purchase and use.	Identify any capacity or resource gaps relevant to the recommended data collection approach and solutions to address these.	Appropriate budget case for Council to implement the best 'fit for purpose' solution.	Open Space Management	End of First Year
		Implement the recommended data collection method via relevant approaches which may include, extra staff time allocation; software purchase or development; purchase of new technology for data recording. Develop relevant procedures and train all relevant staff and contractors.	Data recording system is in place, all staff are using the system correctly and relevant data is being collected.	Open Space Management	By end of Year 2
		Trial options of one or more alternative methods (steam/plant-based herbicide or another suitable method)	Alternative measures to herbicide use in place and results measured: Organic-based herbicide trial Purchase weed steamer for use in playspaces and high profile areas.	Open Space Management	By end of Year 2
	Stop the use of herbicides by changing the type of treatment close to sensitive public places such as shopping strips or properties such as child care centres or elderly citizen's homes.	Plan a budget and seek investment from Council	Sufficient budget allocated.	Open Space Management	First Year
		Work with the Darebin Communications team on a campaign to promote the new measures and ask for patience or lenience during trials.	Trials or changes in practice are widely known and understood in the community. Few complaints are received.	Open Space Management and Communications teams	By end of Year 2
		Train staff in new techniques, weed knowledge and communications.	Training complete	Open Space Management	By end of Year 2
		All implementation actions as per the item above.	Alternative measures to herbicide use (eg. steam) are in place and results measured.	Street Tree Management	By end of Year 3

Goal	Priority Actions	Implementation	Measures	Responsible	Timeframe
	Street Trees: adopt steam treatment or an alternative limited glyphosate solution for weed management during the two year tree establishment phase.	All new park or reserve upgrades or purchases to include design features that require less herbicide use. Or are designed with non-herbicide reliant maintenance in mind. For example, increased use of mulch.	Design guidance and examples in place and in use.	Open Space Management and City Futures	By end of Year 2
	Open Space Strategy and any subsequent outputs such as other strategies and Open Space Asset Management Plans to incorporate measures that will meet this goal.	Engage with sporting clubs to outline the issue and seek short term and long term solutions.  Include consideration of increasing the weed cover thresholds, use of different treatments and adjustments for seasonality (in grasses used and annual growing conditions).  Seek consent to implement trials where appropriate.	Updated management plan or agreement incorporating short and longer term objectives and trial options completed for each sports field and golf club.	Turf Management in conjunction with Recreation and Leisure	By the end of Year 2
	Review the management and objectives for each sports ground and golf course with a view to reducing herbicide use.	Develop a protocol that focuses on effective use of herbicide.	Protocol in place	Bushland Management	Year 1
	Ensure best practice for use of herbicides	Undertake training for all on-ground staff involved in herbicide application	Training complete	Open Space Management	End of Year 2
		Use as induction and procedural document in house and for contractors	Protocol adopted and in use	Open Space Management	End of Year 2

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## Appendix 1. Priority environmental weeds for the City of Darebin

Key:

Suggested priorities:

Very high priority weeds: Weeds of National Significance, State or Regionally Prohibited with a 'Very High' or 'High' Risk Rating

High priority weeds: all other weeds with a 'Very High' or 'High' Risk Rating

Risk rating categories from the *Advisory List for Environmental Weeds*, DELWP, 2018

Noxious weed categories:

SP = State prohibited P = Regionally prohibited C = Regionally controlled R = Restricted

### State prohibited weed

Managed by State Government. Occurrences in both Merri and Darebin Creek Catchments. Weedspotters to report. Waterway managers to remain in contact with appropriate State Government staff.

Scientific Name	Common Name	Risk Rating	WONS	CALP	Priority
<i>Alternanthera philoxeroides</i>	Alligator Weed	Very High Risk	YES	SP	VH

### New or emerging weeds:

All new or emerging weeds are the highest priority for 'targeted' management in the City of Darebin.

Scientific Name	Common Name	Risk Rating	WONS	CALP
<i>Anredera cordifolia</i>	Madeira Vine	High Risk	YES	R
<i>Bidens pilosa</i>	Cobbler's Peg	Lower Risk	0	0
<i>Cassinia sifton</i>	Drooping Cassinia	Medium Risk	0	0
<i>Convolvulus arvensis</i>	Bindweed	High Risk	0	0
<i>Cynara cardunculus subsp. flavescens</i>	Artichoke Thistle	Medium Risk	0	C
<i>Dianella callicarpa</i>	Swamp Flax-lily	N/A	0	0
<i>Disa bracteata</i>	African Orchid	Very High Risk	0	0



Scientific Name	Common Name	Risk Rating	WONS	CALP
<i>Epilobium hirsutum</i>	Hairy Willowherb	High Risk	0	0
<i>Galenia pubescens var. pubescens</i>	Galenia	Moderately High Risk	0	0
<i>Helianthus tuberosus</i>	Jerusalem Artichoke	Lower Risk	0	0
<i>Moraea flaccida</i>	One-leaf Cape Tulip	High Risk	0	0
<i>Moraea miniata</i>	Two-leaf Cape Tulip	Moderately High Risk	0	0
<i>Nassella leucotricha</i>	Texas Needle-grass	Very High Risk	0	0
<i>Piptochaetium uruguense</i>	Uruguayan Bunch-grass	Very High Risk	0	0
<i>Rhagodia parabolica</i>	Fragrant Saltbush	Very High Risk	0	0
<i>Salpichroa origanifolia</i>	Pampas Lily-of-the-Valley	Moderately High Risk	0	C
<i>Scabiosa atropurpurea</i>	Pincushion	Moderately High Risk	0	0
<i>Setaria parviflora</i>	Slender Pigeon-grass	High Risk	0	0
<i>Watsonia meriana subsp. bulbilifera</i>	Bulbil Watsonia	Very High Risk	0	C

### Priority weeds:

Scientific	Common Name	Risk Rating	WONS	CALP	Priority	Comments
<i>Araujia sericifera</i>	White Bladder-flower	Moderately High Risk	0	0	VH	Very high priority identified by all on-ground staff
<i>Asparagus asparagoides</i>	Bridal Creeper	High Risk	YES	R	VH	
<i>Cenchrus clandestinus</i>	Kikuyu	Very High Risk	0	0	VH	Very high priority identified by most on-ground staff
<i>Cenchrus macrourus</i>	African Feather-grass	Very High Risk	0	P	VH	
<i>Chrysanthemoides monilifera subsp. monilifera</i>	African Boneseed	High Risk	YES	C	VH	
<i>Chrysanthemoides monilifera subsp. rotundata</i>	Bitou Bush	Very High Risk	YES	0	VH	
<i>Cynodon dactylon var. dactylon</i>	Couch	Moderately High Risk	0	0	VH	Very high priority identified by some on-ground staff
<i>Ehrharta longiflora</i>	Annual Veldt-grass	High Risk	0	0	VH	Very high priority identified by some on-ground staff
<i>Elytrigia repens</i>	English Couch	Moderately High Risk	0	0	VH	Very high priority identified by some on-ground staff

Scientific	Common Name	Risk Rating	WO NS	CALP	Priority	Comments
<i>Festuca arundinacea</i>	Tall Fescue	High Risk	0	0	VH	Very high priority identified by some on-ground staff
<i>Fraxinus angustifolia subsp. angustifolia</i>	Desert Ash	Very High Risk	0	0	VH	Very high priority identified by some on-ground staff
<i>Genista monspessulana</i>	Montpellier Broom	Very High Risk	YES	C	VH	
<i>Ipomoea indica</i>	Morning Glory	High Risk	0	0	VH	Very high priority in Merri, Edgars and Central Creek Catchments
<i>Lycium ferocissimum</i>	African Box-thorn	High Risk	YES	C	VH	
<i>Nassella neesiana</i>	Chilean Needle-grass	Very High Risk	YES	R	VH	Very high priority identified by all on-ground staff
<i>Nassella trichotoma</i>	Serrated Tussock	Very High Risk	YES	C	VH	Very high priority identified by all on-ground staff
<i>Opuntia stricta</i>	Erect Prickly Pear	Very High Risk	YES	R	VH	
<i>Paspalum dilatatum</i>	Paspalum	Medium Risk	0	0	VH	
<i>Phalaris aquatica</i>	Toowoomba Canary-grass	High Risk	0	0	VH	Very high priority identified by some on-ground staff
<i>Rubus anglocandicans</i>	Common Blackberry	High Risk	YES	C	VH	
<i>Rubus fruticosus spp. agg.</i>	Blackberry	Very High Risk	YES	C	VH	Very high priority identified by most on-ground staff
<i>Rubus polyanthemus</i>	Forest Blackberry	High Risk	YES	C	VH	
<i>Rubus ulmifolius var. ulmifolius</i>	Elm-leaf Blackberry	High Risk	YES	C	VH	
<i>Salix alba var. vitellina</i>	Golden Willow	Moderately High Risk	YES	R	VH	
<i>Salix fragilis</i>	Crack Willow	Very High Risk	YES	R	VH	
<i>Salix X rubens</i>	Basket Willow	Very High Risk	YES	R	VH	
<i>Salix X sepulcralis var. sepulcralis</i>	Weeping Willow	Very High Risk	YES	R	VH	
<i>Tradescantia fluminensis</i>	Wandering Jew	Very High Risk	0	0	VH	Very high priority identified by some on-ground staff
<i>Ulex europaeus</i>	Gorse	High Risk	YES	C	VH	
<i>Acacia saligna</i>	Golden Wattle	Very High Risk	0	0	H	
<i>Agrostis capillaris var. capillaris</i>	Brown-top Bent	High Risk	0	0	H	
<i>Allium triquetrum</i>	Angled Onion	High Risk	0	R	H	
<i>Anthoxanthum odoratum</i>	Sweet Vernal-grass	High Risk	0	0	H	
<i>Carex divulsa</i>	Grey Sedge	Very High Risk	0	0	H	
<i>Clematis vitalba</i>	Old Man's Beard	Very High Risk	0	0	H	
<i>Conium maculatum</i>	Hemlock	Moderately High Risk	0	C	H	
<i>Cotoneaster spp.</i>	Cotoneaster	#N/A	0	0	H	
<i>Dactylis glomerata</i>	Cocksfoot	High Risk	0	0	H	

Scientific	Common Name	Risk Rating	WO NS	CALP	Priority	Comments
<i>Delairea odorata</i>	Cape Ivy	Very High Risk	0	0	H	
<i>Echium plantagineum</i>	Paterson's Curse	High Risk	0	C	H	
<i>Ehrharta erecta</i>	Panic Veldt-grass	Very High Risk	0	0	H	
<i>Erigeron bonariense</i>	Flaxleaf Fleabane	Moderately High Risk	0	0	H	
<i>Foeniculum vulgare</i>	Fennel	Very High Risk	0	R	H	
<i>Fraxinus angustifolia</i>	Desert Ash	#N/A	0	0	H	
<i>Fumaria bastardii</i>	Bastard's Fumitory	High Risk	0	0	H	
<i>Fumaria capreolata</i>	White Fumitory	High Risk	0	0	H	
<i>Galium aparine</i>	Cleavers	High Risk	0	0	H	
<i>Hedera helix</i>	English Ivy	Very High Risk	0	0	H	
<i>Hypericum perforatum subsp. veronense</i>	St John's Wort	High Risk	0	C	H	
<i>Ligustrum lucidum</i>	Large-leaf Privet	Very High Risk	0	0	H	
<i>Muehlenbeckia complexa</i>	Wire Weed	N/A	0	0	H	
<i>Nassella hyalina</i>	Cane Needle-grass	Very High Risk	0	??	H	
<i>Parietaria judaica</i>	Wall Pellitory	Medium Risk	0	0	H	
<i>Paspalum distichum</i>	Water Couch	Very High Risk	0	0	H	
<i>Phalaris spp.</i>	Canary Grass	#N/A	0	0	H	
<i>Phoenix canariensis</i>	Canary Island Date-palm	Very High Risk	0	0	H	
<i>Pittosporum undulatum</i>	Sweet Pittosporum	Very High Risk	0	0	H	
<i>Plantago lanceolata</i>	Ribwort	Medium Risk	0	0	H	
<i>Ricinus communis</i>	Castor Oil Plant	Moderately High Risk	0	0	H	
<i>Rosa rubiginosa</i>	Sweet Briar	High Risk	0	C	H	
<i>Sedum spp.</i>	Stonecrop	High Risk	0	0	H	
<i>Senecio angulatus</i>	Climbing Groundsel	Very High Risk	0	0	H	
<i>Sonchus oleraceus</i>	Sow-thistle	Moderately High Risk	0	0	H	
<i>Vicia sativa subsp. sativa</i>	Common Vetch	Medium Risk	0	0	H	
<i>Vinca major</i>	Blue Periwinkle	High Risk	0	0	H	
<i>Zantedeschia aethiopica</i>	White Arum-lily	Very High Risk	0	0	H	
<i>Acer negundo</i>	Box-elder Maple	Very High Risk	0	0	M	
<i>Agapanthus praecox subsp. orientalis</i>	Agapanthus	Very High Risk	0	0	M	
<i>Arbutus unedo</i>	Irish Strawberry Tree	Very High Risk	0	0	M	
<i>Artemisia verlotiorum</i>	Chinese Wormwood	Very High Risk	0	0	M	
<i>Billardiera heterophylla</i>	Bluebell Creeper	Very High Risk	0	0	M	
<i>Brachypodium distachyon</i>	False Brome	Very High Risk	0	0	M	
<i>Chamaecytisus palmensis</i>	Tree Lucerne	Very High Risk	0	0	M	
<i>Coprosma repens</i>	Mirror Bush	Very High Risk	0	0	M	
<i>Coprosma robusta</i>	Karamu	Very High Risk	0	0	M	

Scientific	Common Name	Risk Rating	WO NS	CALP	Priority	Comments
<i>Cotoneaster pannosus</i>	Velvet Cotoneaster	Very High Risk	0	0	M	
<i>Dipogon lignosus</i>	Common Dipogon	Very High Risk	0	0	M	
<i>Egeria densa</i>	Dense Waterweed	Very High Risk	0	0	M	
<i>Eragrostis curvula</i>	African Love-grass	Very High Risk	0	C	M	
<i>Hakea salicifolia</i> subsp. <i>salicifolia</i>	Willow-leaf Hakea	Very High Risk	0	0	M	
<i>Oxalis incarnata</i>	Pale Wood-sorrel	Very High Risk	0	0	M	
<i>Pinus radiata</i>	Radiata Pine	Very High Risk	0	0	M	
<i>Piptatherum miliaceum</i>	Rice Millet	Very High Risk	0	0	M	
<i>Ranunculus repens</i>	Creeping Buttercup	Very High Risk	0	0	M	
<i>Typha latifolia</i>	Lesser Reed-mace	Very High Risk	0	0	M	
<i>Viola odorata</i>	Common Violet	Very High Risk	0	0	M	
<i>Acacia decurrens</i>	Early Black-wattle	High Risk	0	0	M	
<i>Acanthus mollis</i>	Bear's Breach	High Risk	0	0	M	
<i>Alisma lanceolatum</i>	Water Plantain	High Risk	0	0	M	
<i>Avena barbata</i>	Bearded Oat	High Risk	0	0	M	
<i>Avena fatua</i>	Wild Oat	High Risk	0	0	M	
<i>Brassica fruticulosa</i>	Twiggy Turnip	High Risk	0	0	M	
<i>Bromus catharticus</i> var. <i>catharticus</i>	Prairie Grass	High Risk	0	0	M	
<i>Bromus rubens</i>	Red Brome	High Risk	0	0	M	
<i>Crassula sarmentosa</i>	Jade Plant	High Risk	0		M	
<i>Crataegus monogyna</i>	Hawthorn	High Risk	0	C	M	
<i>Cynosurus echinatus</i>	Rough Dog's-tail	High Risk	0	0	M	
<i>Daucus carota</i>	Carrot	High Risk	0	0	M	
<i>Eucalyptus cladocalyx</i>	Sugar Gum	High Risk	0	0	M	
<i>Freesia leichtlinii</i>	Freesia	High Risk	0	0	M	
<i>Geranium dissectum</i>	Cut-leaf Crane's-bill	High Risk	0	0	M	
<i>Helminthotheca echioides</i>	Ox-tongue	High Risk	0	0	M	
<i>Helosciadium nodiflorum</i>	Water Celery	High Risk	0	0	M	
<i>Hirschfeldia incana</i>	Buchan Weed	High Risk	0	0	M	
<i>Holcus lanatus</i>	Yorkshire Fog	High Risk	0	0	M	
<i>Juncus articulatus</i> subsp. <i>articulatus</i>	Jointed Rush	High Risk	0	0	M	
<i>Ligustrum ovalifolium</i>	Hedge Privet	High Risk	0	0	M	
<i>Malva parviflora</i>	Small-flower Mallow	High Risk	0	0	M	
<i>Melaleuca incana</i> subsp. <i>incana</i>	Grey Honey-myrtle	High Risk	0	0	M	
<i>Melilotus indicus</i>	Sweet Melilot	High Risk	0	0	M	
<i>Moraea setifolia</i>	Thread Iris	High Risk	0	0	M	
<i>Oxalis obtusa</i>	Yellow-eye Wood-sorrel	High Risk	0	0	M	

Scientific	Common Name	Risk Rating	WO NS	CALP	Priority	Comments
<i>Oxalis purpurea</i>	Large-flower Wood-sorrel	High Risk	0	0	M	
<i>Persicaria maculosa</i>	Redshank	High Risk	0	0	M	
<i>Phalaris minor</i>	Lesser Canary-grass	High Risk	0	0	M	
<i>Prunus cerasifera</i>	Cherry Plum	High Risk	0	0	M	
<i>Romulea rosea var. reflexa</i>	Large-flower Onion-grass	High Risk	0	0	M	
<i>Rorippa palustris</i>	Marsh Yellow-cress	High Risk	0	0	M	
<i>Rumex conglomeratus</i>	Clustered Dock	High Risk	0	0	M	
<i>Rumex crispus</i>	Curled Dock	High Risk	0	0	M	
<i>Solanum chenopodioides</i>	Whitetip Nightshade	High Risk	0	0	M	
<i>Solanum pseudocapsicum</i>	Madeira Winter-cherry	High Risk	0	0	M	
<i>Sporobolus africanus</i>	Rat-tail Grass	High Risk	0	0	M	
<i>Trifolium repens var. repens</i>	White Clover	High Risk	0	0	M	
<i>Trifolium striatum</i>	Knotted Clover	High Risk	0	0	M	
<i>Trifolium subterraneum</i>	Subterranean Clover	High Risk	0	0	M	
<i>Vicia hirsuta</i>	Tiny Vetch	High Risk	0	0	M	
<i>Vicia tetrasperma</i>	Slender Vetch	High Risk	0	0	M	
<i>Vulpia muralis</i>	Wall Fescue	High Risk	0	0	M	



## Appendix 2. Weed species list for City of Darebin

Key:

\* denotes exotic species

# denotes native species extended beyond natural range

Scientific Name	Common Name	Conservation Status	Count of Sightings	Last Record
<i>Acacia baileyana</i>	Cootamundra Wattle	*	6	15/06/2017
<i>Acacia cultriformis</i>		*	1	1/09/1975
<i>Acacia cyclops</i>	Western Coastal Wattle	*	1	1/01/2000
<i>Acacia decurrens</i>	Early Black-wattle	*	5	3/03/2011
<i>Acacia iteaphylla</i>	Flinders Range Wattle	*	1	18/05/1998
<i>Acacia prominens</i>	Gosford Wattle	*	1	18/05/1998
<i>Acacia saligna</i>	Golden Wreath Wattle	*	6	28/10/2001
<i>Acacia spp. (naturalised)</i>	Wattle (naturalised)	*	1	17/01/2011
<i>Acanthus mollis</i>	Bear's Breach	*	2	4/10/2006
<i>Acer negundo</i>	Box-elder Maple	*	3	21/12/2010
<i>Acetosella vulgaris</i>	Sheep Sorrel	*	9	3/03/2011
<i>Agapanthus praecox subsp. orientalis</i>	Agapanthus	*	7	4/10/2006
<i>Ageratina adenophora</i>	Crofton Weed	*	1	30/10/2012
<i>Agrostis capillaris</i>	Brown-top Bent	*	55	17/01/2011
<i>Agrostis capillaris var. capillaris</i>	Brown-top Bent	*	9	20/02/2009
<i>Agrostis gigantea</i>	Red-top Bent	*	1	18/05/1998
<i>Aira caryophyllea subsp. caryophyllea</i>	Silvery Hair-grass	*	28	17/01/2011
<i>Aira cupaniana</i>	Quicksilver Grass	*	9	20/02/2009
<i>Aira elegantissima</i>	Delicate Hair-grass	*	16	17/01/2011
<i>Aira praecox</i>	Early Hair-grass	*	1	6/11/1990
<i>Aira spp.</i>	Hair Grass	*	7	29/05/2006
<i>Alisma lanceolatum</i>	Water Plantain	*	3	28/10/2010
<i>Allium spp.</i>	Garlic	*	1	18/05/1998
<i>Allium triquetrum</i>	Angled Onion	*	24	19/10/2006
<i>Allium vineale</i>	Crow Garlic	*	4	10/01/2011
<i>Alternanthera philoxeroides</i>	Alligator Weed	*	25	19/11/2008
<i>Amaranthus retroflexus</i>	Red-root Amaranth	*	1	30/03/2018
<i>Amaryllis belladonna</i>	Belladonna Lily	*	1	1/09/2004
<i>Amblystegium serpens</i>	Creeping Feather-moss	*	1	9/04/1996
<i>Anredera cordifolia</i>	Madeira Vine	*	4	3/03/2011
<i>Anthemis spp.</i>	Chamomile	*	1	6/11/1990
<i>Anthoxanthum odoratum</i>	Sweet Vernal-grass	*	134	1/12/2011
<i>Aphanes arvensis</i>	Parsley Piert	*	1	17/01/2011
<i>Apium graveolens</i>	Celery	*	2	28/10/2010
<i>Aptenia cordifolia</i>	Heart-leaf Ice-plant	*	1	7/03/2018
<i>Araujia sericifera</i>	White Bladder-flower	*	5	17/01/2011
<i>Arbutus unedo</i>	Irish Strawberry Tree	*	2	31/03/1998
<i>Arctotheca calendula</i>	Cape weed	*	30	15/06/2017

Scientific Name	Common Name	Conservation Status	Count of Sightings	Last Record
<i>Arrhenatherum elatius</i> <i>var. bulbosum</i>	False Oat-grass	*	1	21/01/1997
<i>Artemisia verlotiorum</i>	Chinese Wormwood	*	9	22/12/2010
<i>Arundo donax</i>	Giant Reed	*	1	3/03/2011
<i>Asparagus asparagoides</i>	Bridal Creeper	*	6	15/06/2017
<i>Asparagus officinalis</i>	Asparagus	*	1	06/11/1883
<i>Atriplex prostrata</i>	Hastate Orache	*	4	17/06/1997
<i>Avena barbata</i>	Bearded Oat	*	11	17/01/2011
<i>Avena fatua</i>	Wild Oat	*	6	28/09/2005
<i>Avena spp.</i>	Oat	*	9	31/05/2010
<i>Avena sterilis</i>	Sterile Oat	*	4	11/11/2009
<i>Avena sterilis subsp. sterilis</i>	Sterile Oat	*	1	28/09/2005
<i>Billardiera heterophylla</i>	Bluebell Creeper	*	4	17/01/2011
<i>Brachypodium distachyon</i>	False Brome	*	2	4/11/1992
<i>Brassica fruticulosa</i>	Twiggy Turnip	*	14	17/01/2011
<i>Brassica rapa</i>	White Turnip	*	2	15/04/2003
<i>Brassica spp.</i>	Turnip	*	3	15/06/2017
<i>Briza maxima</i>	Large Quaking-grass	*	99	3/03/2011
<i>Briza minor</i>	Lesser Quaking-grass	*	36	17/01/2011
<i>Bromus catharticus</i>	Prairie Grass	*	41	17/01/2011
<i>Bromus catharticus var. catharticus</i>	Prairie Grass	*	3	29/05/2006
<i>Bromus diandrus</i>	Great Brome	*	33	15/06/2017
<i>Bromus hordeaceus</i>	Soft Brome	*	27	3/03/2011
<i>Bromus rubens</i>	Red Brome	*	2	6/11/1990
<i>Calendula officinalis</i>	Garden Marigold	*	1	6/11/1990
<i>Callitriche stagnalis</i>	Common Water-starwort	*	8	4/10/2006
<i>Calystegia silvatica</i>	Greater Bindweed	*	1	6/11/1990
<i>Canna indica</i>	Indian Shot	*	1	26/05/2004
<i>Capsella bursa-pastoris</i>	Shepherd's Purse	*	3	4/10/2006
<i>Cardamine hirsuta s.l.</i>	Common Bitter-cress	*	2	4/10/2006
<i>Cardamine hirsuta s.s.</i>	Common Bitter-cress	*	1	28/09/2005
<i>Carduus spp.</i>	Slender Thistle	*	1	6/11/1990
<i>Cassinia sifton</i>	Drooping Cassinia	*	25	1/12/2011
<i>Casuarina cunninghamiana subsp. cunninghamiana</i>	River Oak	*	2	15/06/2017
<i>Casuarina glauca</i>	Swamp Oak	*	3	24/08/2002
<i>Catapodium rigidum</i>	Fern Grass	*	1	6/11/1990
<i>Cenchrus clandestinus</i>	Kikuyu	*	55	15/06/2017
<i>Cenchrus longisetus</i>	Feathertop	*	2	01/06/1887
<i>Cenchrus setaceus</i>	Fountain Grass	*	1	10/02/2006
<i>Centaurium erythraea</i>	Common Centaury	*	53	1/12/2011
<i>Centaurium spp.</i>	Centaury	*	3	17/06/1997
<i>Centaurium tenuiflorum</i>	Slender Centaury	*	15	3/03/2011
	Common Mouse-ear			
<i>Cerastium glomeratum s.l.</i>	Chickweed	*	11	15/06/2017
<i>Cerastium glomeratum s.s.</i>	Sticky Mouse-ear Chickweed	*	3	1/12/2011

Scientific Name	Common Name	Conservation Status	Count of Sightings	Last Record
<i>Chamaecytisus palmensis</i>	Tree Lucerne	*	4	18/05/1998
<i>Chenopodium album</i>	Fat Hen	*	6	17/01/2011
<i>Chenopodium murale</i>	Sowbane	*	2	18/05/1998
<i>Chrysanthemoides monilifera</i>	Boneseed	*	13	3/03/2011
<i>Chrysanthemoides monilifera subsp. monilifera</i>	African Boneseed	*	9	4/06/2006
<i>Chrysanthemoides monilifera subsp. rotundata</i>	Bitou Bush	*	3	5/05/1987
<i>Cicendia filiformis</i>	Slender Cicendia	*	1	4/11/1992
<i>Cicendia quadrangularis</i>	Square Cicendia	*	7	1/12/1986
<i>Cirsium vulgare</i>	Spear Thistle	*	29	15/06/2017
<i>Clematis vitalba var. vitalba</i>	Traveller's Joy	*	1	19/03/1993
<i>Coleonema pulchellum</i>	Pink Diosma	*	2	24/08/2002
<i>Conium maculatum</i>	Hemlock	*	9	19/10/2006
<i>Convolvulus arvensis</i>	Common Bindweed	*	1	18/05/1998
<i>Coprosma repens</i>	Mirror Bush	*	10	17/01/2011
<i>Coprosma robusta</i>	Karamu	*	1	17/01/2011
<i>Cortaderia selloana</i>	Pampas Grass	*	2	18/05/1998
<i>Corymbia citriodora subsp. citriodora</i>	Lemon-scented Gum	*	1	7/06/2002
<i>Cotoneaster glaucophyllus</i>	Large-leaf Cotoneaster	*	6	1/12/2011
<i>Cotoneaster pannosus</i>	Velvet Cotoneaster	*	13	29/05/2006
<i>Cotoneaster spp.</i>	Cotoneaster	*	4	3/03/2011
<i>Cotula coronopifolia</i>	Water Buttons	*	8	20/12/2007
<i>Crassula multicava subsp. multicava</i>	Shade Crassula	*	1	21/09/1988
<i>Crassula tetragona subsp. robusta</i>	Shrubby Crassula	*	1	21/09/1988
<i>Crataegus monogyna</i>	Hawthorn	*	24	15/06/2017
<i>Crocsmia X crocosmiiflora</i>	Montbretia	*	2	6/11/1990
<i>Cupressus spp.</i>	Cypress	*	1	6/11/1990
<i>Cynara cardunculus subsp. flavescens</i>	Artichoke Thistle	*	10	15/06/2017
<i>Cynodon dactylon var. dactylon</i>	Couch	*	12	3/03/2011
<i>Cynosurus echinatus</i>	Rough Dog's-tail	*	10	17/01/2011
<i>Cyperus brevifolius</i>	Mullumbimby Couch	*	1	28/03/1993
<i>Cyperus eragrostis</i>	Drain Flat-sedge	*	38	1/12/2011
<i>Cyperus esculentus</i>	Yellow Nutgrass	*	1	1/02/1995
<i>Dactylis glomerata</i>	Cocksfoot	*	90	15/06/2017
<i>Datura stramonium</i>	Common Thorn-apple	*	1	18/05/1998
<i>Daucus carota</i>	Carrot	*	2	17/01/2011
<i>Delairea odorata</i>	Cape Ivy	*	7	23/12/2010
<i>Dianthus armeria</i>	Deptford Pink	*	1	01/01/1853
<i>Digitaria sanguinalis</i>	Summer Grass	*	2	10/02/2006
<i>Diplotaxis tenuifolia</i>	Sand Rocket	*	9	17/01/2011

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<i>Dipogon lignosus</i>	Common Dipogon	*	3	10/01/2011
<i>Dittrichia graveolens</i>	Stinkwort	*	2	15/06/2017
<i>Drosanthemum candens</i>	Rodondo Creeper	*	2	17/01/1992
<i>Dysphania ambrosioides</i>	Mexican Tea	*	2	25/04/1997
<i>Dysphania multifida</i>	Scented Goosefoot	*	1	28/09/2005
<i>Echium plantagineum</i>	Paterson's Curse	*	8	10/01/2011
<i>Egeria densa</i>	Dense Waterweed	*	1	22/12/2010
<i>Ehrharta erecta</i>	Panic Veldt-grass	*	61	15/06/2017
<i>Ehrharta longiflora</i>	Annual Veldt-grass	*	35	1/12/2011
<i>Eleusine tristachya</i>	American Crows-foot Grass	*	3	17/01/2011
<i>Elodea canadensis</i>	Canadian Pondweed	*	2	17/09/2002
<i>Elytrigia repens</i>	English Couch	*	6	4/10/2006
<i>Epilobium ciliatum</i>	Glandular Willow-herb	*	2	1/03/1983
<i>Erigeron bonariense</i>	Flaxleaf Fleabane	*	6	3/03/2011
<i>Erigeron spp.</i>	Fleabane	*	6	17/01/2011
<i>Erigeron sumatrensis</i>	Tall Fleabane	*	8	17/01/2011
<i>Eriobotrya japonica</i>	Loquat	*	1	17/09/2002
<i>Erodium botrys</i>	Big Heron's-bill	*	2	15/06/2017
<i>Erodium cicutarium</i>	Common Heron's-bill	*	2	17/01/2011
<i>Erodium moschatum</i>	Musky Heron's-bill	*	2	28/09/2005
<i>Eucalyptus cladocalyx</i>	Sugar Gum	*	14	15/06/2017
<i>Eucalyptus spp. (naturalised)</i>	Eucalypt	*	2	17/01/2011
<i>Euphorbia peplus</i>	Petty Spurge	*	6	31/05/2010
<i>Festuca arundinacea</i>	Tall Fescue	*	4	8/12/2010
<i>Festuca rubra s.l.</i>	Red Fescue	*	1	19/11/1990
<i>Foeniculum vulgare</i>	Fennel	*	40	15/06/2017
<i>Fraxinus angustifolia</i>	Desert Ash	*	14	23/12/2010
<i>Fraxinus angustifolia subsp. angustifolia</i>	Desert Ash	*	18	17/01/2011
<i>Fraxinus spp.</i>	Ash	*	8	3/03/2011
<i>Freesia leichtlinii</i>	Freesia	*	2	1/12/1986
<i>Fumaria bastardii</i>	Bastard's Fumitory	*	4	27/08/2003
<i>Fumaria capreolata</i>	White Fumitory	*	6	19/10/2006
<i>Fumaria muralis subsp. muralis</i>	Wall Fumitory	*	1	28/09/2005
<i>Fumaria spp.</i>	Fumitory	*	13	15/06/2017
<i>Galenia pubescens var. pubescens</i>	Galenia	*	11	15/06/2017
<i>Galium aparine</i>	Cleavers	*	59	15/06/2017
<i>Gamochaeta purpurea s.l.</i>	Purple Cudweed	*	4	17/01/2011
<i>Gaudinia fragilis</i>	Fragile Oat	*	1	10/12/1993
<i>Gazania rigens var. leucolaena</i>	Trailing Gazania	*	1	10/02/2006
<i>Gazania rigens var. uniflora</i>	Trailing Gazania	*	1	10/02/2006
<i>Genista linifolia</i>	Flax-leaf Broom	*	1	18/05/1998
<i>Genista monspessulana</i>	Montpellier Broom	*	20	15/06/2017
<i>Genista X spachiana</i>	Madeira Broom	*	1	24/08/2002

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<i>Geranium dissectum</i>	Cut-leaf Crane's-bill	*	6	28/09/2005
<i>Grevillea curviloba</i> subsp. <i>incurva</i>		*	1	12/09/2002
<i>Grevillea</i> hybrids (naturalized)	Grevillea hybrids and cultivars	*	1	1/05/1984
<i>Grevillea juniperina</i> x <i>victoriae</i>	Grevillea 'Poorinda Constance' hybrid	*	1	24/08/2002
<i>Grevillea robusta</i>	Silky Oak	*	1	10/01/2011
<i>Hakea salicifolia</i> subsp. <i>salicifolia</i>	Willow-leaf Hakea	*	4	17/01/2011
<i>Hedera helix</i>	English Ivy	*	7	28/09/2005
<i>Helianthus tuberosus</i>	Jerusalem Artichoke	*	3	27/03/2018
<i>Heliotropium europaeum</i>	Common Heliotrope	*	1	10/01/1982
<i>Helminthotheca echioides</i>	Ox-tongue	*	50	3/03/2011
<i>Helosciadium nodiflorum</i>	Water Celery	*	12	23/12/2010
<i>Hesperocyparis macrocarpa</i>	Monterey Cypress	*	2	28/10/2001
<i>Hibiscus tridactylites</i>	Narrow-leaf Bladder Ketmia	*	2	17/01/2011
<i>Hirschfeldia incana</i>	Buchan Weed	*	5	17/01/2011
<i>Holcus lanatus</i>	Yorkshire Fog	*	80	17/01/2011
<i>Hordeum leporinum</i>	Barley-grass	*	1	6/11/1990
<i>Hordeum marinum</i>		*	1	14/12/1966
<i>Hordeum</i> spp.	Barley Grass	*	1	28/09/2005
<i>Hypericum perforatum</i> subsp. <i>veronense</i>	St John's Wort	*	1	17/01/2011
<i>Hypochaeris glabra</i>	Smooth Cat's-ear	*	7	17/01/2011
<i>Hypochaeris radicata</i>	Flatweed	*	117	1/12/2011
<i>Ipomoea indica</i>	Blue Morning-glory	*	2	10/02/2006
<i>Ipomoea purpurea</i>	Common Morning-glory	*	3	4/10/2006
<i>Iris</i> spp.	Iris	*	1	18/05/1998
<i>Isolepis levynsiana</i>	Tiny Flat-sedge	*	17	17/01/2011
<i>Juncus articulatus</i> subsp. <i>articulatus</i>	Jointed Rush	*	2	18/05/1998
<i>Juncus capitatus</i>	Capitate Rush	*	5	6/01/2005
<i>Juncus microcephalus</i>	Tiny-headed Rush	*	1	4/12/1986
<i>Lactuca serriola</i>	Prickly Lettuce	*	7	17/01/2011
<i>Lactuca</i> spp.	Lettuce	*	1	6/11/1990
<i>Lagunaria patersonia</i> subsp. <i>patersonia</i>	Pyramid Tree	*	1	17/01/2011
<i>Leersia hexandra</i>		*	2	7/04/2007
<i>Leontodon saxatilis</i> subsp. <i>saxatilis</i>	Hairy Hawkbit	*	33	17/01/2011
<i>Lepidium africanum</i>	Common Peppergrass	*	18	15/06/2017
<i>Leptospermum petersonii</i>	Lemon-scented Tea-tree	*	1	12/09/2002
<i>Ligustrum lucidum</i>	Large-leaf Privet	*	3	25/06/2009
<i>Ligustrum ovalifolium</i>	Hedge Privet	*	1	1/05/1984
<i>Ligustrum sinense</i>	Chinese Privet	*	3	17/06/1997
<i>Ligustrum</i> spp.	Privet	*	1	21/09/1988
<i>Ligustrum vulgare</i>	European Privet	*	1	5/11/1990
<i>Lilium</i> spp.	Lily	*	1	21/01/1997



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<i>Linum trigynum</i>	French Flax	*	24	1/12/2011
<i>Linum usitatissimum</i>	Flax	*	1	6/11/1990
<i>Lolium perenne</i>	Perennial Rye-grass	*	24	17/01/2011
<i>Lolium rigidum</i>	Wimmera Rye-grass	*	13	17/01/2011
<i>Lolium spp.</i>	Rye Grass	*	2	31/05/2010
<i>Lolium temulentum</i>	Darnel	*	2	26/11/1986
<i>Lonicera japonica</i>	Japanese Honeysuckle	*	4	3/03/2011
<i>Lotus angustissimus</i>	Slender Bird's-foot Trefoil	*	2	17/01/2011
<i>Lotus corniculatus</i>	Bird's-foot Trefoil	*	3	28/10/2001
<i>Lotus spp. (naturalised)</i>	Trefoil	*	2	1/12/2011
<i>Lotus subbiflorus</i>	Hairy Bird's-foot Trefoil	*	3	18/05/1998
<i>Lycium ferocissimum</i>	African Box-thorn	*	12	17/01/2011
<i>Lysimachia arvensis</i>	Pimpernel	*	23	1/12/2011
<i>Malus pumila</i>	Apple	*	8	17/01/2011
<i>Malva arborea</i>	Tree Mallow	*	1	1/09/1983
<i>Malva nicaeensis</i>	Mallow of Nice	*	2	18/05/1998
<i>Malva parviflora</i>	Small-flower Mallow	*	11	15/06/2017
<i>Malva sylvestris</i>	Tall Mallow	*	5	4/10/2006
<i>Matthiola incana</i>	Stock	*	1	24/08/2002
<i>Medicago arabica</i>	Spotted Medic	*	2	28/09/2005
<i>Medicago polymorpha</i>	Burr Medic	*	13	4/10/2006
<i>Medicago spp.</i>	Medic	*	3	23/10/2007
<i>Medicago truncatula</i>	Barrel Medic	*	1	17/09/2002
<i>Melaleuca incana subsp. incana</i>	Grey Honey-myrtle	*	2	12/09/2002
<i>Melaleuca styphelioides</i>	Prickly Paperbark	*	2	24/06/2003
<i>Melilotus indicus</i>	Sweet Melilot	*	4	4/10/2006
<i>Madiola caroliniana</i>	Red-flower Mallow	*	13	15/06/2017
<i>Moraea lewisiae</i>	Golden Iris	*	2	7/12/1988
<i>Moraea setifolia</i>	Thread Iris	*	2	1/03/1983
<i>Moraea spp.</i>	Moraea	*	1	2/09/1998
<i>Myriophyllum aquaticum</i>	Parrot's Feather	*	1	18/05/1998
<i>Narcissus pseudonarcissus</i>	Daffodil	*	1	1/09/2004
<i>Narcissus spp.</i>	Narcissus	*	1	21/09/1988
<i>Nassella charruana</i>	Lobed Needle-grass	*	9	27/10/2008
<i>Nassella hyalina</i>	Cane Needle-grass	*	3	17/01/2011
<i>Nassella leucotricha</i>	Texas Needle-grass	*	1	11/11/2009
<i>Nassella neesiana</i>	Chilean Needle-grass	*	24	17/01/2011
<i>Nassella tenuissima</i>	Mexican Feather-grass	*	2	5/02/2009
<i>Nassella trichotoma</i>	Serrated Tussock	*	21	15/06/2017
<i>Nasturtium officinale</i>	Watercress	*	6	28/10/2010
<i>Nephrolepis cordifolia</i>	Fishbone Fern	*	1	10/05/2004
<i>Nothoscordum borbonicum</i>	Fragrant False-garlic	*	1	5/11/1990
<i>Oenothera stricta subsp. stricta</i>	Common Evening-primrose	*	1	21/09/1988
<i>Opuntia robusta</i>	Wheel Cactus	*	4	18/05/1998

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<i>Opuntia schickendantzii</i>	Lion's Tongue	*	1	4/10/2006
<i>Opuntia spp.</i>	Prickly Pear	*	3	3/03/2011
<i>Orobanche minor</i>	Lesser Broomrape	*	1	4/11/1992
<i>Oxalis articulata</i>	Sourgrass	*	2	4/10/2006
<i>Oxalis incarnata</i>	Pale Wood-sorrel	*	6	4/10/2006
<i>Oxalis obtusa</i>	Yellow-eye Wood-sorrel	*	1	5/08/1999
<i>Oxalis pes-caprae</i>	Soursob	*	36	15/06/2017
<i>Oxalis purpurea</i>	Large-flower Wood-sorrel	*	2	1/09/2004
<i>Oxalis spp. (naturalised)</i>	Wood Sorrel	*	1	17/01/2011
<i>Panicum gilvum</i>	Sweet Panic	*	2	1/12/2011
<i>Papaver dubium</i>	Long-headed Poppy	*	1	16/10/2010
<i>Papaver somniferum subsp. setigerum</i>	Small-flower Opium-poppy	*	1	6/11/1990
<i>Parapholis incurva</i>	Coast Barb-grass	*	1	01/01/1770
<i>Parentucellia latifolia</i>	Red Bartsia	*	3	6/01/2005
<i>Parietaria judaica</i>	Wall Pellitory	*	7	7/03/2018
<i>Paspalum dilatatum</i>	Paspalum	*	74	15/06/2017
<i>Paspalum distichum</i>	Water Couch	*	22	15/06/2017
<i>Paspalum quadrifarium</i>	Golden-top Grass	*	1	6/11/1990
<i>Pericaria maculosa</i>	Redshank	*	1	27/03/2018
<i>Petroselinum crispum</i>	Parsley	*	1	1/05/1984
<i>Phalaris aquatica</i>	Toowoomba Canary-grass	*	30	15/06/2017
<i>Phalaris minor</i>	Lesser Canary-grass	*	2	17/01/2011
<i>Phalaris spp.</i>	Canary Grass	*	2	23/05/2002
<i>Phoenix canariensis</i>	Canary Island Date-palm	*	5	13/12/2010
<i>Pinus canariensis</i>	Canary Island Pine	*	1	17/01/2011
<i>Pinus radiata</i>	Radiata Pine	*	14	3/03/2011
<i>Piptatherum miliaceum</i>	Rice Millet	*	4	4/10/2006
<i>Piptochaetium uruguense</i>	Pampas Rice-grass	*	2	16/11/2004
<i>Plantago coronopus</i>	Buck's-horn Plantain	*	19	3/03/2011
<i>Plantago lanceolata</i>	Ribwort	*	166	15/06/2017
<i>Plantago major</i>	Greater Plantain	*	10	4/10/2006
<i>Plumbago auriculata</i>	Cape Leadwort	*	1	10/02/2006
<i>Poa annua s.l.</i>	Annual Meadow-grass	*	15	4/10/2006
<i>Poa pratensis</i>	Kentucky Blue-grass	*	4	23/01/1997
<i>Polycarpon tetraphyllum</i>	Four-leaved Allseed	*	5	1/12/2011
<i>Polygala myrtifolia</i>	Myrtle-leaf Milkwort	*	1	9/08/2002
<i>Polygonum aviculare s.l.</i>	Prostrate Knotweed	*	3	17/01/2011
<i>Polygonum aviculare s.s.</i>	Hogweed	*	2	3/03/2011
<i>Polypogon monspeliensis</i>	Annual Beard-grass	*	5	6/11/1990
<i>Populus alba</i>	White Poplar	*	1	21/09/1988
<i>Populus nigra 'italica'</i>	Lombardy Poplar	*	2	18/05/1998
<i>Populus spp.</i>	Poplar	*	2	10/02/2006
<i>Prunella vulgaris</i>	Self-heal	*	1	03/11/1899
<i>Prunus cerasifera</i>	Cherry Plum	*	27	10/01/2011
<i>Prunus cerasifera 'Nigra'</i>	Purple-leaf Cherry-plum	*	2	17/01/2011

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<i>Prunus persica</i>	Peach	*	1	17/01/2011
<i>Prunus spinosa</i>	Blackthorn	*	2	18/05/1998
<i>Prunus spp.</i>	Prunus	*	10	3/03/2011
<i>Pyracantha crenulata</i>	Nepal Firethorn	*	1	17/11/2001
<i>Pyracantha spp.</i>	Firethorn	*	1	21/09/1988
<i>Quercus spp.</i>	Oak	*	1	28/10/2001
<i>Ranunculus muricatus</i>	Sharp Buttercup	*	1	6/11/1990
<i>Ranunculus repens</i>	Creeping Buttercup	*	15	21/12/2010
<i>Raphanus raphanistrum</i>	Wild Radish	*	9	19/10/2006
<i>Raphanus sativus</i>	Common Radish	*	1	25/10/1883
<i>Rapistrum rugosum</i>	Giant Mustard	*	13	17/01/2011
<i>Ricinus communis</i>	Castor Oil Plant	*	7	15/06/2017
<i>Robinia pseudoacacia</i>	Locust Tree	*	1	5/11/1990
<i>Romulea minutiflora</i>	Small-flower Onion-grass	*	1	8/12/2010
<i>Romulea rosea</i>	Onion Grass	*	117	1/12/2011
<i>Romulea rosea var. australis s.s.</i>	Common Onion-grass	*	23	17/01/2011
<i>Romulea rosea var. reflexa</i>	Large-flower Onion-grass	*	4	1/09/2004
<i>Rorippa palustris</i>	Marsh Yellow-cress	*	6	17/01/2011
<i>Rosa rubiginosa</i>	Sweet Briar	*	70	15/06/2017
<i>Rubus anglocandicans</i>	Common Blackberry	*	30	15/06/2017
<i>Rubus fruticosus spp. agg.</i>	Blackberry	*	28	1/12/2011
<i>Rubus polyanthemus</i>	Forest Blackberry	*	1	31/03/1998
<i>Rubus ulmifolius var. ulmifolius</i>	Elm-leaf Blackberry	*	3	31/03/1998
<i>Rumex conglomeratus</i>	Clustered Dock	*	32	17/01/2011
<i>Rumex crispus</i>	Curled Dock	*	28	15/06/2017
<i>Rumex obtusifolius subsp. obtusifolius</i>	Broad-leaf Dock	*	1	17/09/2002
<i>Rumex pulcher subsp. pulcher</i>	Fiddle Dock	*	8	17/01/2011
<i>Rumex spp. (naturalised)</i>	Dock (naturalised)	*	1	17/06/1997
<i>Sagina procumbens</i>	Spreading Pearlwort	*	2	4/10/2006
<i>Salix alba</i>	White Willow	*	1	3/11/2003
<i>Salix alba var. vitellina</i>	Golden Willow	*	2	2/10/1994
<i>Salix babylonica s.l.</i>	Weeping Willow	*	3	18/05/1998
<i>Salix fragilis</i>	Crack Willow	*	5	21/12/2010
<i>Salix fragilis var. fragilis</i>	Crack Willow	*	1	3/11/2003
<i>Salix spp.</i>	Willow	*	5	28/09/2005
<i>Salix X mollissima</i>	Willow hybrid	*	1	12/09/2002
<i>Salix X rubens</i>	Basket Willow	*	3	4/10/2006
<i>Salix X sepulcralis var. sepulcralis</i>	Weeping Willow	*	2	17/01/2011
<i>Salpichroa origanifolia</i>	Pampas Lily-of-the-Valley	*	2	24/05/2001
<i>Salvia verbenaca</i>	Wild Sage	*	1	6/11/1990
<i>Scabiosa atropurpurea</i>	Pincushion	*	7	17/01/2011
<i>Schinus molle</i>	Pepper Tree	*	4	28/09/2005
<i>Sedum spp.</i>	Stonecrop	*	1	6/11/1990

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<i>Senecio vulgaris</i>	Common Groundsel	*	1	6/11/1990
<i>Setaria parviflora</i>	Slender Pigeon Grass	*	2	6/01/2005
<i>Setaria pumila</i> subsp. <i>pumila</i>	Pale Pigeon-grass	*	1	10/01/2011
<i>Silene gallica</i>	French Catchfly	*	3	17/01/2011
<i>Silene</i> spp.	Catchfly	*	2	10/01/2011
<i>Silybum marianum</i>	Variegated Thistle	*	2	15/06/2017
<i>Solanum chenopodioides</i>	Whitetip Nightshade	*	3	23/01/2018
<i>Solanum nigrum</i> s.l.	Black Nightshade	*	9	10/01/2011
<i>Solanum nigrum</i> s.s.	Black Nightshade	*	9	3/03/2011
<i>Solanum pseudocapsicum</i>	Madeira Winter-cherry	*	4	28/10/2010
<i>Sonchus asper</i> s.l.	Rough Sow-thistle	*	17	17/01/2011
<i>Sonchus asper</i> s.s.	Rough Sow-thistle	*	2	12/08/2009
<i>Sonchus oleraceus</i>	Common Sow-thistle	*	70	15/06/2017
<i>Sparaxis bulbifera</i>	Harlequin Flower	*	1	21/09/1988
<i>Sparaxis</i> spp.	Harlequin Flower	*	1	1/03/1983
<i>Spartium junceum</i>	Spanish Broom	*	1	21/09/1988
<i>Sporobolus africanus</i>	Rat-tail Grass	*	33	1/12/2011
<i>Stachys arvensis</i>	Stagger Weed	*	1	10/01/2011
<i>Stellaria media</i>	Chickweed	*	11	1/12/2011
<i>Stenotaphrum secundatum</i>	Buffalo Grass	*	2	3/03/2011
<i>Symphotrichum subulatum</i>	Aster-weed	*	21	7/03/2018
<i>Tagetes patula</i>	French Marigold	*	1	25/04/1997
<i>Tagetes</i> spp.	Marigold	*	1	6/11/1990
<i>Taraxacum officinale</i> spp. <i>agg.</i>	Garden Dandelion	*	6	10/02/2006
<i>Taraxacum</i> species group 1	Garden Dandelion	*	4	4/10/2006
<i>Tradescantia fluminensis</i>	Wandering Jew	*	21	4/01/2011
<i>Tragopogon porrifolius</i> subsp. <i>porrifolius</i>	Salsify	*	15	29/05/2006
<i>Tribolium acutiflorum</i> s.l.	Desmazeria	*	2	23/01/1997
<i>Tribolium obliterum</i>	Desmazeria	*	1	3/03/2011
<i>Trifolium angustifolium</i> var. <i>angustifolium</i>	Narrow-leaf Clover	*	29	17/01/2011
<i>Trifolium arvense</i> var. <i>arvense</i>	Hare's-foot Clover	*	1	26/11/1986
<i>Trifolium campestre</i> var. <i>campestre</i>	Hop Clover	*	13	17/01/2011
<i>Trifolium dubium</i>	Suckling Clover	*	25	10/01/2011
<i>Trifolium fragiferum</i> var. <i>fragiferum</i>	Strawberry Clover	*	2	18/05/1998
<i>Trifolium glomeratum</i>	Cluster Clover	*	17	17/01/2011
<i>Trifolium repens</i> var. <i>repens</i>	White Clover	*	25	19/10/2006
<i>Trifolium</i> spp.	Clover	*	6	31/05/2010
<i>Trifolium striatum</i>	Knotted Clover	*	3	17/01/2011
<i>Trifolium subterraneum</i>	Subterranean Clover	*	12	1/12/2011
<i>Trifolium tomentosum</i> var. <i>tomentosum</i>	Woolly Clover	*	1	02/11/1884

Scientific Name	Common Name	Conservation Status	Count of Sightings	Last Record
<i>Tropaeolum majus</i>	Nasturtium	*	4	28/09/2005
<i>Typha latifolia</i>	Lesser Reed-mace	*	4	6/11/1990
<i>Ulex europaeus</i>	Gorse	*	9	17/01/2011
<i>Ulmus spp.</i>	Elm	*	4	4/10/2006
<i>Urtica urens</i>	Small Nettle	*	2	6/11/1990
<i>Vellereophyton dealbatum</i>	White Cudweed	*	1	1/02/1987
<i>Verbena bonariensis s.l.</i>	Purple-top Verbena	*	2	5/11/1990
<i>Verbena bonariensis var. bonariensis s.s.</i>	Purple-top Verbena	*	1	4/10/2006
<i>Verbena officinalis var. officinalis</i>	Verbena	*	3	11/06/2018
<i>Veronica hederifolia</i>	Ivy-leaf Speedwell	*	1	6/11/1990
<i>Veronica peregrina subsp. xalapensis</i>	Wandering Speedwell	*	2	21/09/1988
<i>Veronica persica</i>	Persian Speedwell	*	2	15/04/2003
<i>Vicia hirsuta</i>	Tiny Vetch	*	6	27/08/2003
<i>Vicia sativa</i>	Common Vetch	*	29	15/06/2017
<i>Vicia sativa subsp. cordata</i>	Common Vetch	*	1	11/11/2009
<i>Vicia sativa subsp. nigra</i>	Narrow-leaf Vetch	*	21	17/01/2011
<i>Vicia sativa subsp. sativa</i>	Common Vetch	*	11	17/01/2011
<i>Vicia spp.</i>	Vetch	*	12	25/06/2009
<i>Vicia tetrasperma</i>	Slender Vetch	*	10	29/05/2006
<i>Vicia villosa subsp. villosa</i>	Hairy Vetch	*	1	1/01/1994
<i>Vinca major</i>	Blue Periwinkle	*	6	3/03/2011
<i>Viola odorata</i>	Common Violet	*	6	11/06/2018
<i>Vulpia bromoides</i>	Squirrel-tail Fescue	*	24	1/12/2011
<i>Vulpia muralis</i>	Wall Fescue	*	2	17/01/2011
<i>Vulpia myuros</i>	Rat's-tail Fescue	*	11	23/10/2007
<i>Vulpia spp.</i>	Fescue	*	32	17/01/2011
<i>Zantedeschia aethiopica</i>	White Arum-lily	*	15	28/10/2010



### Appendix 3. Street trees with weed risk ratings

**Key:**

WONS= Weeds of National Significance

Risk ratings provided by the *Advisory List for Environmental Weeds*, DELWP, 2018

Noxious weed categories: SP = State prohibited P = Regionally prohibited C = Regionally controlled R = Restricted

Botanical Name	Common Name	No. of street trees	Weed Category	Risk Rating - Adv list of env weeds, 2018
<i>Acacia floribunda</i>	White Sallow-wattle	82		Very High Risk
<i>Acacia longifolia</i>	Sallow Wattle	38		Very High Risk
<i>Acacia saligna</i>	Golden Wreath Wattle	8		Very High Risk
<i>Acer negundo</i>	Box-elder Maple	55		Very High Risk
<i>Acer negundo Sensation</i>	Box-elder Maple	42		Very High Risk
<i>Arbutus unedo</i>	Irish Strawberry Tree	8		Very High Risk
<i>Coprosma repens</i>	Mirror Bush	30		Very High Risk
<i>Corymbia maculata</i>	Spotted Gum	1156		Very High Risk
<i>Cotoneaster glaucophyllus var. serotinus</i>		23		Very High Risk
<i>Eucalyptus conferruminata</i>	Bald Island Marlock	33		Very High Risk
<i>Fraxinus angustifolia</i>	Desert Ash	743		Very High Risk
<i>Fraxinus angustifolia subsp. oxycarpa</i>	Syrian Ash	398		Very High Risk
<i>Fraxinus ornus</i>	Flowering Ash	491		Very High Risk
<i>Genista monspessulana</i>	Montpellier Broom	17	WONS	Very High Risk
<i>Gleditsia triacanthos</i>	Honey Locust	467		Very High Risk
<i>Gleditsia triacanthos Sunburst</i>	Honey Locust	47		Very High Risk
<i>Hakea petiolaris</i>	Sea-urchin Hakea	4		Very High Risk
<i>Hakea salicifolia</i>	Willow-leaved hakea	64		Very High Risk
<i>Leptospermum laevigatum</i>	Coast Tea-tree	4		Very High Risk
<i>Ligustrum lucidum</i>	Large-leaf Privet	74		Very High Risk
<i>Ligustrum sp.</i>	Privet	1		Very High Risk
<i>Melaleuca diosmifolia</i>	Green Honey-myrtle	3		Very High Risk
<i>Olea europaea</i>	Olive	1250		Very High Risk
<i>Phoenix canariensis</i>	Canary Island Date-palm	229		Very High Risk
<i>Pinus halepensis</i>	Aleppo Pine	5		Very High Risk
<i>Pinus radiata</i>	Radiata Pine	69		Very High Risk
<i>Pittosporum eugenoides</i>	Tarata	78		Very High Risk
<i>Pittosporum undulatum</i>	Sweet Pittosporum	197		Very High Risk
<i>Prunus lusitanica</i>	Portugal Laurel	1		Very High Risk
<i>Pyrus calleryana</i>	Callery Pear	4332		Very High Risk
<i>Salix babylonica</i>	Weeping Willow	19		Very High Risk
<i>Salix caprea</i>	Goat Willow	7		Very High Risk
<i>Salix humboldtiana 'Pyramidalis'</i>	Pencil Willow	2		Very High Risk
<i>Salix matsudana Tortuosa</i>	Tortured willow	2		Very High Risk

Botanical Name	Common Name	No. of street trees	Weed Category	Risk Rating - Adv list of env weeds, 2018
<i>Salix sp.</i>	Willow	2		Very High Risk
<i>Schinus molle</i>	Pepper Tree	102		Very High Risk
<i>Acacia decurrens</i>	Early Black-wattle	34		High Risk
<i>Acacia elata</i>	Cedar Wattle	3		High Risk
<i>Acacia howittii</i>	Sticky Wattle	3		High Risk
<i>Acacia pravissima</i>	Ovens Wattle	5		High Risk
<i>Acacia prominens</i>	Gosford Wattle	6		High Risk
<i>Ailanthus altissima</i>	Tree of Heaven	3		High Risk
<i>Betula pendula</i>	Silver Birch	127		High Risk
<i>Betula pendula Dalecarlica</i>	Silver Birch	1		High Risk
<i>Callitris columellaris</i>	White Cypress-pine	3		High Risk
<i>Casuarina glauca</i>	Swamp Oak	35		High Risk
<i>Cordyline australis</i>	New Zealand Cabbage-tree	11		High Risk
<i>Crataegus monogyna</i>	Hawthorn	2		High Risk
<i>Eucalyptus cladocalyx</i>	Sugar Gum	553		High Risk
<i>Eucalyptus leucoxylon subsp. megalocarpa</i>	Large-fruit Yellow-gum			High Risk
<i>Eucalyptus saligna</i>	Sydney Blue-gum	20		High Risk
<i>Eucalyptus stricklandii</i>	Strickland's Gum	26		High Risk
<i>Eucalyptus woodwardii</i>	Lemon-flowered Gum	6		High Risk
<i>Ficus carica</i>	Fig	53		High Risk
<i>Fraxinus excelsior</i>	English Ash	4		High Risk
<i>Fraxinus excelsior Aurea</i>	English Ash	62		High Risk
<i>Hesperocyparis lusitanica</i>	Mexican Cypress	3		High Risk
<i>Juglans nigra</i>	Walnut	18		High Risk
<i>Juglans regia</i>	Walnut	5		High Risk
<i>Ligustrum ovalifolium</i>	Hedge Privet	1		High Risk
<i>Melaleuca hypericifolia</i>	Hillock Bush	4		High Risk
<i>Melaleuca linariifolia</i>	Flax-leaf Paperbark	3359		High Risk
<i>Paraserianthes lophantha</i>	Cape Wattle	1		High Risk
<i>Pittosporum tenuifolium</i>	Kohuhu	54		High Risk
<i>Populus nigra 'Italica'</i>	Lombardy Poplar	31		High Risk
<i>Populus X canadensis</i>		22		High Risk
<i>Prunus cerasifera</i>	Cherry Plum	214		High Risk
<i>Prunus cerasifera 'Nigra'</i>	Purple-leaf Cherry-plum	977		High Risk
<i>Prunus domestica</i>	Plum	8		High Risk
<i>Robinia pseudoacacia</i>	Locust Tree	220		High Risk
<i>Rosa sp.</i>		2		High Risk
<i>Sequoia sempervirens</i>	Coast Redwood	3		High Risk
<i>Ulmus procera</i>	English Elm	154		High Risk
<i>Ulmus sp.</i>	Elm	5		High Risk
<i>Ulmus X hollandica</i>	Dutch Elm	23		High Risk
<i>Acacia baileyana</i>	Cootamundra Wattle	66		Moderately High Risk
<i>Acacia boormanii</i>	Snowy River Wattle	10		Moderately High Risk
<i>Acacia cognata</i>	Narrow-leaf Bower-wattle	50		Moderately High Risk
<i>Acacia iteaphylla</i>	Flinders Range Wattle	38		Moderately High Risk
<i>Acacia pendula</i>	Weeping Myall	8		Moderately High Risk
<i>Acacia podalyriifolia</i>	Queensland Silver Wattle	8		Moderately High Risk
<i>Angophora costata</i>	Smooth-barked Apple	519		Moderately High Risk
<i>Callistemon linearis</i>	Stiff Bottlebrush	33		Moderately High Risk

Botanical Name	Common Name	No. of street trees	Weed Category	Risk Rating - Adv list of env weeds, 2018
<i>Callitris endlicheri</i>	Black Cypress-pine	8		Moderately High Risk
<i>Celtis australis</i>	European Nettle Tree	445		Moderately High Risk
<i>Celtis occidentalis</i>	North American Hackberry	7		Moderately High Risk
<i>Cinnamomum camphora</i>	Camphor Laurel	375		Moderately High Risk
<i>Coleonema pulchellum</i>	Pink Diosma	1		Moderately High Risk
<i>Cornus sp.</i>	Himalayan Strawberry-tree	1		Moderately High Risk
<i>Corymbia citriodora</i>	Lemon-scented Gum	768		Moderately High Risk
<i>Cotoneaster sp.</i>	Cotoneaster	10		Moderately High Risk
<i>Crassula ovata</i>	Jade Plant	2		Moderately High Risk
<i>Elaeocarpus reticulatus</i>	Blue Oliveberry	2		Moderately High Risk
<i>Eriobotrya japonica</i>	Loquat	175		Moderately High Risk
<i>Eucalyptus astringens</i>	Brown Mallet	13		Moderately High Risk
<i>Eucalyptus botryoides</i>	Southern Mahogany	136		Moderately High Risk
<i>Eucalyptus gomphocephala</i>	Tuart	71		Moderately High Risk
<i>Eucalyptus occidentalis</i>	Swamp Yate	67		Moderately High Risk
<i>Grevillea robusta</i>	Silky Oak	159		Moderately High Risk
<i>Grevillea sp.</i>	Grevillea	28		Moderately High Risk
<i>Hakea sericea</i>	Silky Hakea	4		Moderately High Risk
<i>Hesperocyparis macrocarpa</i>	Monterey Cypress	70		Moderately High Risk
<i>Lagunaria patersonia</i>	Norfolk Island Hibiscus	109		Moderately High Risk
<i>Melaleuca armillaris</i>	Giant Honey-myrtle	540		Moderately High Risk
<i>Melaleuca decussata</i>	Totem-poles	1		Moderately High Risk
<i>Melaleuca nesophila</i>	Showy Honey-myrtle	48		Moderately High Risk
<i>Pittosporum crassifolium</i>	Karo	22		Moderately High Risk
<i>Ricinus communis</i>	Castor Oil Plant	3		Moderately High Risk
<i>Acacia cardiophylla</i>	Wyalong Wattle	1		Medium Risk
<i>Acacia cultriformis</i>		1		Medium Risk
<i>Acacia pycnantha</i>	Golden Wattle	159		Medium Risk
<i>Acer palmatum</i>	Japanese Maple	31		Medium Risk
<i>Agonis flexuosa</i>	Willow Myrtle	657		Medium Risk
<i>Brachychiton populneus</i>		118		Medium Risk
<i>Buddleja sp.</i>	Butterfly Bush	2		Medium Risk
<i>Callistemon citrinus</i>	Crimson Bottlebrush	259		Medium Risk
<i>Callistemon salignus</i>	Willow Bottlebrush	1258		Medium Risk
<i>Eucalyptus globulus</i>	Southern Blue-gum	130		Medium Risk
<i>Eucalyptus longifolia</i>		1		Medium Risk
<i>Homalanthus populifolius</i>	Bleeding Heart	3		Medium Risk
<i>Malus domestica</i>	Apple	80		Medium Risk
<i>Malus sp.</i>		23		Medium Risk
<i>Melia azedarach</i>	White Cedar	1356		Medium Risk
<i>Picea abies</i>	Norway Spruce	4		Medium Risk
<i>Pinus canariensis</i>	Canary Island Pine	8		Medium Risk
<i>Pinus pinea</i>	Stone Pine	1		Medium Risk
<i>Populus alba</i>	White Poplar	27		Medium Risk
<i>Populus alba Pyramidalis</i>		5		Medium Risk
<i>Quercus robur</i>	English Oak	93		Medium Risk
<i>Viburnum tinus</i>	Laurestinus	11		Medium Risk
<i>Abelia sp.</i>		1		Lower Risk
<i>Abelia x grandiflora</i>	Glossy Abelia	1		Lower Risk
<i>Cedrus deodara</i>	Deodar	25		Lower Risk
<i>Cordyline stricta</i>	Slender Palm-lily	1		Lower Risk

Botanical Name	Common Name	No. of street trees	Weed Category	Risk Rating - Adv list of env weeds, 2018
<i>Cupressus sempervirens</i>	Italian Cypress	82		Lower Risk
<i>Cydonia oblonga</i>	Quince	4		Lower Risk
<i>Dodonaea viscosa</i>	Sticky Hop-bush	23		Lower Risk
<i>Eucalyptus crenulata</i>	Buxton Gum	6		Lower Risk
<i>Eucalyptus macarthurii</i>	Camden Woollybutt	4		Lower Risk
<i>Eucalyptus viridis</i>	Green Mallee	18		Lower Risk
<i>Ficus macrophylla</i>	Moreton Bay Fig	17		Lower Risk
<i>Fraxinus pennsylvanica</i>	Green Ash	227		Lower Risk
<i>Laurus nobilis</i>	Bay Laurel	63		Lower Risk
<i>Leptospermum petersonii</i>	Lemon-scented Tea-tree	60		Lower Risk
<i>Maclura pomifera</i>	Osage Orange	1		Lower Risk
<i>Melaleuca styphelioides</i>	Prickly Paperbark	3025		Lower Risk
<i>Metrosideros excelsa</i>	New Zealand Christmas Tree	17		Lower Risk
<i>Nerium oleander</i>	Oleander	78		Lower Risk
<i>Photinia glabra</i>	Red-leaf Photinia	196		Lower Risk
<i>Photinia serratifolia</i>	Chinese Hawthorn	1		Lower Risk
<i>Picea sp.</i>		1		Lower Risk
<i>Prunus dulcis</i>	Almond	32		Lower Risk
<i>Pyrus communis</i>	Pear	30		Lower Risk
<i>Quercus suber</i>	Cork Oak	1		Lower Risk
<i>Trachycarpus fortunei</i>	Chusan Fan Palm	15		Lower Risk
<i>Ulmus parvifolia</i>	Chinese Elm	1426		Lower Risk
<i>Washingtonia filifera</i>	California Fan-palm	138		Lower Risk
<i>Washingtonia robusta</i>	Mexican Fan-palm	43		Lower Risk
<i>Olea europaea subsp. cuspidata</i>	African Olive	1		Potential Risk

## Appendix 4. General principles of weed management – for guidance

Weed management should be a well-planned process that combines ecological and horticultural theories and applies them to practical bushland, Parks and Gardens or streetscape management. Weed control should also be adaptive to site conditions and changes that may occur seasonally or long-term, along with the responses of weeds to particular types of control implemented as observed by land managers.

Some guiding on-going principles for any site regarding weed management are to:

- identify the highest quality areas and work outwards from these areas, using a systematic approach;
- on waterways it may be best to work systematically from upstream areas through to downstream areas,
- consider fauna habitat and in particular habitat for significant species, before undertaking works (which may require staged weed removal in conjunction with replacement planting works);
- protect and increase regeneration of any native vegetation areas through sensitive bush regeneration principles;
- consider the presence of indigenous flora species, particularly those of National or State significance;
- ensure that weed control is done in a manner that facilitates effective follow-up management of weeds where work has been started;
- treat weeds at the appropriate time in their life cycle to maximise effectiveness and to minimise off-target damage to indigenous species;
- follow-up all work with ongoing maintenance and resist starting on new projects until a high level of weed control has been achieved on current projects;
- ensure all green waste that contains weed seed is removed off-site and disposed of appropriately;
- use the most eco-sensitive approach to weed control, to avoid negative effects of herbicide on the natural environment, particularly near water-bodies and watercourses; and,
- where practical, weed control should be undertaken by alternative measures such as slashing, hand weeding, burning with a weed burner or weed dragon and other means, such as frill-and-fill, cut-and-paint or drill-and-fill, with minimal herbicide use.

Following-up on areas that have been subjected to weed control is of paramount importance. Weed management requires consistent work and is long-term. This is in order to interrupt the life cycles of the weeds and allow indigenous species to gain an ecological advantage. Any weed control should be done with minimal disturbance to soil and surrounding vegetation; soil disturbance can lead to further weed infestation and increase erosion. Weed control should aim to contain and control weeds first and then seek complete elimination. Elimination of some weed species requires a long-term approach, due to soil seed banks and reinfestation that may occur from outside the management area.

The principles of weed management outlined above are based on those in 'Bringing back the bush: The Bradley method of bush regeneration' (Bradley 1988). The 'Bradley Method', as it is commonly known, has three principles which guide the management of weeds in areas to be regenerated:

1. Always work from good to bad areas;



2. Disturb the soil as little as possible and restore it to its natural condition; and
3. Allow the rate of regeneration to dictate the rate of clearing. This is particularly important for removal of woody weeds and the weedy understorey.

### 7.1.1 Weed Management in practice

Within any management area the eradication of all weeds may not be realistic. The main focus should be on the removal and management of high-threat weeds, control weeds within higher quality areas of vegetation and systematically control and enhance vegetation in significant fauna habitat. Over the long-term this process will be facilitated by the removal of weeds in poorer quality areas and replacement with indigenous vegetation, through regeneration and/or revegetation.

Removal of weeds has the potential to affect fauna species using these weeds for habitat. A staggered approach to woody weed control and revegetation of woody species should be adopted to maintain fauna habitat.

For each site, document the weeds, their extent and cover and set longer term targets for their management.

The aim of woody weed control is to cut-and-paint or drill-and-fill with herbicide all mature plants and hand pull juveniles in Year 1. Plants should be left *in situ* where there is the potential to provide suitable habitat. There should be ongoing follow up and treatment where any seedlings or plants have been treated to ensure eradication of the species.

Provision of habitat should always be considered for example, it is recommended that for box-thorn control, where there is no suitable fauna habitat directly adjacent, that large box-thorn shrubs be killed using the drill-and-fill method. Then cut (and remove from the site) the lowest branches (to one metre above the ground), which will allow retention of some suitable habitat for small birds in the mid-storey while also eliminating lower shrub cover and thus, shelter for pest animals such as rabbits, foxes and cats. This temporary measure will allow for habitat to remain until suitable replacement shrubs (with similar features, i.e. mid-storey, prickly shrubs) reach maturity.

Grassy weed species will require an ongoing effort to control. Any large patches that are controlled should be planted out with indigenous species to prevent further weed invasion.

Herbaceous weeds will also requiring ongoing effort, and will include a variety of methods as outlined below. While a number of control methods have been outlined, the type of method used will depend on the location at which the weed occurs and the impact the control method may have on the surrounding vegetation.

The following guidelines should be applied to weed control within a bushland management or Parks and Gardens site:

- preference should be given to hand-weeding techniques near area of indigenous vegetation;
- works should first be focussed on high threat weeds;
- large areas cleared as a result of weed control should be revegetated with appropriate species that are consistent with the EVC;
- all woody weeds on slopes should be controlled using the cut-and-paint method to reduce soil erosion;
- woody weeds with a stem diameter of less than four (4) cm at the base can be cut-and-painted;

- larger specimens of woody weeds, with a stem diameter of greater than four (4) cm at the base should be frilled-and-filled and left in-situ;
- burning, steaming, slashing and hand removal of particular weeds, such as members of the Iridaceae family and introduced grasses and herbs, should be used as an alternative to herbicide application when practical;
- annual grasses and herbs should be controlled where possible at the two leaf/seedling stage with a weed burner, with such work undertaken early in the morning when wet with dew or after rain;
- any works involving spraying of herbicide (e.g. spot-spraying) should only be undertaken by skilled bushland contractors to avoid the risk of off-target damage;
- with regards to the disposal of cut plant material derived from weed control works:
  - any material removed from areas that contain fruit-bearing material, should be removed off-site;
  - material from woody weeds (without seed) that is removed from other areas of the Site should be left on-site to decompose naturally. This material however should be hung off retained vegetation in a manner that does not allow for re-sprouting and still facilitates access for follow-up weed control;
  - material from grassy and herbaceous weeds that are removed by hand-weeding and slashing, should be taken off-site;
- control woody vegetation and leave in situ until understorey revegetation replaces habitat.

As there may be different contractors working within different zones across the site, liaison with other land managers should be undertaken to ensure no duplication of works.

**8.7 MUNICIPAL EMERGENCY MANAGEMENT PLAN ADOPTION****Author:** Emergency Management Planning Officer**Reviewed By:** General Manager Operations and Capital

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**EXECUTIVE SUMMARY**

Darebin's Municipal Emergency Management Plan (MEMP) outlines the state and localised emergency management arrangements and ensures that Darebin complies with relevant legislation and is prepared for a range of emergency events and incidents.

The most recent audit process requires local governments in their MEMPs to have a greater amount of detailed evidence, documentation and linkages to other Council strategies and government plans than in the previous audit. Many changes have been made to the MEMP to meet the current audit requirements

The purpose of this report is to seek Council's adoption of the updated MEMP.

**CONSULTATION:**

- Darebin Municipal Emergency Management Planning Committee (MEMPC) including:
  - Victorian State Emergency Services
  - Victoria Police
  - Victorian Department of Health and Human Services
- Darebin Emergency Management Group (DEMG)

<b>Recommendation</b>
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**That** Council adopt the updated Municipal Emergency Management Plan endorsed by the Municipal Emergency Management Planning Committee on 29 August 2019.

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**BACKGROUND / KEY INFORMATION**

Darebin is required to maintain a MEMP and convene a local MEMPC in accordance with the Victorian Emergency Management Act 1986 ("the Act"). The Act requires the MEMP to be externally audited to ensure compliance across four major areas being planning, preparedness, response and recovery.

The purpose of this report is to seek Council adoption of the updated Darebin MEMP which was produced pursuant to section 20(1) of the Act. The MEMP addresses the municipal level planning, prevention, response and recovery for emergencies within the City of Darebin. The MEMP is developed by the multi-agency MEMPC.

## Previous Council Resolution

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

*“That Council would adopt the revised 2017 version of the MEMP in accordance with the Emergency Management Act 1986.”*

## COMMUNICATIONS AND ENGAGEMENT

### Consultation

The MEMP was reviewed, updated and endorsed by the MEMPC which a multi-agency committee, chaired by the Darebin Mayor Cr Rennie, is made up of emergency service agencies, relief and recovery organisations, Council staff and community representatives including:

- Darebin City Council
- Victoria Police
- Victorian State Emergency Service
- Ambulance Victoria
- Metropolitan Fire Brigade
- Department of Health and Human Services
- Victorian Council of Churches Emergencies Ministry
- Australian Red Cross
- Your Community Health
- BOC Gas

### Communications

The updated MEMP will be provided to all MEMPC agencies via the MEMPC agency representative, it will also be publicly available (public version only) via the Darebin City Council website and State library as per section 49 of the Libraries Act 1988.

## ANALYSIS

### Alignment to Council Plan / Council policy

Goal 6 - A well governed Council

Under Part 4 (sec 21) of the Act, Darebin City Council must appoint a municipal emergency planning committee and it is the function of the municipal planning committee to prepare a municipal emergency management plan for consideration by the municipal council. The MEMP which has been endorsed by the MEMPC requires adoption by Council.

### Environmental Sustainability Considerations

The MEMP reflects issues related to climate change which is resulting in the changing nature of emergencies and their risk profile across the municipality, specifically for flood and storm events, extreme heat and to a lesser extent within Darebin, fire.

**Climate Emergency**

Additional to the MEMP are a number of sub-plans including the extreme heat sub-plan developed due to the high-risk rating assessed via a Community Emergency Risk Assessment for extreme heat. This sub-plan acknowledges and supports the Climate Emergency Plan and Urban Forest Strategy.

**Equity, Inclusion and Wellbeing Considerations**

The MEMP acknowledges the diversity of the Darebin community and considers it in the planning, preparedness, response and relief and recovery. Additionally, considerations for vulnerable groups is also a key aspect for the MEMP and adjunct Relief and Recovery Plan and all sub-plans.

**Cultural Considerations**

The MEMP, Relief and Recovery Plan and sub-plans as mentioned above acknowledge the diversity of the Darebin community and considers it in the planning, preparedness, response and relief and recovery.

**Economic Development Considerations**

As a recovery environment, the economy is considered in the planning, preparedness and relief and recovery phases.

**Financial and Resource Implications**

Update of the MEMP and preparation for the audit have been undertaken within the existing budget.

**Legal and Risk Implications**

The Act sets out the roles and responsibilities of all levels of government and agencies in Emergency Management. These are further detailed in the Emergency Management Manual Victoria (EMMV) and are subject to change by regulation. The EMMV has been updated since the last audit of the MEMP to reflect the sector reforms.

The EMMV details a variety of lead agencies which Councils support in many emergency situations. For example, the State Emergency Service (SES) is the lead agency for flood and storm events while the Department of Health and Human Services (DHS) is responsible for public health and fire is managed by the Metropolitan Fire Brigade. Victoria Police is the designated lead agency on most other events.

These lead agencies have differing protocols and the coordination of resources is overseen by the Victorian Police local area Municipal Emergency Resource Coordinator (MERC). The MERC can request Council to assist lead agencies with resources in the event of a local emergency.

It is therefore important for Darebin to be able to liaise and maintain networks with a wide range of services in the emergency management field through the MEMPC. The MEMPC which meets quarterly and is chaired by the Mayor, Cr Rennie.



The MEMP is periodically reviewed by the MEMPC and is updated on an ongoing basis to ensure it reflects current circumstances.

## DISCUSSION

The Emergency Management area is a rapidly expanding, dynamic and ever changing one. There are a number of factors relevant to the context in which emergency management activities are undertaken. These include:

- Darebin has a shared officer working between Darebin and Moreland Councils who supports cross-departmental work groups undertaking emergency management requirements (in addition to normal day-to-day duties). Compliance to emergency management requirements can be challenging in an environment where expectations on local government are increasing.
- Major events tend to drive the focus of emergency management practice like the Black Saturday bushfires in 2009. This event, or trend driven policy agenda, impacts local government as they try to develop policies and procedures which are often outside local government's traditional scope of work.
- There is no government funding available for inner Melbourne Councils (Councils not within a CFA district) to engage dedicated emergency management staff and yet a significant level of work is passed on to local government to perform, particularly for relief and recovery from emergencies.
- There has been a trend toward emergency management activities focussing to a greater extent on recovery from an emergency rather than a more tradition focus of responding to incidents. Darebin has a legal requirement to coordinate relief and recovery at the local level and has seen a significant increase in work from non-major emergencies and high-profile emergencies such as the Bundoora incident in January 2019.

## OPTIONS FOR CONSIDERATION

Darebin is required to maintain a MEMP and convene a local MEMPC in accordance with the Act. This is the only and recommended option.

## IMPLEMENTATION STRATEGY

### Details

The Act requires the MEMP to be externally audited at least every three years to ensure compliance across four major areas being planning, preparedness, response and recovery. Following adoption by Council, the MEMP will be audited as per Part 4 of the Emergency Management Act 1986, section 21A.

The MEMP will be audited on 28 October 2019.

### Communication

A public version of the MEMP will be provided to the State Library for legal deposit as per section 49 of the Libraries Act 1988 and will be available on the Darebin City Council website.

**RELATED DOCUMENTS**

- Darebin's Municipal Emergency Management Plan (MEMP)

**Attachments**

- Darebin Municipal Emergency Management Plan (MEMP) (**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.

**8.8 DRAFT EQUITY INCLUSION AND HUMAN RIGHTS FRAMEWORK - ENDORSEMENT FOR CONSULTATION****Author:** Manager Equity and Wellbeing**Reviewed By:** General Manager, Community

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**EXECUTIVE SUMMARY**

*Towards Equality*, Council's Draft Equity, Inclusion and Human Rights Framework, builds on Council's long-standing and deeply held commitments to social justice and human rights.

The Framework strengthens a whole-of-Council understanding and responsibility to consider equity, inclusion and human rights, their effects on the health and wellbeing of our community, as well as contribution to community resilience and adaptation to climate change.

This report recommends that the Framework be endorsed by Council for the purpose of public consultation. The results of the consultation process will then be presented to Council in December 2019, with a view to final endorsement of *Towards Equality*.

<b>Recommendation</b>
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**That** Council endorse the Draft *Towards Equality* - Equity, Inclusion and Human Rights Framework for the purpose of public consultation.

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**BACKGROUND / KEY INFORMATION**

The Council Plan Action Plan commits to developing an Equity, Inclusion and Human Rights Framework and advances a key target of the Council Plan 2017-2021 to "develop and implement strategies and programs that build social cohesion".

Building on the former *Equity and Inclusion Policy 2012-2016*, the Framework's purpose is to guide Council's approach to addressing the various barriers to achieving equity and inclusion experienced by Darebin's citizens and stakeholders.

The Framework brings Goal 5 of the Council Plan 2017-2021 to life and represents Council's long standing social justice commitments to tackling disadvantage and poverty, standing up against discrimination and responding equitably to the diverse needs and aspirations of everyone in our community.

The Framework goals are applicable to the entire organisation and operationalised and applied through the Equity Impact Assessment – previously called the Equity, inclusion and Wellbeing Audit Tool. Working alongside the Health and Wellbeing Plan and Climate Emergency Plan, the Framework seeks to be a pivotal document that addresses inequality and is at the core of Council's decision making, services and programs.

**Previous Council Resolution**

This matter is not the subject of a previous Council resolution.

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## COMMUNICATIONS AND ENGAGEMENT

### Consultation

Internal consultation has been undertaken with various parts of the organisation on specific elements of the draft Framework. The Darebin Aboriginal Advisory Committee have provided feedback on Principle 1: Recognising Australia's First peoples.

External consultation, planned primarily through key stakeholders including advisory committees, key partner agencies and organisations and selected similar Councils for peer review. A consultation plan is outlined in **Appendix A** and a summary document for the purpose of consultation is attached as **Appendix B**.

### Communications

A Communications Plan has been drafted which includes both an internal and external focus. This plan will support the consultation process and the implementation of the Framework once endorsed by Council.

## ANALYSIS

### Alignment to Council Plan / Council policy

Goal 5 - Involving our diverse community

The Framework is instrumental in bringing to life Goal 5 of the Council Plan 2017-2021: "We will lead on equity and recognise our diverse community as our greatest asset for solving future challenges", responding notably to goal 5.1 "We will ensure our services, facilities and programs benefit all, including our most vulnerable" and providing the underpinning for the implementation for goal 5.2 "We bring the ideas of our diverse community into our decision-making.

### Environmental Sustainability Considerations

The Framework articulates and recognises the strong link between climate change, social justice and human rights and the need to support the development of rights-based, socially-just responses to climate change. It includes environmental justice (section 7.3 of the draft) as a guiding principle.

#### **Climate Emergency**

Through *Principle 6: Supporting climate justice*, the framework recognises that climate change and inequality are intrinsically linked and that there is the need to support the development of rights-based, socially-just responses to climate change, particularly in light of the climate emergency. In addition to recognising the disproportionate impact of climate change, there is also a growing recognition that addressing climate change requires inequality to be addressed and that a rapid transition away from a fossil fuel economy can only be achieved by addressing the factors that drive inequality.

### Equity, Inclusion and Wellbeing Considerations

The Framework seeks to drive and embed considerations of equity and inclusion (and wellbeing in support of the Health and Wellbeing Plan 2017-2021) throughout all of Council's work. It is a strategic framework to ensure that our City continues to thrive as a city for everyone, a "fair city". With this Framework, Council follows a rights-based approach to

reducing disadvantage, valuing our community's diversity and ensuring a fairer, more inclusive Darebin for all.

### **Cultural Considerations**

Culture is a key consideration in recognition of the role that culture and language play in shaping people's identities. The recognition of cultural rights under the Victorian Charter of Human Rights and Responsibilities, notably Aboriginal cultural rights, is a key feature of the Framework.

### **Economic Development Considerations**

A truly inclusive and equitable city provides for sound, shared and fair economic development. The Framework, if implemented effectively will have economic implementations around investment distribution as part of long term planning and budget allocations.

### **Financial and Resource Implications**

The Framework has been developed within existing resources.

Resource requirements to implement the framework are currently being considered.

### **Legal and Risk Implications**

The Framework assists Council to meet its legal obligations under the Victorian *Charter of Human Rights and Responsibilities Act 2006* and under State and Federal anti-discrimination laws, notably the Victorian *Equal Opportunity Act 2010*.

## **DISCUSSION**

The full text of the Draft Framework is at **Appendix C**. A summary version is at **Appendix B**.

The Framework builds on Council's long-standing and deeply held commitments to social justice and human rights. Expanding on the *Equity and Inclusion Policy 2012-2017* the Framework reinvigorates and strengthens a whole-of-Council understanding and responsibility to consider equity, inclusion and human rights, their effects on the health and wellbeing of our community, as well as the contribution to community resilience and adaptation to climate change.

It strengthens Council's leadership and capacity to continue to build a fair, inclusive, cohesive and equitable municipality for all residents through:

- Positioning the recognition of Aboriginal and Torres Strait Islander people as the foundation and baseline for all of Council's social justice work.
- Setting the vision for Darebin's aspiration to be a community for all, where everyone can thrive and belong.
- Bringing together all of Council's commitments to fairness, equity, and human rights and articulating their connection to health and wellbeing.
- Reflecting the strong connection between climate change and inequality and the need to build equality in order to address the climate emergency.
- Encouraging an organisational culture where community engagement is essential, ensuring that people's voices are not just listened to, but heard, and that they can participate in decision-making processes in matters that are important to them.



- Developing a deeper understanding of the community including:
  - Disadvantage and inequality across the Darebin community, notably intergenerational and structural disadvantage.
  - The impact of gentrification and the flow-on effects on our residents' health and wellbeing and their capacity to access their rights.
- Helping Council meet its obligation under the *Victorian Charter of Human Rights and Responsibilities* to abide by, protect and promote human rights.
- Helping Council fulfil its obligations under State and federal anti-discrimination laws, notably the *Victorian Equal Opportunity Act 2010* and the “positive duty” to take reasonable and proportionate measures to eliminate discrimination.
- Encouraging an organisational culture where there is a shared understanding of the key concepts of equity, inclusion and diversity and where evidence-based practice is the norm, assumptions are challenged, and critical thinking and reflection are applied.
- Supporting Council and all Council Officers to incorporate equity, inclusion and human rights in all of Council’s work, notably through the development and implementation of the Equity Impact Assessment to consider and assess the impact that any Council decision, plan, program, intervention, etc. Has equity, inclusion, human rights and wellbeing in the community and to guide priorities for greater intervention in pockets of disadvantage across Darebin.

The Framework includes the following structure:

**Vision**

*Darebin aspires to be a community for all, a fair city, where everyone can thrive and belong. We will work towards a discrimination-free Darebin and aim to reduce the impacts of poverty and disadvantage.*

**Goals and Outcomes**

Goal	Outcome
<p><b>Goal 1:</b> We will build an organisation that is inclusive and reflective of Darebin’s diverse communities where social justice, accountability, participation and community engagement, human rights, diversity and wellbeing are core principles that inform all of our policies, practices and business.</p>	<p><b>Outcome 1:</b> A diverse and inclusive Council (as an organisation) that reflects our community.</p>
<p><b>Goal 2:</b> We will build services, programs, places and spaces that are inclusive, responsive, accessible and equitable and respond to the diversity of needs, rights and priorities in our communities.</p>	<p><b>Outcome 2:</b> Accessible, equitable, inclusive and responsive services, programs, places and spaces</p>
<p><b>Goal 3:</b> We will contribute to building inclusive and empowered Darebin communities by facilitating and advocating for equitable opportunities for all people to be heard, connected, respected and supported to participate in community life and in decisions important to their lives</p>	<p><b>Outcome 3:</b> An inclusive and empowered community where social cohesion and community harmony are fostered.</p>

***Underpinning principles***

- (1) *Recognising Australia's First peoples*
- (2) *Upholding human rights*
- (3) *Advancing social justice*
- (4) *Delivering meaningful, equitable and inclusive community engagement*
- (5) *Championing health equity*
- (6) *Supporting climate justice*

***Implementation***

The implementation of the framework will be through the Equity Impact Assessment (previously called EIWPAT), to support the application of equity, inclusion, human rights and wellbeing values and practices across all of Council's work.

At the outcome level, Council will seek to measure the progress towards the goals through a number of measures, including community indicators, recognising that changes at this level are influenced by many factors broader than Council's control.

As outlined on page 31 of the Framework, there are a range of action plans and strategies which will implement action directly supporting the goals of the Framework and seek to address disadvantage experienced by specific groups.

Outside of this, the *Equity Impact Assessment* (previously called EIWPAT) will apply three overlapping lenses – people, place and experiences - to all new projects, processes and policies to enable the diverse needs and experiences of Darebin to be considered. This is proposed to operate through the following requirements.

- The Equity Impact Assessment will be applied to all projects, policies and strategy and services unless a justification can be provided as to why it does not need to be applied.
- All Executive and Council briefing papers and reports will include a mandatory section that asks for the author to detail the outcome of the Equity Impact Assessment and evidence of its application.
- All internal proposals for project funding as part of the budget process will require an initial Equity Impact checklist at the project initiation stage before progressing.

It is proposed that the 'Diversity Report' in Council's Annual Report evolves to be an equity, inclusion and wellbeing report which outlines key achievements and changes as a result of the Equity Impact Assessment process in line with the Frameworks goals.

Further to this, equity, inclusion, human rights and wellbeing reporting requirements will be in performance management plans for senior staff.

**OPTIONS FOR CONSIDERATION**

Option 1 (Recommended): Council endorse the draft framework for public consultation

Option 2: Council endorse the draft framework for public consultation with minor changes

## IMPLEMENTATION STRATEGY

### Details

October/November 2019: Community consultation on the draft framework.

16 December 2019 Council meeting: Final framework submitted to Council for endorsement

### Communication

A Communications Plan has been developed with key messages which will support the consultation phase.

### Timeline

As above

## RELATED DOCUMENTS

Nil

### Attachments

- Towards Equality Consultation Plan (**Appendix A**) [↓](#)
- Towards Equality Framework - Summary Version (**Appendix B**) [↓](#)
- Draft Towards Equality: Equity, Inclusion and Human Rights Framework 2019-2029 (**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.



## ***Towards Equality* - Darebin Equity, Inclusion and Human Rights Framework 2019-2029 - COMMUNITY ENGAGEMENT PLAN**

### **Background and Purpose**

The draft framework is based on a significant body of research and evidence that demonstrates the role, scope and opportunities for local government to address inequality.

This is further informed by the extensive consultation undertaken during the development of Council's many action plans and strategies which take a social justice approach to improving wellbeing and inclusion outcomes for different people and groups within our community.

As the document is a Framework which sets high level goals, as opposed to discrete actions, the purpose of community engagement process is to:

- Inform the community of Council commitments under Towards Equality and how they will be enacted.
- Engage the community to consider what a 'fair city' looks and feels like and what it will look like if Council enacts these goals.
- Seek feedback from key partner organisations to test and inform the application of the evidence base to a local perspective.

To increase the capacity of the community to engage with and connect with the Framework, a summary version has also been developed.

### **Process**

The engagement process will use a series of questions to test how the Framework's vision and goals resonate with the community:

1. What does a fair city look and feel like to you?
2. In considering the three goals of the Framework, what do they mean to your community/or the communities you work with?
3. What will it look like if Council enacts these goals in our work?
4. Do you have any other comments/feedback?

Engagement will be via a range of online platforms along with face to face meetings.

The proposed community engagement period is from **16 October – 11 November 2019**

**Stakeholder list****Darebin community:**

- Broader public
- Targeted diversity groups/communities

**Partners Organisations including:**

- Women's Health in the North
- Darebin Ethnic Communities Council
- Fitzroy Legal Service
- Your Community Health
- Darebin Information and Volunteering Resource Centre
- Victorian Equal Opportunity and Human Rights Commission
- Spectrum MRC
- AMES
- ADEC
- ECCV
- Diversity Council of Australia

**Networks including:**

- Darebin Neighbourhood House Network
- Darebin Emergency Relief Network
- Darebin Ethnic Communities Council

**Council Advisory Committees including:**

- Welcoming Cities Reference Group
- Darebin Aboriginal Advisory Committee
- Darebin Interfaith Council
- Darebin Active and Healthy Aging Board
- Darebin Women's Advisory Committee
- Darebin Youth Citizens Jury
- Sexuality, Sex and Gender Diverse Advisory Committee
- Darebin Disability Advisory Committee

**Neighbouring Councils**

- Banyule
- Yarra
- Moreland
- Whittlesea





# Towards Equality

—  
**Darebin City Council's Equity, Inclusion  
and Human Rights Framework 2019-2029**



**Ngarrgma Wurundjeri Woi wurrung  
guljin gurringanyinu bik wenerop  
Darebin dharri. Ngarri yana ngarnga bik,  
baan ba ngarrgu. Gahgool-al nanggit  
bambuth, yalingbu ba gama-dji.**

Darebin City Council acknowledges the Wurundjeri Woi Wurrung people as the Traditional Owners and custodians of the land and waters we now call Darebin. Council recognises their continuing connection to land, water and culture.

Council pays respects to Elders past, present and emerging.

# Who are we?

The City of Darebin is a diverse community of people and we value and celebrate the things that make us different as well as the things that bring us together.



**161,609**

people live in Darebin



**138**

languages are spoken



**208**

asylum-seekers reside in Darebin



**Almost 1%**

of residents are Aboriginal or Torres Strait Islander people



**Approx 7%**

of our population has difficulty speaking English



**6%**

of residents identify as lesbian, gay or bisexual



**19.3%**

of households are low income (less than \$650 per week)



**59%**

of residents were born in Australia and 33% were born overseas.



**37**

religions are practised in Darebin



**21%**

have a permanent or long-term disability



**2,000+**

Darebin is home to 2,000+ international students

# Towards Equality

## Darebin City Council's Equity, Inclusion and Human Rights Framework 2019-2029

Darebin City Council is committed to serving and responding to the diverse needs of our community. In line with the Council Plan 2017-2021 and Council's long-standing commitment to social justice, we consider the principles of equity, diversity, inclusion and human rights in everything we do.

Towards Equality is a framework that will guide and help us strive for a just society by reducing disadvantage, standing against discrimination and sharing resources equitably. It puts equity, inclusion and human rights at the heart of all our work and will help us build a stronger, healthier and happier community where everyone is welcome, valued and respected.

Towards Equality will help us hear and understand the diverse needs of all Darebin residents so that everyone is able to access the services they need. We want to make sure that every person can be involved in their local community, because we are all better off when everyone is able to belong, contribute and thrive.

Towards Equality recognises the current climate change and social justice challenges we are facing both locally and globally and the need to address them together.



### Vision

**Darebin aspires to be a community for all, a fair city, where everyone can thrive and belong. We will work towards a discrimination-free Darebin and seek to reduce the impact of poverty and disadvantage.**

# Six Guiding Principles

The Towards Equality Framework is guided by six principles we believe are important in a truly equal and fair community.

## Principle 1

**Recognising Australia's First peoples and the right to self-determination for Aboriginal and Torres Strait Islander people as a foundation for equity and fairness**

Acknowledging the Traditional Owners of the land and recognising Aboriginal and Torres Strait Islander communities in Darebin provides the foundation for all of our social justice work. There cannot be a fair, just and healthy Australian society without this essential first step. It is the most important and appropriate starting point for Towards Equality and all of Council's work to build equity, inclusion, human rights and wellbeing in our community.

## Principle 2

**Upholding human rights**

When we uphold human rights for all, including people who experience poverty, discrimination, disadvantage or vulnerability, everyone in the community benefits from a fairer, healthier and more socially cohesive community. Towards Equality places human rights at the centre of Council's values and work.

## Principle 3

**Advancing social justice**

Social justice aims to remove inequalities so that all people can have equal access to wealth, health, wellbeing, justice and opportunity. Council recognises that people are different and that Australian society as it operates today is not a level playing field. This means we may need to distribute funding, resources, services and programs more fairly, to reach groups and people experiencing inequality and disadvantage.

## Principle 4

**Delivering meaningful, equitable and inclusive community engagement**

Engagement with all Darebin residents is an essential part of Council's aim to create a fairer and more inclusive City. Genuine engagement means listening to the aspirations and views of the people of Darebin, especially those whose voices might be less often heard, and enabling people, especially those most affected by Council's decisions, to participate in the process. Council will include these views as an integral part of our decision-making and account for how we do this.

## Principle 5

**Championing health equity**

Health equity means that everyone should have an opportunity to reach their full health potential. Council recognises that this cannot be achieved without equity and inclusion and without addressing the factors that create disadvantage, poverty and discrimination. Being included supports physical, social, mental, cultural and spiritual health and wellbeing. This flows on to help create a community that is resourceful, resilient and connected.

## Principle 6

**Supporting climate justice**

Climate change and inequality are strongly linked. First Nations people, people on lower incomes and other disadvantaged or vulnerable groups usually contribute least to causing climate change but are likely to be most affected by it. Towards Equality will help us bring people and communities together to discuss and guide our decisions about climate change so its impacts do not make poverty, discrimination and disadvantage worse.



Principles 1 (Recognition of, and justice for, Aboriginal and Torres Strait Islander people) and 2 (upholding human rights) underpin all other principles and guide all of our work towards equality.



## Three Goals

To help us work towards our vision of an inclusive and fair community, and allow us to measure our progress, Towards Equality outlines three important goals and outcomes.

01

### GOAL 1

We will build an organisation that is inclusive and reflective of Darebin's diverse communities, where social justice, accountability, participation and community engagement, human rights, diversity and wellbeing are core principles that inform all of our policies, practices and business.

#### Outcomes

A diverse and inclusive Council (as an organisation) that reflects our community.

#### Measures

Staff census and surveys.

02

### GOAL 2

We will build services, programs, places and spaces that are inclusive, responsive, accessible and equitable and respond to the diversity of needs, rights and priorities in our communities.

#### Outcomes

Accessible, equitable, inclusive and responsive services, programs, places and spaces.

#### Measures

Indicators and data collection at service and program levels.

Number and outcomes of Equity Impact Assessments undertaken per year.

03

### GOAL 3

We will contribute to building inclusive and empowered Darebin communities by facilitating and advocating for equitable opportunities for all people to be heard, connected, respected and supported to participate in community life and in decisions important to their lives.

#### Outcomes

An inclusive and empowered community where social cohesion and community harmony are fostered.

#### Measures

Health and wellbeing indicators at Darebin and neighbourhood levels that consider community connection and engagement, feeling valued by society.



## Social Justice commitments

Social justice means that every person in the community is treated fairly, equally and with dignity. Their rights are recognised and protected. Systemic and structural inequalities (the barriers people face because of poverty and discrimination) are addressed so people can have equal access to services and opportunities.

The Towards Equality Framework brings together all of our social justice commitments to the Darebin community.



**We are particularly committed to supporting the rights of our most vulnerable residents, notably:**

- Aboriginal and Torres Strait Islander people
- Children (being a Child-Friendly City)
- Older people (being an Age-Friendly Darebin)
- Culturally, linguistically and religiously diverse people (being a Welcoming City standing against racism and in support of refugees)
- Women (through gender equity and prevention of violence against women)
- Lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people
- People with a disability
- Young people
- People experiencing poverty



## Understanding disadvantage

There are many reasons why an individual, group or community may be excluded or treated unequally. To help us identify and understand those reasons Towards Equality looks at:

### People

Identifying which people may be vulnerable to disadvantage or discrimination is important to understand how inequality is experienced in Darebin.

To work this out, we consider:

- gender - particularly the experiences of women and girls
- lifespan - with a focus on children, young people and older people
- people who often experience discrimination - particularly Aboriginal and Torres Strait Islander people, people with a disability, Culturally, Linguistically and Religiously Diverse (CALRD) people and LGBTIQ+ people, and
- socio-economic status - people on low incomes and/or in housing stress and intergenerational disadvantage.

### Places

The Australian Bureau of Statistics (ABS) provides information about the people living in Darebin, including their income, employment, education, housing, disability and English skills. The information shows us where the areas of disadvantage are in our city and helps us locate inequality and provide services in places that need them most.

### Experiences

The experiences and factors that might place people at risk of exclusion can be difficult to identify but may include (there are many more):

- homelessness
- unemployment
- low level of education
- intergenerational trauma and disadvantage
- poor health
- pregnancy and breastfeeding
- migration, including seeking asylum or having refugee status
- low English skills
- food insecurity
- limited access to technology.

We have developed a tool, the **Equity Impact Assessment**, that considers people, places and experiences together and helps us to identify opportunities to address inequality and disadvantage in Darebin.



## Implementation - how will we do this?

Over the past two decades, Council has worked to decrease poverty and discrimination and remove barriers that increase inequality. While our actions cannot, in themselves, resolve these complex issues, we can listen to, and work with, our community to make sure that our services, programs and decisions always consider equity and social justice. This means sharing resources so those who have less are given more, and carefully considering ways to make our community fair for all. This also means advocating to State and Federal Governments when we cannot directly act.

To implement our Framework, we will:

- use the Equity Impact Assessment in all of our planning
- continue to provide a range of services and programs that address inequality and enable people to be included and live well, and
- continue to advocate to other levels of government to address disadvantage and foster wellbeing.

The Towards Equality Framework helps us analyse the many factors that may increase people's risk of exclusion and disadvantage. It asks us to consider people, places and experiences and strengthens the application of human rights, health equity and environmental justice in our planning and decision-making.

As the climate emergency grows and social, economic and health inequalities increase, it is important

that we recognise, celebrate and listen to our diverse community and offer services, programs, places and spaces that are inclusive and accessible to everyone.

Guided by the Towards Equality Framework, Council will work towards a discrimination-free Darebin, maintain the diverse make-up of our community, support human rights and ensure a fairer, more inclusive Darebin for all.



To find out more, or to read the full version of Towards Equality - Darebin City Council's Equality, Inclusion and Human Rights Framework 2019-2029, please go to [darebin.vic.gov.au/towardsequality](http://darebin.vic.gov.au/towardsequality)

Darebin City Council has developed Towards Equality – Equity, Inclusion and Human Rights Framework 2019 – 2029, which aims to make Darebin a community for all, a fair city where everyone can thrive and belong. This is a summary document of the Framework. To access the full document, visit [www.darebin.vic.gov.au/towardsequality](http://www.darebin.vic.gov.au/towardsequality)

#### Chinese Simplified

戴瑞宾市议会制订了《2019-2029年走向平等——公平、包容与人权框架》。该框架旨在将戴瑞宾市建设成一个共享社区，一个人人可以安居乐业且有归属感的公平城市。本文档为该框架的概要。查阅该框架全文，请访问[www.darebin.vic.gov.au/towardsequality](http://www.darebin.vic.gov.au/towardsequality)

#### Hindi

डेयरबिन सिटी काउंसिल का विकास समानता - इक्विटी, समावेशन और मानवाधिकार फ्रेमवर्क 2019 – 2029 की दिशा में किया गया है, जिसका उद्देश्य है डेयरबिन को एक ऐसा समुदाय बनाना जो सभी के लिए हो, एक ऐसा निष्पक्ष शहर बनाना जहाँ हर कोई फल-फूल सके और उसे अपना सके। यह इस फ्रेमवर्क का एक सारांश दस्तावेज़ है। पूरा दस्तावेज़ देखने के लिए, [www.darebin.vic.gov.au/towardsequality](http://www.darebin.vic.gov.au/towardsequality) पर जाएँ।

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#### Italian

Il Comune di Darebin City ha sviluppato Verso l'uguaglianza – quadro 2019-2029 per l'equità, l'inclusione e i diritti umani, che mira a rendere Darebin una comunità per tutti, una città equa dove tutti possono prosperare e sentire un senso di appartenenza. Questo è un documento di sintesi del quadro. Per accedere al documento completo, visitare [www.darebin.vic.gov.au/towardsequality](http://www.darebin.vic.gov.au/towardsequality)

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# Towards Equality

Darebin City Council's Equity, Inclusion and Human  
Rights Framework 2019-2029  
(DRAFT V4 for Council 14 October 2019)

## **Acknowledgement of Traditional Owners and Aboriginal and Torres Strait Islander people**

Darebin City Council acknowledges the Wurundjeri Woi Wurrung people as the traditional owners and custodians of the land and waters we now call Darebin and affirms that Wurundjeri Woi Wurrung people have lived on this land for millennia, practising their customs and ceremonies of celebration, initiation and renewal. Council acknowledges that Elders past, present and emerging are central to the cohesion, intergenerational wellbeing and ongoing self-determination of Aboriginal communities. They have played and continue to play a pivotal role in maintaining and transmitting culture, history and language.

Council respects and recognises Aboriginal and Torres Strait Islander communities' values, living culture and practices, including their continuing spiritual connection to the land and waters and their right to self-determination. Council also recognises the diversity within Aboriginal and Torres Strait Islander communities.

Aboriginal and Torres Strait Islander people and communities have had and continue to play a unique role in the life of the Darebin municipality. Council recognises and values this ongoing contribution and its significant value for our city and Australian society more broadly.

Extract from Darebin City Council's Statement of commitment to Traditional Owners and Aboriginal and Torres Strait Islander people 2019

## Mayor's foreword

I am proud to introduce Towards Equality - Darebin City Council's Equity, Inclusion and Human Rights Framework 2019-2029. Towards Equality represents Council's long-standing commitment to social justice, tackling disadvantage, standing up against discrimination in all its forms, and responding equitably to the diverse needs and aspirations of our community.

Council is committed to reducing discrimination, disadvantage and the unequal distribution of resources, opportunities and outcomes, so that we can build a strong, healthy, cohesive and harmonious community. At a fundamental level, this is about fairness. At a practical level, this is about how, as an organisation, in our services, programs, places and spaces and with our community, we can be equitable, responsive, inclusive and accessible to all. It is about recognising and valuing our diversity.

Reflecting national trends, there is growing inequality in Darebin and a corresponding decline in the diversity of people who live in the municipality. In part, this trend is linked to the process of gentrification impacting housing affordability and the 'pricing out' of residents and communities, as well as growing social, health and economic inequalities.

This also reflects entrenched and multiple disadvantage in Darebin, in which generations of people, families or communities have had poor access to opportunities for housing, education, work, wellbeing and inclusion, little power and resources, and therefore poor outcomes. Towards Equality outlines how Council can help change this narrative through a considered and strategic approach.

Equity, inclusion and human rights must be considered in all aspects of Council's business to ensure our processes and decisions do not inadvertently compound disadvantage through inequitable spread of services or the unequal distribution of investment. This is all the more necessary as the challenges and risks associated with climate change are likely to have a stronger impact on the most vulnerable of our residents, notably those experiencing poverty and discrimination.

Towards Equality integrates consideration of human rights throughout our work, based on the fundamental right of all people to a life of freedom, respect, equality and dignity. This approach, aligned with our commitment to community engagement and participation, mandates that people who are affected by a decision, policy or practice should have the opportunity to participate meaningfully in the process.

Council is striving for equality: a community where everyone is treated with respect and has equal access to resources and opportunities that help them thrive and belong. This is essential for us to create a community where everyone can live their lives well.

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## Executive summary

Darebin City Council has a long-standing commitment to serve and respond to the diverse needs of its community. This is articulated in the Council Plan 2017-2021 which places a strong emphasis on equity, diversity and inclusion throughout all aspects of Council business.

Towards Equality – Equity, Inclusion and Human Rights Framework 2019-2029 (Towards Equality) advances this commitment and provides a framework to address the barriers to inclusion experienced by Darebin community members. This means consideration of diversity, inclusion, equity and human rights across all of Council’s organisational culture, practice, process and decision-making and continuing to stand against discrimination, notably racism, sexism, ableism, ageism and homophobia, biphobia and transphobia, and against injustices, including poverty, that impinge on people’s right and ability to participate fully and equally in our community.

Council strongly believes that all people, in their diversity, should have fair and equitable access to opportunities, infrastructure, services and information. All people should have a say in the decisions that affect them, recognising that we are all better off when everyone is able to contribute and be heard.

The Framework sets the vision for a community for all, a fair city where everyone can thrive and belong. With this Framework, Council will work towards a discrimination-free Darebin and seek to reduce the impact of poverty and disadvantage.

The Framework is underpinned by six principles that guide and influence ongoing action:

1. Recognising Australia’s First peoples
2. Upholding human rights
3. Advancing social justice
4. Delivering meaningful, equitable and inclusive community engagement
5. Championing health equity
6. Supporting climate justice

This will be delivered through three mutually reinforcing goals:

Goal	Outcome
<p><b>Goal 1:</b> We will build an organisation that is inclusive and reflective of Darebin’s diverse communities where social justice, accountability, participation and community engagement, human rights, diversity and wellbeing are core principles that inform all of our policies, practices and business.</p>	<p><b>Outcome 1:</b> A diverse and inclusive Council (as an organisation) that reflects our community.</p>



<p><b>Goal 2:</b> We will build services, programs, places and spaces that are inclusive, responsive, accessible and equitable and respond to the diversity of needs, rights and priorities in our communities.</p>	<p><b>Outcome 2:</b> Accessible, equitable, inclusive and responsive services, programs, places and spaces</p>
<p><b>Goal 3:</b> We will contribute to building inclusive and empowered Darebin communities by facilitating and advocating for equitable opportunities for all people to be heard, connected, respected and supported to participate in community life and in decisions important to their lives</p>	<p><b>Outcome 3:</b> An inclusive and empowered community where social cohesion and community harmony are fostered.</p>

The Framework seeks to guide and influence policy development at all levels of the organisation. This is to ensure that people and their lived experiences are brought into the thinking and design of every Council policy and process. This is also to ensure that our policies and processes proactively seek to address disadvantage, poverty and discrimination and do not unintentionally compound them.

The Framework is implemented through specific programs and services and the use of the Equity Impact Assessment. This process ensures the application of equity, inclusion, human rights and wellbeing considerations, values and practices across all of Council's work and decision-making.

Finally, the Framework and its implementation through the Equity Impact Assessment overlay three key evidence-based lenses in order to build a deeper, more complete picture of risk of exclusion:

1. People
2. Places
3. Experiences (or factors that additionally contribute to exclusion)

Through implementing the Framework, Council seeks to maintain the diverse make-up of the Darebin municipality, support our residents' human rights and ensure a fairer, more inclusive Darebin for all.

## 1. Strategic context

Towards Equality seeks to create a fairer, inclusive and equitable place for all residents to live in. The Framework recognises the current climate change and social justice challenges that we encounter both locally and globally.

At a global level the Framework draws from the United Nations' 2030 Agenda for Sustainable Development, which pledges that "no one will be left behind". The Framework considers the 17 Sustainable Development Goals, most notably:

- Goal 1: end poverty
- Goal 3: healthy lives and wellbeing for all
- Goal 5: gender equality
- Goal 10: reduce inequality
- Goal 11: inclusive, safe, resilient and sustainable cities
- Goal 13: urgent action to combat climate change.

The Sustainable Development Goals provide a useful strategic architecture reinforcing Council's approach and obligation to:

- facilitate and advocate for just, fair, healthy and cohesive communities, particularly in the light of climate change
- promote human rights for all residents in the community
- address discrimination and disadvantage (including by examining how we allocate resources, programs and services and how we might need to redistribute them to tackle poverty and disadvantage)
- value diversity and difference, and
- maintain good governance and evidence-based decision making.

### 1.1 Federal level

Under federal law, people are protected from discrimination on the basis of a number of attributes (or grounds) including race, sex, disability, age, sexual orientation, gender identity and intersex status. These grounds recognise that some people are at increased risk of discrimination and disadvantage.

The protections in place require Council to have a comprehensive understanding and knowledge of which people or groups of people may be more vulnerable to exclusion and discrimination in our community. This highlights how disadvantage goes beyond poverty, class and social-economic disadvantage and stems from both poverty and discrimination.

## 1.2 State level

### **Victorian *Local Government Act 1989***

Council is bound by the Victorian *Local Government Act 1989* to:

- foster community cohesion and encourage active participation in civic life, taking into account the diverse needs of the local community (section 3D of the Act) and
- ensure that our services “best meet the needs of [our] local community”, are “accessible and equitable” and that we aim to “improve the overall quality of life of people” (section 3C).

### **Victorian *Public Health and Wellbeing Act 2008***

Local government has a role in supporting community members to achieve optimal health and wellbeing, as set out in section 24 of the Victorian *Public Health and Wellbeing Act 2008*.

### **Victorian *Equal Opportunity Act 2010***

The Victorian *Equal Opportunity Act 2010* protects people from discrimination and harassment in areas of public life including workplaces, places that provide services and local government. As an employer, a service provider and in all of its operations, Council is bound by the Act, which prohibits discrimination on the basis of many personal characteristics.

The Victorian *Equal Opportunity Act 2010* aims for greater equality and the prevention of discrimination by placing a “positive duty” on local councils to take proactive, reasonable and proportionate measures to eliminate discrimination, sexual harassment and victimisation. This includes being an equal opportunity employer, as well reviewing our services, programs, places, spaces and external operations to prevent discrimination, for example reviewing community engagement practices, assessing the accessibility of physical structures or ensuring written products are available in various formats and languages.

### **Victorian *Charter of Human Rights and Responsibilities Act 2006***

Council is bound by the Victorian *Charter of Human Rights and Responsibilities Act 2006* (the Charter). The Charter sets out the basic rights, freedoms and responsibilities of all people in Victoria and compels Victorian State and local governments and public servants to take human rights into consideration when making laws, setting policies and providing services. Under the Charter, local councils in Victoria have an obligation to respect, and act compatibly with, human rights in the way they go about their work and deliver their services. They have a responsibility to demonstrate how all of their decisions align with the Charter.

### 1.3 Darebin's social justice commitments

Over the past two decades, Council has worked resolutely to address poverty and discrimination and remove barriers that entrench disadvantage and inequality. Actions taken by Council cannot in and of themselves resolve issues of poverty and inequity. However local government can play a role by ensuring that our services, programs and decisions consider equity and social justice and do not further compound inequality within our community. Barriers to people's full and equal participation in community life, notably structural barriers such as discrimination, intergenerational disadvantage or unequal distribution of power and privilege are shaped by a much broader context, including State and federal levels of government. Council does not have all the levers to act on and reduce them. However, we as a Council have some influence over these systemic issues and the way they impact on citizens. Council is determined to address those within our remit and advocate on behalf of, and in partnership with, the Darebin community regarding those that are outside our sphere of action.

The Council Plan 2017-2021 Goal 5 embeds equity, diversity and inclusion as a priority in all of Council's business, in order to proactively address growing inequality across the Darebin municipality. Goal 5 states "We will lead on equity and recognise our diverse community as our greatest asset for solving future challenges."

This Framework gives life to Goal 5.1 "We will ensure our services, facilities and programs benefit all, including our most vulnerable."

In a context of rate-capping and constrained resources, this will mean making concerted efforts towards redistribution and adaptation so:

- we give more to those who have less
- we tailor services, programs, places and spaces to people's diverse and specific needs and
- we carefully consider ways to redressing injustices and imbalances.

The Framework brings together all of Council's long-standing social justice commitments.

<b>Darebin City Council's social justice commitments</b>
Commitment to <b>Aboriginal and Torres Strait Islander people</b> as this country's First peoples
Commitment to children, recognising them as active and current citizens with rights in a <b>Child-Friendly City</b>
Commitment to older people and the achievement of an <b>Age-Friendly Darebin</b> where older people are valued, supported and empowered to live well

<p>Commitment to our culturally, linguistically and religiously diverse (CALRD) residents and to <b>Welcoming Cities</b>, taking a stand <b>against racism</b> and supporting <b>refugees and asylum seekers</b>.</p> <p>Council has joined a growing network of local governments across Australia and is now a Welcoming Cities Network member committed (under several Standards) to reducing racism through strengthening social and cultural inclusion, economic engagement and civic participation.</p>
<p>Commitment to <b>gender equity</b> and prevention of violence against women</p>
<p>Commitment to <b>lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) residents</b> and to “stand up against homophobia, biphobia and transphobia”</p>
<p>Commitment to <b>people with a disability</b>, underpinned by our legal obligations under the <i>Disability Discrimination Act 1992</i></p>
<p>Commitment to <b>young people</b> through the Darebin Youth Strategy</p>
<p>Commitment to <b>anti-poverty</b> and support for households and people on low incomes or experiencing hardship, homelessness or intergenerational disadvantage</p>

#### 1.4 Equity in practice

The following examples illustrate how the Framework is put into practice and showcase tangible community benefits and equity outcomes across a broad range of Council functions and activities.

##### **Solar Saver Program – pairing social and environmental benefit**

The Solar Saver program sees Council pay for the upfront cost of installing solar panels on residences. While the program has now expanded, the initial pilot paired equity and sustainability objectives, focusing on pensioners and low income households. This recognised that these citizens were the least likely to be able to afford to pay upfront, while being the most likely to benefit through reduced electricity bills.

##### **Community Grants – targeting groups at risk of exclusion**

In 2018, Council undertook a review of all community funding agreements and grants. A new model was adopted in 2019 and over \$350,000 was allocated to grants programs that directly support equity, inclusion and wellbeing. All applications include questions on how groups at risk of exclusion will be included, with the three-year grants also seeking information on the location of the proposed activity, program or service. Equity and inclusion considerations accounted for 25 per cent of the assessment criteria for all three-year grants, with applicants required to consider the lenses of people, places and experiences in their proposal.

##### **Gender Equity – creating a safe and respectful workplace**



Council is committed to being a workforce and community leader in the prevention of family violence and violence against women. Council was one of the first local governments in Australia to develop a Family violence policy for employees. This policy supports staff experiencing family violence so they can access a range of supports, including access to additional leave, developing a safety plan and referral to a family violence service. In 2018, the Policy was recognised as best practice and received a Victorian Worksafe Award.

**Pathways to Employment – building a diverse workforce**

Council recognises that a workforce reflective of its community plays a significant role in delivering services and programs that are relevant, contemporary and meet community expectations. Council is in the process of developing a Local Diversity Through Inclusion (Pathways to Employment) Strategy, which will seek to minimise barriers to diversity in the workplace by reviewing internal recruitment policies and processes, developing a culturally safe workplace and delivering programs that improve employment pathways for the community.

**Youth Strategy – having a voice in Council decision-making**

The Youth Services Strategy 2019-2021 guides Council's work with and for young people. It is based on what young people have told us is important to them now and for a positive future. Principle One of the Strategy is Equity, Inclusion and Human Rights, meaning that Council's work with and for young people ensures it values diversity and seeks to reduce discrimination, disadvantage and the unequal distribution of resources.

**Get active in Darebin – adopting a place-based approach to improve outcomes**

Council's Get Active in Darebin program provides free exercise classes in parks and venues across Darebin. Following a review of the program in 2019 Council pledged to provide at least 60 per cent of all future Get Active in Darebin programs in easily accessible locations within or close to areas of concentrated socio-economic disadvantage and social housing. This change helps people to be physically active in a safe supportive environment and recognises and addresses health inequity within the community, particularly in areas of socio-economic disadvantage, through a targeted, place-based approach.

**Fees and charges – reducing financial barriers**

Council has a range of policies and practices that aim to reduce financial barriers for low-income residents by recognising differing capacity to pay in different circumstances. This includes differentiated fees for venue hire; waiving the fee for registration on the Child Care centralised waiting list for people more likely to experience financial hardship, such as health care card holders and asylum seekers; and the Pensioner Rate Rebate - as people on a pension have limited financial means that need to be factored in when asking them to contribute to our municipality through payment of their Council rates.

## 2. Understanding disadvantage

A critical component of supporting diversity, inclusion and fairness is ensuring that all people can live free from discrimination and disadvantage and have equal opportunity for dignity, wellbeing and participation in community life.

There are a range of multidimensional factors, including historical and structural barriers, that, on their own or jointly, can result in an individual, a group or a community being included or excluded. This makes it challenging to identify the complex, nuanced and sometimes contradictory ways in which people may be vulnerable to exclusion, discrimination and inequity. This doesn't mean that people and groups should be seen from a deficit perspective. While the barriers they face should be recognised and challenged, their strengths, knowledge and resilience should also be acknowledged and respected.

Understanding the impact of gentrification and the role that Council's structures and processes play is also critical to ensure that these structures and processes do not inadvertently entrench disadvantage and inequality. This is particularly relevant when considering the effects of planning approaches for the built environment, public places and open space.

Toward Equality and its implementation through the Equity Impact Assessment overlay three key evidence-based lenses in order to build a deeper, more complete picture of risk of exclusion:

1. People
2. Places
3. Experiences - factors that additionally contribute to exclusion.

### 2.1 People

Council recognises that particular attributes or dimensions of people's identities can put both individuals and communities at higher risk of experiencing disadvantage and discrimination.

Council also recognises that people and communities have considerable strengths, wisdom and skills that should be acknowledged, understood and should inform our work with and for communities. Understanding which people or groups of people and identities may be more vulnerable to exclusion, and in which circumstances, is crucial to understanding how inequity and inequality are experienced in the Darebin community.

To determine who might be most at risk of discrimination and disadvantage in particular contexts or circumstances, the Framework applies:

- a gender lens, with specific attention to gender inequity experienced by women and girls<sup>1</sup>

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<sup>1</sup> In this context, building on VicHealth's *Gender equality, health and wellbeing strategy 2017-2019*, 'women and girls' is used to represent people who identify as women or girls. However, we recognise that gender is not binary and that some

- a lifespan lens, with particular attention to children, young people and older people
- an “increased risk of discrimination” lens, with particular attention to Aboriginal and Torres Strait Islander people, people with a disability, Culturally, Linguistically and Religiously Diverse (CALRD) people (notably, in light of increased racism, islamophobia and the growing threat of white supremacy, recently-arrived migrants from non-English speaking countries, asylum seekers and refugees, international students, people of diverse faiths and people who experience language barriers) and LGBTIQ+ people, noting that belonging to a group based on an aspect of one’s identity, even when it places one at risk of discrimination and disadvantage, can also be a protective factor fostering resilience and connections
- a socio-economic status lens, with particular attention to poverty and its impacts, people on low incomes and/or in housing stress and intergenerational disadvantage.

## 2.2 Places

Looking at place and location within Darebin is a crucial aspect of understanding the structural disadvantage that can occur within the municipality. To gain a deeper and more nuanced understanding of this disadvantage, the Framework applies a place-based lens.

Place-based approaches seek to improve people’s daily experiences, shaped by the locations where they reside, work or play. They seek to increase social networks and community connections and reduce inequity between and within communities. A place-based approach is particularly important for neighbourhoods that experience greater levels of socio-economic disadvantage. Place is a useful frame to go beyond ‘issues-based’ or ‘target group-based’ approaches. Looking at population data through a place-based lens provides an understanding of disadvantage within the municipality. This is important in the context of Council’s prioritising of resources and programs.

The Australian Bureau of Statistics (ABS) Socio-Economic Indexes for Areas (SEIFA) Index of Relative Socio-economic Disadvantage (IRSD) is a key resource that Council can utilise to understand disadvantage from a place perspective.

The SEIFA (IRSD) captures elements such as low income, unemployment, lack of qualifications, absence of car ownership, overcrowded dwellings, disability and poor English proficiency. It provides a rating of disadvantage across the community and helps identify inequality across Darebin. The lower the score, the more relative disadvantage in that area compared with other areas.

Other research has shown that the further north the suburb, the least conducive to health in terms of capacity to provide a healthy environment for residents. This includes walkability, active transport to work, open space, tree cover, access to fresh food, distance to and capacity of hospitals, access to

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people’s gender identities do not fit into binary categories of male or female, or do not reflect the biological sex they were assigned at birth. Transgender, gender diverse, non-binary, gender non-conforming people, as well as intersex people, encounter greater barriers to equality.

allied and community healthcare, density of liquor and fast food stores and how many residents volunteer.

Through this place-based approach, Council can address inequities in the distribution of resources and infrastructure and other issues as they are experienced within geographic spaces in collaboration with community members and relevant stakeholders.

### 2.3 Experiences

To complete the lenses of People and Places, the Framework also considers experiences or additional factors that might place people at risk of exclusion.

Identifying and reporting on what contributes to disadvantage and inequality is complex. However, there are some key experiences and factors that can contribute to exclusion. They include, but are not limited to:

<ul style="list-style-type: none"> <li>• housing tenure, housing stress and homelessness</li> <li>• employment status, job insecurity, unemployment and underemployment</li> <li>• education</li> <li>• household composition (sole person, single-parent, families with young children)</li> <li>• mental health</li> <li>• general wellbeing and physical health</li> <li>• social isolation</li> <li>• carer role</li> <li>• pregnancy and breastfeeding</li> </ul>	<ul style="list-style-type: none"> <li>• migration, including seeking asylum or having refugee status</li> <li>• low level of English proficiency</li> <li>• faith</li> <li>• family violence and violence against women</li> <li>• trauma</li> <li>• community safety</li> <li>• food insecurity</li> <li>• access to emergency relief</li> <li>• out of home care</li> <li>• engagement with the justice system</li> <li>• access to technology</li> </ul>
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The Framework applies a multi-layered analysis of the many factors contributing to risk of exclusion and disadvantage. It asks us to consider people, place and experience and strengthens the application of human rights, health equity and environmental justice in our planning and decision-making.

### 3. The Darebin community - a snapshot

The City of Darebin is home to a diverse community of people with different socio-economic status, gender, age, ability, race, culture, ethnicity and language, sexuality, sex characteristics and gender identity, beliefs, occupations, income, education, carer status and household type. The Darebin community cherishes this diversity and values it as an important civic asset.

Under the lenses of People, Places and Experiences, it is imperative to use relevant and robust data to inform Council's decision-making, planning and service-delivery. This requires both quantitative and qualitative data that capture the lived experiences of the community through meaningful, equitable and inclusive engagement with them.

#### 3.1 Darebin's diverse community at a glance

<b>Aboriginal and Torres Strait Islander people</b>	Darebin has one of the largest populations of Aboriginal and Torres Strait Islander people in metropolitan Melbourne: almost <b>1%</b> of residents are <b>Aboriginal or Torres Strait Islander</b> people. The Traditional Owners are the Wurundjeri Woi Wurrung people.
<b>Gender</b>	Of the 161,609 Darebin residents, 48.3% identify as men and 51.7% women <sup>2</sup> .
<b>Poverty</b>	<p><b>Income</b> levels: above one third (38%) (Greater Melbourne 37.8%) of individual residents have a personal income of less than \$500 per week.</p> <p>In terms of households 19.3% (greater Melbourne 16.7%) are classed as low income (less than \$650 a week), but this varies greatly across the City, from a low of 12% in Alphington to highs of 32.8% in the Northland Activity Area, 26.7% in Reservoir (Oakhill), 24.4% in Kingsbury and 23.8% in Reservoir (Cheddar).</p> <p>Approximately 80 people sleep rough in Darebin on any one night and 972 people were <b>homeless</b> in 2016.</p> <p><b>Unemployment</b> levels also vary widely across the municipality, from a low of 4.7% in Northcote to highs of 8.8% in Reservoir (Cheddar and Merrilands) and 13.2% in Kingsbury/Bundoora (with a rate of 7.2% overall in Darebin compared to 6.8% for greater Melbourne).</p> <p>In terms of <b>food insecurity</b>, 5.8% of households report that they have run out of food in the past 12 months and couldn't afford to buy more.</p>
<b>Age</b>	<p>16% are children (0–14)</p> <p>13% are young people (15–24)</p> <p>57% are of working age (25–64)</p>

<sup>2</sup> The ABS does not capture data about gender identity or people who identify as gender diverse or non-conforming, nor does it capture data about **people with intersex variations**.



	14% are older (65+)
<b>Disability</b>	6% of residents say they need help in their day-to-day lives due to disability, although a fifth of residents (21%) say they have a permanent or long-term disability, including physical, psychological, intellectual and/or learning disabilities.
<b>Cultural diversity</b>	59% of residents were born in Australia and <b>33% were born overseas</b> (mostly Italy, China, India, Greece, the UK and Vietnam). 59% speak English at home; 7% speak Italian, 6% Greek, 4% Mandarin, 3% Arabic, 2% Vietnamese and 19% another language, with 138 languages spoken in total. Approximately <b>7% of our population has difficulty speaking English</b> . Just over 2,000 international students live in Darebin. There are 208 holders of IMA BVE (asylum-seekers).
<b>Sexuality</b>	6% identify as lesbian, gay or bisexual <sup>3</sup> .
<b>Faiths and beliefs</b>	48% are Christian 35% have no religion 5% are Muslim 3% are Buddhist 3% are Hindu (there are 37 recorded religions in total)
<b>Carer status</b>	11% provided unpaid assistance to a person with a disability, long term illness or old age. Of people providing care, 60% are women and 40% are men.
<b>Household composition</b>	27% live alone 27% live in couple with children 22% live in couple (without children) 9% live in one-parent families 8% live in group houses

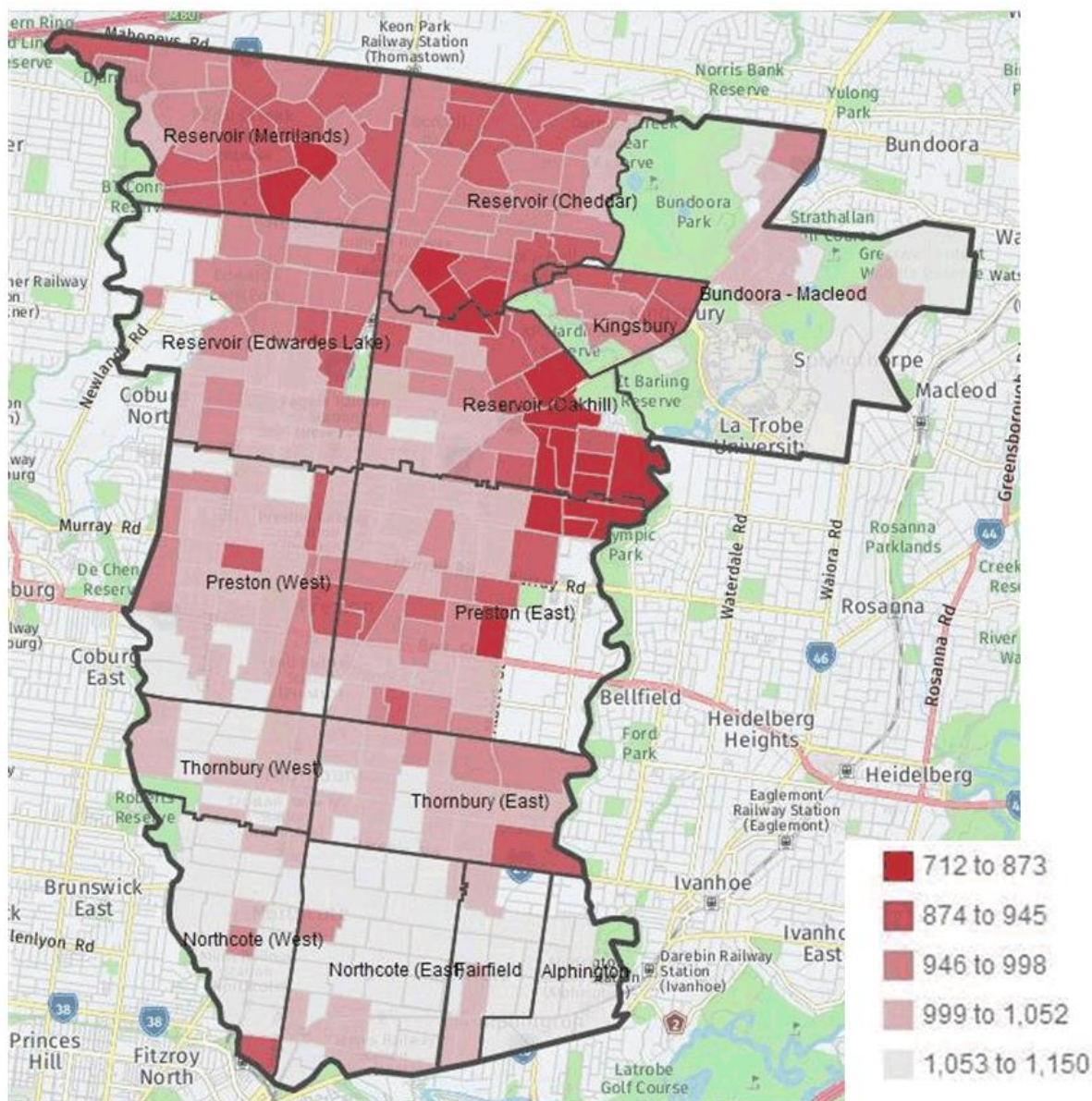
### 3.2 Humanising the data

Following evidence-based policy development, it is imperative to use robust data to inform Council's decision-making, planning and service-delivery. However, quantitative data is only part of the story. It is important to use it in conjunction with qualitative data. Talking to people about their lived experiences is crucial to bring community voices, particularly more marginalised community voices, into Council's thinking and decision-making.

<sup>3</sup> *Darebin Household Survey 2014*. We know this is a clear under-estimation of the LGBTIQ population as (1) looking at sexual orientation only and not capturing people who identify as transgender or gender non-conforming or people with intersex characteristics and (2) people under-declare for a variety of reasons including sensitivity of the question, fear of discrimination, etc.

### 3.3 Map of the SEIFA Index of Relative Socio-economic Disadvantage (IRSD) 2016<sup>4</sup>

As outlined in the map below, there is a south-to-north gradient of advantage to disadvantage, with greater disadvantage in the northern precincts (north of Bell Street) than in the southern precincts. The map below also highlights that, even within more affluent or advantaged areas and suburbs, there remain pockets of disadvantage with limited infrastructure and capacity to access amenities such as transport, technology, fresh food and community infrastructure.



<sup>4</sup> Source ABS Census of Population and Housing 2016

## 4. Guiding principles

### **Principle 1: Recognising Australia's First peoples and the right to self-determination for Aboriginal and Torres Strait Islander people as a foundation for equity and fairness**

Aboriginal and Torres Strait Islander peoples are Australia's First peoples. They never ceded sovereignty. Aboriginal peoples have the world's oldest continuous living cultures. The uniqueness and diversity of these cultures, and the wisdom and knowledge they hold, should be highly valued by all Australians.

Council has a strong, long-standing commitment to, and relationship with, the diverse Aboriginal and Torres Strait Islander community, residents and organisations in Darebin. This commitment is set out formally in the Darebin Council Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander People and is a foundational principle underpinning the Towards Equality Framework.

Honouring this commitment requires Council and the Darebin community to recognise Aboriginal and Torres Strait Islander residents' and communities' strengths, resilience, cultural rights and values, living culture and practices, including their continuing spiritual, physical and cultural connection to the land and waters and their right to self-determination<sup>5</sup>.

This commitment also requires Council to lead, and contribute to educating, the wider Darebin community so we are all proactive in recognising the historical, as well as current and ongoing, injustices experienced by Aboriginal and Torres Strait Islander peoples. These injustices have had lasting legacies.

Australia as a settler-colonial State rests on a history of invasion, frontier wars, massacres, colonisation, oppression, forced removals and dispossession. These have lingering, inter-generational effects on Aboriginal and Torres Strait Islander people, despite their resistance and resilience. In this context, recognising, respecting and valuing Australia's First Peoples and their knowledge, cultures and rights, and acknowledging the absence of justice for them, is the foundation of all of Council's social justice work. There cannot be a fair, just and healthy Australian society without this essential, initial step. It is the most important and appropriate starting point for Darebin's Towards Equality Framework and all of Council's work to build equity, inclusion, human rights and wellbeing in our community.

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<sup>5</sup>The right of self-determination means the right to authority and control over aspects of one's political, economic, cultural and social life. Aboriginal and Torres Strait Islander people and other indigenous peoples worldwide have continued to struggle for self-determination including greater autonomy over their political, social, cultural and economic destiny, and greater participation and representation in the institutions of the State.

In that regard, the Aboriginal concept of health has much to teach us and Council's social justice work can only be strengthened by drawing inspiration from it.

"Aboriginal health is not just the physical wellbeing of an individual but is the social, emotional and cultural wellbeing of the whole community, in which each individual is able to achieve their full potential as a human being, thereby bringing about the total wellbeing of the whole community. Aboriginal people have a whole of life view incorporating the cyclical concept of life-death-life and the relationship to the land. Community control is the key strength in Aboriginal communities"<sup>6</sup>.

Respecting the aspiration to community control, Council will continue to seek guidance from Traditional Owners and Aboriginal and Torres Strait Islander communities and organisations, in the spirit of self-determination. As highlighted by the Australian Human Rights Commission, without self-determination, it is not possible for Aboriginal and Torres Strait Islander Australians to fully overcome the legacy of colonisation and dispossession.

Overcoming this legacy also requires recognition of the uniqueness and centrality of Aboriginal and Torres Strait Islander people to Australia and the telling of a true account of the nation's history, as called for by the Uluru Statement from the Heart. This is imperative to try and decolonise Australian society's structures.

Acknowledging the Traditional Owners of the land and recognising Aboriginal and Torres Strait Islander communities in Darebin provides the baseline for all of Council's social justice work. Putting rights and justice for Aboriginal and Torres Strait Islander people at the forefront of our equity, inclusion, human rights and wellbeing work provides the foundation on which Council's other commitments to all of our residents and communities can flourish and grow and be meaningful.

## **Principle 2: Upholding human rights**

Beyond our legal mandate to protect, fulfil and promote the human rights of all of our residents, Council also recognises that human rights are the basic standards required to achieve our social justice goals.

Human rights are universal, they belong to all people at all times. Human rights reflect the idea that all humans are born free and equal in dignity and rights. We possess rights regardless of our background, age, gender, sexual orientation, race, religious belief, abilities, class or other status. Human rights are centred on the inherent dignity and value of each person. Exercising our human rights allows us to make free choices about how we live and how we treat one another.

Council affirms the inherent right of all people to enjoy freedom and equality and be treated with respect and dignity. Towards Equality places human rights at the centre of Council's values and work.

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<sup>6</sup> National Aboriginal Health Framework 1989 and Victorian Aboriginal Community Controlled Health Organisations

This means embedding core human rights values within Council's culture and practice at all levels<sup>7</sup>, including as an elected council, in our administration, in community engagement and in third party interactions. We must uphold and apply the 20 human rights protected under the Victorian *Charter of Human Rights and Responsibilities Act 2006*, particularly the right to equality before the law and non-discrimination, freedom of movement, right to privacy, freedom of thought and religion, freedom of expression, right to peaceful assembly, right to protection of families and children, cultural rights (with special attention to Aboriginal people's cultural rights) and right to liberty and security.

Beyond the Charter and in line with United Nations (UN) understandings, Council has long taken a broader view of human rights that is inclusive of economic, social and cultural rights. While not bound by these rights in the same way, Council is particularly attentive to all of our residents' right to work, right to an adequate standard of living including the right to food and to housing, right to health, right to education, right to participate in cultural life and right of self-determination.

To uphold human rights Council will, as part of the Equity Impact Assessment:

- give proper consideration to human rights when making decisions
- ensure that actions, policies and services are compatible with human rights
- interpret and apply local laws consistently with human rights
- ensure that people who work on our behalf do so in a way that respects human rights
- involve residents and other stakeholders affected by Council decisions in dialogue and decision-making that is informed, active, free and meaningful and based on reciprocity. Of particular relevance are the actions that Council takes to consult and engage with residents who are disadvantaged and/or whom Council traditionally finds hard to reach. In that respect, Towards Equality informs and works closely with the Community Engagement Framework.

When human rights are actively upheld for all, including people who are disadvantaged or vulnerable, everyone in the community benefits from a fairer, healthier and more socially cohesive community. In that regard, a rapidly emerging area with potential impact on human rights and fairness is technology, its evolutions and the digital divide. The implications for economically, socially and physically marginalised groups, should be monitored over the lifespan of this Framework and adjustments made as needed.

### **Principle 3: Advancing social justice**

Equity and inclusion are complex and multidimensional concepts. While there is no universally accepted definition, this Framework will use the following ones.

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<sup>7</sup> Guidance on how to do this and meet our legal obligations under the Charter can be found in the Human Rights checklist developed by the Victorian Local Governance Association to assist local government understand and implement the Charter - [http://www.vlga.org.au/files/assets/public/what-were-saying/0626-vlga-hrk-man3txt\\_v3\\_online.pdf](http://www.vlga.org.au/files/assets/public/what-were-saying/0626-vlga-hrk-man3txt_v3_online.pdf)



**Equity:** Equity is about fairness and rights: making sure people have access to the same opportunities and rights, notably by increasing access to power and resources for groups or people without them, to achieve more equal outcomes. Equity implies redistribution and adaptation.

**Equality:** Equity is not the same as equality. Equality refers to the state of being equal, especially in status, rights, responsibilities and opportunity. Equality is what we, as a Council are striving for: a community where everyone is treated with respect and dignity and where everyone has equal access to power, resources, decision-making and opportunities in order to live their lives well.

**Social justice:** Equity and equality are intrinsically linked to the idea of social justice, which aims to tackle systemic and structural inequalities through positive government intervention so that all people can have equal access to wealth, health, wellbeing, justice and opportunity.

Applying an equity approach is core to advancing social justice outcomes. It recognises that people are different and that Australian society as it operates today is not a level playing field.

To create equality, targeted and customised responses are required where there is evidence of a community's or group's experience of poverty, discrimination, marginalisation or under-participation. This means that Council may need to realign the distribution of its funding, resources, services and programs towards groups and people experiencing inequality or structural and systemic barriers such as poverty, racism, classism, sexism, ageism, ableism, homophobia, biphobia and transphobia, bearing in mind that some people might experience more than one barrier.

An equity approach also recognises the power differentials within a society. While some people have little power and resources, others have more and experience privilege as a result. People who experience privilege are generally unable to see barriers that others with less privilege encounter, because they are not barriers to them. This can manifest notably (but not solely) in unconscious bias.

This is why raising awareness (within and outside of Council) of unconscious bias is necessary. Similarly, working directly with people who experience inequality is critical when designing programs, services, places and spaces, to avoid building or reinforcing systemic barriers. Well designed, meaningful, equitable and inclusive community engagement is crucial to that end.

**Social inclusion:** Social inclusion is a universal human aspiration. It means being included in the life of the community around you, with full access to the opportunities and resources available, having a sense of belonging and feeling respected and valued for who you are. It has positive flow-on effects on individual and community health and wellbeing. Human rights are fundamental to overcoming discrimination and promoting inclusion.

**Social cohesion:** Inclusion is the outcome when barriers are addressed. It is an aspiration driving all of Council's equity work. An important process for creating an inclusive community involves building

social cohesion where people feel they belong, are able to participate in community life, share common values and respect difference and diversity of views. All of Council's work can make a difference to people's (both community members and Council staff) experience of inclusion. However, Council does not have all the levers to achieve this, notably when it comes to dismantling systemic barriers. Council will seek to address the barriers within our remit and advocate on behalf of, and in partnership with, the Darebin community regarding those that are outside our scope.

Social cohesion is also about building community resilience, which is particularly urgent in the context of climate change and its potential impact on communities in Darebin and beyond.

**Diversity:** Diversity is valued as a strength of the Darebin community, but it can also be a basis for discrimination and disadvantage. Diversity in its broadest sense refers to the many ways in which people all differ, such as culture language, ethnicity, faith and belief, as well as gender, age, ability, sexuality, gender identity, class, socio-economic status, income, education level, occupation, caring responsibility and where we live. These attributes help define who we are, our own experience and how the world sees us. They make up the various facets of an individual's identity.

**Intersectionality:** Intersectionality recognises that people's lives and experiences are shaped and influenced by diversity – resulting in power and privilege in some cases and discrimination and oppression in others. People experience disadvantage and exclusion because their identity is made up of belonging to more than one group that experiences systemic and structural discrimination. While some people may have added layers of power and privilege, others experience compounding layers of discrimination. For example, lesbian, gay and bisexual people with a disability may be discriminated against both on the basis of sexual orientation and of disability. They experience exclusion within both groups, in addition to exclusion and invisibility in "mainstream" society.

**Disadvantage and privilege:** Intersectionality also means that people can experience both privilege and disadvantage/oppression, depending on the specific situation or context they are in. For instance, while both may experience discrimination based on their gender, a woman of Anglo-Celtic background is privileged and holds power in Australia compared to an Aboriginal woman whose daily experience is shaped by racism, in addition to sexism and the impacts of colonisation.

#### **Principle 4: Delivering meaningful, equitable and inclusive community engagement**

As highlighted by goal 5.2 of the Council Plan 2017-2021 to "bring the ideas of our diverse community into our decision-making", community engagement is crucial to Council's work, notably in light of social justice and human rights principles.

Council recognises that community engagement is a key step in forming decisions and developing policies and services that continue to be relevant and responsive to changing needs and

expectations. This follows a human rights approach that mandates that people who are affected by a decision, policy or practice should have the opportunity to participate meaningfully in the process.

Active citizen engagement is at the heart of Council's aim to create a fairer and more inclusive city by giving people and communities who experience disadvantage or marginalisation greater control over their lives. This can be summarised in the principles of "Nothing about us, without us" and "With us, not for us" and will be supported through people-centred and place-based approaches.

Genuine engagement begins with listening to the aspirations and views of the people of Darebin, especially those most affected by Council's decisions and those whose voices might be less often heard. Accountability is crucial to good engagement. This means always "closing the loop" by going back to the community post-engagement, so people know how their feedback was considered and what decisions were made as a result.

### **Principle 5: Championing health equity**

Council recognises that good mental and social health and wellbeing cannot be achieved without equity and inclusion. Feeling included helps people achieve their optimal personal mental health and wellbeing. This flows on to help create a community that is resourceful, resilient, connected and cohesive.

The link between disadvantage or poverty and poor health is well established, as is the health gap between Aboriginal and Torres Strait Islander people and non-Aboriginal Australians. To achieve optimal health and wellbeing for all, we need to adopt a health equity lens.

Health equity means that everyone should have a fair opportunity to attain their full health potential. Because health inequalities mostly result from social and economic inequalities, they are largely preventable. To counter health inequalities, we need to work on the social determinants of health that influence individuals' and communities' health and wellbeing.

Many of Council's processes and structures influence some of the social determinants of health. They have an impact not only on health and wellbeing, but also on people's opportunities and on their capacity to enjoy their human rights.

In this respect, Towards Equality is closely linked with Darebin's Health and Wellbeing Plan 2017-2021 which aims to create healthy, equitable and connected communities for all residents. The Equity Impact Assessment supports, and makes operational, the mutual and concurrent consideration of equity, inclusion, human rights and health and wellbeing.

## Principle 6: Supporting climate justice

Council recognises that climate change and inequality are intrinsically linked and that we need to support the development of rights-based, socially-just responses to climate change, particularly in light of the climate emergency. Climate change is as much a symptom of inequality as it is a force that exacerbates it.

Various forms of climate injustice have been identified worldwide and apply in an Australian context. First Nations people, people living on lower incomes and other groups experiencing disadvantage or vulnerability (e.g. older people, children, women, people with disabilities, tenants) generally contribute least to causing climate change but are likely to be most negatively affected by it. They often pay, as a proportion of income, the most towards implementing certain policy responses and benefit least from those policies. Their voices tend to be unheard in decision-making.

The impacts of climate change are varied and will be felt differently by different groups. Some people and places will be more vulnerable than others to these impacts, as a mix of socio-economic, environmental and cultural factors and institutional practices such as planning rules and housing policy interact. Climate change impacts include human health, with reduced health and wellbeing outcomes, and are unequally distributed across society.

Climate change can compound poverty, discrimination and disadvantage and, conversely, poverty increases vulnerability to climate impacts. There is also evidence that some adaptation and mitigation policies can deepen inequity. Australia's peak environment and welfare groups have highlighted that the costs and benefits of climate change policy are unequally and unfairly distributed, with people living on low incomes and experiencing discrimination and disadvantage being disproportionately affected.

In addition to recognition of this disproportionate impact of climate change, there is also a growing recognition that addressing climate change requires addressing inequality. A rapid transition away from a fossil fuel economy can only be achieved by addressing the factors that drive inequality.

Similarly, climate change has been recognised as “one of the greatest threats to human rights of our generation, posing a serious risk to the fundamental rights to life, health, food and an adequate standard of living of individuals and communities”<sup>8</sup>. There is therefore a need for policy solutions that integrate social justice and human rights considerations into climate change policy and vice versa.

The Framework strengthens the connection between social justice, human rights and climate change, meaning that:

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<sup>8</sup> United Nations Environment Programme, *Climate Change and Human Rights*, 2015

- Individuals are seen as rights-holders and it is Council's responsibility to support their participation and input into climate change policy development
- There is an emphasis on local knowledge of the environment and ways to protect it, including being guided by Traditional Owners
- The principles of non-discrimination and substantive equality are key elements of climate change policy formulation and the likely impacts on disadvantaged or vulnerable groups are assessed when deciding on climate change policy, and
- Core minimum human rights standards guide decision-makers.

## 5. Vision, goals and outcomes

### 5.1 Vision

**Darebin aspires to be a community for all, a fair city, where everyone can thrive and belong. We will work towards a discrimination-free Darebin and aim to reduce the impacts of poverty and disadvantage**

Council will continue to work with and for the Darebin community in a way that recognises and acts to change the multiple and complex ways in which discrimination and poverty create barriers that limit people's rights and abilities to achieve their full potential and a life of dignity and wellbeing.

This Framework is Council's commitment to undertake this work. It can and should be used to hold us to account. It is also our call to action to the community and partner organisations, recognising that we cannot realise this aspiration and do this work without them.

### 5.2 Goals and outcomes

To achieve our vision, Council will continue to focus on three mutually reinforcing goals, leading to three interconnected outcomes.

Goal	Outcome
<b>Goal 1:</b> We will build an organisation that is inclusive and reflective of Darebin's diverse communities where social justice, accountability, participation and community engagement, human rights, diversity and wellbeing are core principles that inform all of our policies, practices and business.	<b>Outcome 1:</b> A diverse and inclusive Council (as an organisation) that reflects our community.
<b>Goal 2:</b> We will build services, programs, places and spaces that are inclusive, responsive, accessible and equitable and respond to the diversity of needs, rights and priorities in our communities.	<b>Outcome 2:</b> Accessible, equitable, inclusive and responsive services,



	programs, places and spaces
<b>Goal 3:</b> We will contribute to building inclusive and empowered Darebin communities by facilitating and advocating for equitable opportunities for all people to be heard, connected, respected and supported to participate in community life and in decisions important to their lives	<b>Outcome 3:</b> An inclusive and empowered community where social cohesion and community harmony are fostered.

These mutually reinforcing goals are interconnected and underpinned by the principles set out in Section four and informed by relevant legislation and policy. This model supports a more integrated and responsive approach.

## 6. Implementation

A whole-of-Council approach is essential to the implementation of the Towards Equality Framework. The Framework will seek to influence the organisational culture, practice and process and ultimately inform Council decision-making to address inequality and achieve better outcomes for the Darebin community.

To support the implementation of the Framework, Council will:

- Ensure that decision-making about services, programs, infrastructure and advocacy is informed by an Equity Impact Assessment, weaving equity, inclusion and human rights into both the process we follow and the resulting content.
- Meaningfully engage with the community, particularly people most directly affected by poverty, inequalities and discrimination, and build their capacity to participate in the engagement process.
- Contribute to building the community's capacity, and that of partner agencies and organisations, to develop an effective voice advocating for social justice and human rights.
- Adopt people-centred and place-based approaches.
- Build organisational capacity around equity, inclusion, human rights and community engagement and create an organisational culture where equity, inclusion, human rights and wellbeing considerations are front of mind from the earliest stages of planning.

Implementation of the Framework is two-fold and will be enacted directly through a range of Council strategies and plans addressing and redressing disadvantage and discrimination experienced by some people and groups, as well as through the Equity Impact Assessment planning process.

### 6.1 Implementation through Council strategies and plans

- Health and Wellbeing Plan 2017-2021
- Disability Access and Inclusion Plan 2015-2019
- Gender Equity and Preventing Violence against Women Action Plan 2019-2023
- Aboriginal and Torres Strait Islander Action Plan 2017-2021
- Food Security and Nutrition Action Plan 2016-2020
- Welcoming Cities Standard Action Plan (in development)
- Youth Services Strategy 2019-2021
- Early Years Strategy 2011-2021
- Active and Healthy Ageing Strategy 2011-2021
- Leisure Strategy 2010-2020
- Libraries Strategy 2014-2019
- Aboriginal Employment Strategy 2017-2027
- Community Grants Program

Implementation is also through the following policies and frameworks that guide decision-making and outline how we will engage with the community:

- Community Engagement Framework, including the Inclusive Communications Charter and Community First initiatives
- Family Violence Policy
- Social and Sustainable Procurement Policy (in development)
- Workforce diversity planning policy (in development)

Completing this is a suite of policies and frameworks that build organisational capacity in the areas of equity, inclusion and human rights:

- Diversity Capabilities Framework 2014-2020
- Aboriginal Cultural Protocols (in development)

## **6.2 Implementation through the Equity Impact Assessment**

The goals of the Towards Equality Framework 2019-2029 will be operationalised and applied throughout the organisation through the Equity Impact Assessment.

This assessment process includes consideration of the three overlapping lenses of people, places and experiences at the early stages of planning and project design to identify the potential wellbeing, human rights and equity and inclusion impacts, as well as opportunities to address inequality.

To ensure Council considers equity, inclusion, human rights and wellbeing in everyday practice the following expectations will be applied:

- The Equity Impact Assessment will be applied to **all** projects, policies, strategies and services unless a reasonable justification can be provided as to why it does not need to be applied.

- All Executive and Council briefing papers and reports will include a mandatory section that asks the author for evidence that the Equity Impact Assessment has been applied and for details of the outcome.
- All budget submissions will complete an initial Equity Impact Assessment checklist at the project initiation stage before progressing.

The implementation techniques will be monitored, reviewed and adjusted as the organisation further develops and refines the integration of the Framework across all of Council's business.

### 6.3 Implementation through Council services and programs

Council provides a range of services and programs, informed by Council's strategies and frameworks, that address inequality and promote inclusion, social justice and human rights. Some examples are:

**Increased recognition and visibility of the Aboriginal culture and history:** Council is working with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation and the Darebin Aboriginal Advisory Committee to develop cultural protocols for the organisation and rename Council meeting rooms in Woi Wurrung language.

**Library Services** provide a welcoming, inclusive and safe place where anyone can read, study, work, relax and share. The Library supports the lifelong learning aspirations of our diverse community and supports our residents to learn and grow.

**Youth Services:** Council's Youth Strategy includes a commitment to proactively work to reduce discrimination, disadvantage and the unequal distribution of resources. Council's youth services focus on prevention and early intervention with young people with increased vulnerability. A range of activities, programs and services are run across the municipality including programs and services at The Hub and Decibels Youth Music Centre.

**Neighbourhood houses and community centres:** Council funds seven neighbourhood houses and the Darebin Information Volunteer Resource Service. They work to strengthen and empower communities and promote inclusion. Council manages the East Preston Community Centre which provides services to groups most at risk of exclusion and disadvantage.

**Assertive outreach service:** In 2019/20 Council will start a two-year trial to fund an assertive outreach service in Darebin, to reach out to people experiencing homelessness and connect them with critical services and support.

**Intercultural Centre:** The centre aims to create an arena for intercultural dialogue and interaction, exploring the synergies of intersecting cultures and faiths and challenging racism and discrimination.

**Trans and Gender Diverse Swim Nights:** Council introduced trans and gender diverse swim nights in 2018 to provide a safe and inclusive space for members of the transgender and gender-diverse community and support and promote their health and wellbeing.

**Community Development programs:** Council undertakes place-based community development activities in areas which experience socioeconomic disadvantage and supports resident action groups to inform and design locally anchored and driven programs and projects.

**Education and learning:** Council works with Darebin schools to support the wellbeing and learning needs of students who experience disadvantage. This includes supporting schools to undertake training and implement education practices that support students experiencing trauma and complex disadvantage.

**Family and Children's Programs:** Council delivers a range of initiatives that support the wellbeing of vulnerable families and children. They include supported playgroups, employment of an Aboriginal Maternal and Child Health Nurse and partnerships with organisations such as the Victorian Aboriginal Child Care Agency (VACCA).

**Fostering and enabling community programs and services:** Council supports a wide range of community organisations through community grants and provision of venue hire.

**Aged Care Services:** Some of the most vulnerable people in the Darebin community are older people who rely on home support services and/or Council's social support programs to continue to live in their community. Council has adopted the Age-Friendly Darebin review, including a range of new services and service improvements to create a community that supports and empowers older people to live well.

**Gender equity and preventing violence against women:** Council is delivering the Creating Gender Equity in the Early Years: A Resource for Local Government project to support educators at early years' services in Darebin to create foundations for learning that are respectful and promote positive gender norms and respectful relationships.

## 6.4 Advocacy and engagement

Council advocates to other levels of government in order to promote social justice, address disadvantage and foster social wellbeing and inclusion. On quite a number of issues, Council has limited ability and capacity to control outcomes, therefore advocacy is the key strategy to influence and progress. Council also engages with the Darebin community to raise awareness.

Key areas of advocacy include but are not limited to:

- Supporting the rights and recognition of First Nations people

- Advocating for the humane treatment of refugees and asylum seekers
- Promoting affordable and social housing
- Improving federally funded services for older people
- Advocating for policies and programs that promote gender equity and reduce violence against women and children
- Supporting the rights and wellbeing of LGBTIQ + communities
- Promoting the wellbeing of children and young people especially those who experience disadvantage, and
- Advocating to reduce the harm associated with electronic gaming machines (EGMs).

## 7. Monitoring and Review

Monitoring the implementation of the Towards Equality Framework across Council will include:

- Measures against each of the three goals and outcomes of the Framework:

Goal	Outcome	Measure
<b>Goal 1:</b> We will build an organisation that is inclusive and reflective of Darebin's diverse communities where social justice, accountability, participation and community engagement, human rights, diversity and wellbeing are core principles that inform all of our policies, practices and business.	<b>Outcome 1:</b> A diverse and inclusive Council (as an organisation) that reflects our community.	Staff census and surveys
<b>Goal 2:</b> We will build services, programs, places and spaces that are inclusive, responsive, accessible and equitable and respond to the diversity of needs, rights and priorities in our communities.	<b>Outcome 2:</b> Accessible, equitable, inclusive and responsive services, programs, places and spaces	Indicators and data collection at service and program levels.  Number and outcomes of Equity Impact Assessments undertaken per year
<b>Goal 3:</b> inclusive and empowered Darebin communities by facilitating and advocating for equitable opportunities for all people to be heard, connected, respected and supported to participate	<b>Outcome 3:</b> An inclusive and empowered community where social cohesion and community harmony are fostered.	Health and wellbeing indicators at Darebin and neighbourhood levels that consider community connection and



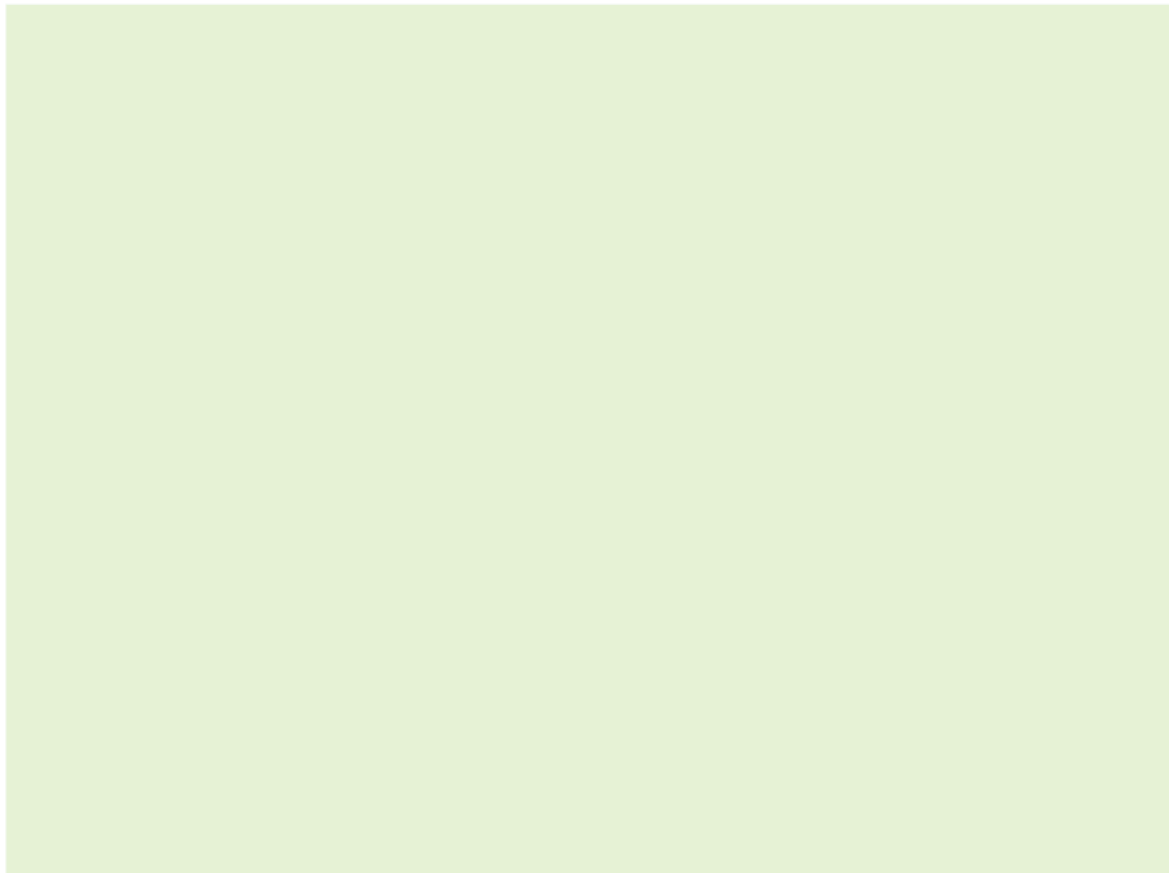
in community life and in decisions important to their lives.		engagement, feeling valued by society.
--	--	--

Monitoring at the output level will also include:

- Tracking Council's progress in creating a stronger organisational culture around equity, inclusion, human rights and wellbeing.
- Learning from the processes and seeking continuous improvement.
- Expansion and evolution of the Diversity report in Council's Annual Report to an Equity, Inclusion and Wellbeing report that outlines key achievements and changes as a result of the Equity Impact Assessment
- Council's bi-annual reporting to the Victorian Equal Opportunity and Human Rights Commission about the application of the *Charter of Human Rights and Responsibilities*.
- Inclusion of equity, inclusion, human rights and wellbeing reporting requirements in Council's performance management system for senior staff.


Monitoring and review will reflect the key principles of rights-based equity and inclusion, in particular accountability, participation and empowerment.

A review of the ten-year Framework will be undertaken mid-implementation to ensure currency with any changes and relevant developments at a local, State, Federal or global level.




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**8.9 DELEGATIONS OF POWER, DUTIES AND FUNCTIONS TO COUNCIL STAFF**

**Author:** Coordinator Governance, Council Business & Civic Services

**Reviewed By:** General Manager Governance and Engagement

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**EXECUTIVE SUMMARY**

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 (CEO) 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 CEO to members of staff.

The previous instrument of delegation was approved by Council on 13 August 2018. 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.

The amendments to the instrument of delegation are minor; examples include:

- a) section 185L(4) of the Act has been included. The section refers to cladding rectification charges, however this is now a matter for a new agency – Cladding Safety Victoria, rather than local government
- b) sections 46AS(ac), 46(GV)(4)(b), 46(GZF)(3), 50(5), 50(6), 62(5)(b) and 69(1) of the *Planning and Environment Act 1987* have been repealed
- c) minor amendments have been made to sections 62(5)(ac) and 66 of the *Planning and Environment Act 1987*.

**Appendix A** contains the revised instrument of delegation without tracked changes.

<b>Recommendation</b>
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**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 adopt from time-to-time.
- 

## BACKGROUND / KEY INFORMATION

Under 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.

The most recent review and updating of the instruments of delegation was in August 2018.

### Previous Council Resolution

At its meeting held on 13 August 2018, 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 Act 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 the majority of Victorian Councils.

**OPTIONS FOR CONSIDERATION**

There are no options associated with this report.

**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 – 13 August 2018



**Attachments**

- Revised s6 Instrument of Delegation (clean) (**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 14 October 2019; 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





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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	<i>Section 53 of the Act relates to septic tanks and is not applicable in Darebin</i>
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	
s.53M(6)	power to refuse to issue a septic tank permit	Not applicable	
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	Not applicable	

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. In consultation with the GMCS&S

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	Must first obtain the Executive Director's written consent. Council can only sub-delegate if the instrument of delegation from the Executive Director authorises sub-delegation. 'Executive Director' means the Executive Director of Heritage Victoria.

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 <sup>1</sup>	
s.185L(4)	Power to declare and levy a cladding rectification charge	Not delegated	Council has not entered into any cladding rectification charge agreements. The responsibility for the cladding issue is now with a new agency - Cladding Safety Victoria

<sup>1</sup> 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 the planning scheme	MCF, CSTP	
s.12B(2)	duty to review planning scheme at direction of the Minister	MCF, CSTP	

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
s.12B(5)	duty to report findings of a review of the planning scheme to the 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,	
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	MCF, CSTP, STP	

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
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	
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.46AW	function of being consulted by the Minister	GMCS&S, MCD, MCF	Where Council is a responsible public entity.



Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
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	
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 section 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 section 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	

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
s.46GS(1)	power to accept or reject the estimate of the value of the inner public purpose land in a submission made under section 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 section 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 section 46GU(1)(a) and (b) are met	Not delegated.	
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 section 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 section 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

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
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 section 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
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 section 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under section 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	GMCS&S, MF	Where Council is the collecting agency under an approved infrastructure contribution plan

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
	that development agency		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 section 46GW	MF	Where Council is the collecting agency under an approved infrastructure contributions plan
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 section 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

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
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 section 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 section 46GZD(3)(a) and (b)	MF, MG&P, MCD	Where Council is a development agency under an approved infrastructure contributions plan
s46GZD(5)	Duty to make payments under section 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
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 section 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)	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 section 46GZF(5)	MF, MG&P	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			
s.46GZF6	duty to make the payments under section 46GZF(4) in accordance with section 46GZF(6)(a) and (b)	MF	Where Council is the collecting agency under an approved infrastructure contributions plan
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 section 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	

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
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 section 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.
s46Q(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	
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,	

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
		SO	
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	
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,	

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
		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	
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	

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
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	
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	



Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
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.
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	

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
s.62(5)(c)	power to include a permit condition that specified works be provided on or to the land paid for in accordance with a section 173 agreement	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
s.62(65)(ac)	power 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) that specified works be provided or 62(5) paid for by the applicant	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO	
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, SSP, SP, SPA, SO	
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.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 person who objected under section 57	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 relevant determining referral authorities	MCD, CSP, LCTP, PSP, SSP, SP, SPA, SO, Admin - P&B	
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,	If the recommending referral authority objected to the grant of the permit or the responsible authority decided

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
		SO, Admin - P&B	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 a copy of its decision to refuse any permit which Council decides to grant and a copy of any notice given under sections 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 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(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	
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 the applicant and objectors notice of decision to refuse to grant amendment to permit	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			
s.76A(1)	duty to give the relevant determining 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	
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,	

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
		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	
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	MCD, MCF, CSP	



Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
	with preparation of proposed amendment		
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	
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	MCD, CSP, PSP,	

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
	Committee	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	
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	MCD, CSP, LCTP, PSP, SSP, SP, SPIO, PIO	

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
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	Subject to prior discussion with the GMCS&S
s.123(1)	power to carry out work required by enforcement order and recover costs	MCD, CSP, LCTP	
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	Not delegated.	Where Council is a collecting agency specified in an

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
	provided to Council under section 46GV(4)		approved infrastructure contributions plan
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 section 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 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.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	
s.178A(5)	power to propose to amend or end an agreement	MCD, CSP, PSP,	

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
		LCTP, SP, SO, SPA	
s.178B(1)	duty to consider certain matters when considering a proposal to amend an agreement	MCD, CSP, PSP, SSP, LCTP, SP, SO, SPA	
s.178B(2)	duty to consider certain matters when considering a 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 section 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.178B.
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
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.



Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
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	
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	

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
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	
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	

Instrument of Delegation to Members of Council Staff (s6)

PLANNING AND ENVIRONMENT ACT 1987			
	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. 'Safety Director' means the Director, Transport Safety within the meaning of section 3 of the <i>Transport Integration Act 2010</i> .
s.33A	duty to comply with a direction of the Safety Director to give effect to arrangements under section 33A	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 section 34 (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 section 34K (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	Note - The Act applies to caravan parks and rooming houses.
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	

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 Victoria 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 the Secretary 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.</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.
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.

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(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 the Victoria 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.
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.

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(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	
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	MG&P, MCW	

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.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. Council resolution required.
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	The power remains with the Council.
s.51	power to determine standards by incorporating the standards in a road management plan	Not delegated	The power remains with the Council.
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	
s.54(6)	power to amend a road management plan	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(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	
s.85	function of receiving a report from an authorised officer	GMCS&S, GMO&C	

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.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	
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	GMCS&S, ME&ST	

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(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.
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.

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(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.
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.

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(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.
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.



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 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)

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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)

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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. Relates to hoardings and advertisements.
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.

**8.10 SOCIAL AND SUSTAINABLE PROCUREMENT POLICY****Author:** Finance Manager**Reviewed By:** General Manager Governance and Engagement

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**EXECUTIVE SUMMARY**

Under Section 186A of the Local Government Act 1989, Council must prepare and approve a procurement policy. At least once in each financial year, Council must review the current procurement policy and Council must comply with its procurement policy.

A copy of Council's procurement policy must be on Council's website.

<b>Recommendation</b>
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**That** Council endorses the Social and Sustainable Procurement Policy attached as **Appendix A** as its procurement policy in accordance with Section 186A of the Local Government Act 1989.

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**BACKGROUND / KEY INFORMATION**

The preparation of the new Social and Sustainable Procurement Policy for the City of Darebin creates the opportunity to realise the extraordinary potential of procurement to create an impact above and beyond the products or services we purchase in accordance with the resolution of Council from the Council meeting held on 24 September 2018:

*"That Council:*

- 1) Endorses the preparation of a new Procurement Policy and Strategy adopting a practical and specific evaluation approach to support the engagement of suppliers, vendors and partners that demonstrate corporate responsibility through real-time social and sustainable outcomes.*
- 2) Receives regular briefings on the preparation of a new procurement policy as it is being developed and a time line for its completion."*

The Social and Sustainable Procurement Policy puts social and sustainable outcomes at the heart of our procurement activity.

By leveraging Darebin's significant buying power, our Policy will enable us to increase the social benefit and economic prosperity of our community as a direct result of our purchased goods, services and construction work.

We want to ensure that value for money is not just about cost, but also translates into social, economic and environmental value and benefit for our community.

**COMMUNICATIONS AND ENGAGEMENT****Consultation**

- Chief Executive Officer
  - General Manager Governance & Engagement
-

- Acting Coordinator Procurement and Contracting
- Senior Procurement Officers
- Social and Sustainable Procurement Taskforce members:
  - Manager City Futures
  - Manager City Works
  - Manager Equity and Wellbeing
  - Business Engagement Skills and Employment Officer
  - Environmental Education and Promotions Officer
  - Manager Finance
- Local Government Victoria
- Outlook Environmental
- La Trobe University
- Clean Force Property Services
- Banyule City Council
- MAV LEAP Social
- Social Traders

### **Communications**

- Training across Council will be required to successfully implement Council's procurement policy, procedures and procedures including social and sustainable procurement practices
- A communications plan will be developed with training and frequently asked questions made available to local vendors.

### **ANALYSIS**

#### **Alignment to Council Plan / Council policy**

Goal 6 - A well governed Council

#### **Environmental Sustainability Considerations**

A more specific evaluation and assessment approach to Council's procurement framework will enable broader environmental sustainability outcomes to be achieved through Council's engagement with its suppliers, vendors and partners.

#### **Climate Emergency**

Darebin recognises that we are in a state of climate emergency that requires urgent action. Reducing our environmental impact is a must and this can be achieved through our purchasing activity. Darebin was the first government body in the world to declare a Climate Emergency and the Social and Sustainable Procurement Policy seeks to embed action in response to that commitment.

## **Equity, Inclusion and Wellbeing Considerations**

The implementation of a procurement framework that includes a more specific evaluation and assessment approach to the engagement of suppliers, vendors and partners will take into account equity, inclusion and wellbeing outcomes in the best interests of our community.

## **Cultural Considerations**

The implementation of a procurement framework that includes a more specific communication, evaluation and assessment approach to the engagement of suppliers, vendors and partners that will take into account cultural outcomes and opportunities in the best interests of our community.

## **Economic Development Considerations**

The Social and Sustainable Procurement Policy will ensure that the quality and the value for money of the goods and services procured are not compromised.

The implementation of a procurement framework that includes a new approach to the engagement of suppliers, vendors and partners that demonstrate corporate responsibility through social and environmental outcomes would facilitate positive local economic outcomes. This will be strengthened through engagement with local businesses on how they can work with Council to achieve better community outcomes, in addition to potentially leveraging extended local networks.

## **Financial and Resource Implications**

It is important that the implementation of a new social and sustainable procurement framework does not significantly increase Council's costs for goods, services and works or compromise value for money. This will be monitored as part of the implementation of the new Social and Sustainable Procurement Policy.

The new Social and Sustainable Policy represents foundation work for the future and will continue to evolve and mature as Council evaluates the performance of the policy over the next 12 months.

## **Legal and Risk Implications**

There are competition law, administrative law and procurement issues associated with seeking to specifically exclude entities from participating in public purchasing processes. Doing so could leave Council open to legal challenge and potential prosecution for contravention of the *Competition and Consumer Act 2010* (Cth) (CCA).

The new Social and Sustainable Procurement Policy includes assessment criteria that supports the engagement of suppliers, vendors and partners that demonstrate corporate responsibility through delivery of social and environmental outcomes. It is about improving the alignment of all procurement practices and outcomes with Council's vision.

## **DISCUSSION**

Recognising that a great deal of Council's resources are expended in the purchase of goods, services and works, the Social and Sustainable Procurement Policy integrates social and environmental goals into Councils procurement processes with the aim of driving attitudinal and systemic change.



The Social and Sustainable Procurement Policy will assist Council to:

- Contribute to addressing complex local challenges facing the community
- Ensure our procurement practices are sustainable and strategically aligned
- Assist to generate local employment opportunities and promote social inclusion
- Demonstrate leadership
- Achieve greater value for money
- Encourage use of localised supply chains to encourage and/or promote social inclusion, job creation, community development and local economic development
- Favour the purchase of appropriate goods and services which minimise environmental impacts

Local Government procurement practises are strictly regulated, and all activities must occur in the context of competition and administrative law requirements.

The Social and Sustainable Procurement Policy will adopt a positive screening approach as opposed to limiting or preventing opportunities to participate (via bids or tenders). Structuring the framework and evaluation criteria to support the engagement of suppliers, vendors and partners that demonstrate corporate responsibility through delivery of social and environmental outcomes will be a key goal of this work.

The internal auditor has been engaged in the process to ensure policy compliance and the Audit Committee has been provided with an opportunity to review a draft of the Social and Sustainable Procurement Policy.

### **OPTIONS FOR CONSIDERATION**

- Endorse the attached Social and Sustainable Procurement Policy. This is the recommended option.
- Endorse the attached Social and Sustainable Procurement Policy with amendment. This option is not recommended.

### **IMPLEMENTATION STRATEGY**

#### **Details**

Training across Council will be required to successfully implement the Social and Sustainable Procurement Policy including social and sustainable procurement practices.

#### **Timeline**

Social and sustainable procurement practices are already being implemented in selected procurements across Council.

The Social and Sustainable Procurement Policy will be implemented immediately after Council adoption with training to occur to ensure policy compliance across the organisation.

### **RELATED DOCUMENTS**

- Victorian Local Government Best Practice Guidelines 2013
- Beyond Value for Money: Social Procurement for Victorian Local Government
- Victoria's social procurement framework

**Attachments**

- Social and Sustainable Procurement Policy (**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.



# City of Darebin

## Social and Sustainable Procurement Policy

### October 2019

*Achieving social and sustainable outcomes through our procurement activity.*

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### Glossary (for more complete definitions see section 5)

<b>Social Procurement</b>	<p>Social procurement is when we use our buying power to generate social value and benefit that goes above and beyond the value of the goods, services, or construction works that are being purchased. Social procurement ensures that purchasing decisions include equity, inclusion and diversity outcomes that will collectively achieve a more holistic community result – a quadruple bottom line approach.</p> <p>This approach aims to deliver maximum value for our community - helping to address structural and systemic inequality while we go about our day to day business.</p> <p>There are two primary forms of social procurement for local government:</p> <ol style="list-style-type: none"> <li>1) Direct - engaging a social benefit provider to deliver goods or a service.</li> <li>2) Indirect - including social benefit(s) as an outcome of a procurement contract.</li> </ol>
<b>Sustainable Procurement</b>	<p>Separate from social procurement, sustainable procurement includes specific factors that can be considered that will deliver environmental benefits. This can include using re-usable or recycled materials, choosing low energy or low water consumption options, or designing and constructing energy efficient buildings. This ensures that our community achieves value for money for the life of the project (long term) by generating benefits not only for the organisation, but also for our community and our economy, while minimising its impact on the environment.</p> <p>Sustainable procurement involves decision-making that has the most positive environmental, social and economic impacts possible across the entire life cycle of goods and services.</p>
<b>Social Enterprise</b>	<p>Social enterprises are businesses that trade to intentionally tackle social problems, improve communities, provide people access to new opportunities, employment and training or support the sustainability and health of our environment and biodiversity.</p> <p>Income generating social enterprises often play a key role in supporting marginalised and disadvantaged job seekers and provide real pathways to development and employment.</p>

## SECTION ONE: THE VISION

### 1 OUR VISION

Darebin City Council's (Darebin) Social and Sustainable Procurement Policy (Policy) puts social and sustainable outcomes at the heart of our procurement activity.

By leveraging Darebin's significant buying power, our Policy will enable us to increase the social benefit and economic prosperity of our community as a direct result of our purchased goods, services and construction work.

We want to ensure that value for money is not just about cost, but also translates into social, economic and environmental value and benefit for our community.

#### Why are we doing this?

At Darebin, our mission is to preserve and improve the physical, social, environmental, cultural and economic health and wellbeing of our neighbourhoods, while ensuring quality of life for current and future generations.

Our Policy provides a key pathway to achieving this mission. Using our collective buying power, Darebin can enter into procurement contracts that will contribute to creating a fair, inclusive community that is both environmentally and socially sustainable.

As a socially responsible organisation and employer, this approach bring us into line with local, national and international practices such as the Victorian State Government's Social Procurement Framework, its application through major projects such as the Level Crossing Removals Project, whole of government announcements made by New Zealand through its 2019 Wellbeing Budget and Canada's recently announced total ban on plastic bags.

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## 2 OUR AIM

Our Policy aims to:

- Deliver value for money.
- Increase localised economic benefit.
- Provide genuine and quality support for social enterprises.
- Strengthen our capacity to influence social and environment outcomes.
- Respond to the climate emergency through action.
- Promote acceptance throughout the supply chain of the value of social and sustainable procurement.
- Be measurable, transparent and compliant with legislation.
- Respond to Council's endorsed Climate Emergency Plan by embedding action into the commitment.

## 3 GUIDING PRINCIPLES

Our Policy will help to advance Darebin's economic, social and environmental objectives through our procurement practices.

Our guiding principles will ensure we:

- Understand our procurement spend – recognising that value for money is more than price paid.
- Provide more opportunities for the local business community, in particular our social enterprises, to increase their capacity and capability to become suppliers to Council.
- Increase opportunities for local businesses and social enterprises, to create capacity for local job seekers, especially those who are marginalised, disadvantaged and under-represented in the work force.
- Work to reduce our negative impact on the environment, support our climate emergency goals and move towards our aim of being carbon neutral by 2020 by adopting thoughtful purchasing behaviours.
- Ensure a more holistic (quadruple bottom line) outcome that can be measured, evaluated and reported - social, economic, environmental and governance.
- Lead in procurement governance practices of integrity, probity and accountability while building organisational capability and expertise.
- Promote equity, inclusion and diversity.

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## Starting the journey of change: Darebin's cleaning contract – social and sustainable procurement in action

In 2019, Darebin Council released a tender for a major cleaning contract for all Council buildings and assets. Social and sustainable procurement outcomes were a mandatory part of the criteria.

The tenderers were asked to provide evidence that they were either employing young people; or local Darebin people from disadvantaged or marginalised backgrounds; or if they could be identified as a social enterprise. Those tenderers unable to demonstrate any of these requirements were eliminated.

Additionally the contract mandated that tenderers submit an Environmental Management Plan with their application. This prioritised energy efficiency, water conservation and use of non-harmful chemicals. Again, if they were unable to provide this evidence they were eliminated.

Both clauses required that the tenderer mapped out how they could increase their efforts in either area over the life of the contract.

This example shows that Darebin is clearly demonstrating its commitment to social inclusion and equity, localised economic development and environmental sustainability.



### These principles will assist us to:

- Clearly demonstrate in a practical way, that we are delivering on Darebin's stated priorities of social inclusion and environmental sustainability as expressed through Darebin Council's Mission statement – To preserve and improve the physical, social, environmental, cultural and economic health of all our neighbourhoods, and ensure quality of life for current and future generations.
- Enhance Darebin's corporate social responsibility commitment by considering Equity, Inclusion and Human Rights principles in all purchasing assessments.
- Change our purchasing practices so that cost is not the only consideration and other benefits to the municipality such as the creation of local employment are also considered. This in turn, can provide opportunities for smaller local suppliers who are able to deliver quality projects, goods and services, with the opportunity to participate and benefit.

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## 4 OBJECTIVES

### 4.1: Social Procurement – promoting equity and diversity

Darebin has a long-standing commitment to serving and responding to the diverse needs of its community. This is stated in the Council Plan 2017-2021 which places a strong emphasis on equity, diversity and inclusion considerations across all aspects of Council business.

Darebin strongly believes that all people, in their diversity, should have fair and equitable access to opportunities, infrastructure, services and information. Darebin is committed to creating a community where everyone can thrive and belong. We will work to eradicate discrimination and reduce the impact of poverty and disadvantage where we can throughout all aspects of our business and decision making.

Darebin recognises that not all in our community experience equal access to resources and opportunities, including participation in employment and economic activity, which are widely recognised as key factors keeping people healthy and well. We know that communities who experience high rates of unemployment generally experience poorer health outcomes.

The Social and Sustainable Procurement Policy seeks to further Darebin's commitment to addressing disadvantage and improving health equity by ensuring that our procurement leverages social value and positive social outcomes.

Our purchasing and procurement decision making will consider those suppliers who aim higher in their socially inclusive policies and practices as a way of further strengthening the health and wellbeing of our community. Through processes such as contract management and setting and monitoring of targets, Darebin will seek to ensure that suppliers continue to strive to excel at delivering on socially inclusive outcomes. This can be achieved on a case by case basis dependant on the nature of the contract.

**Table 1: Darebin City Council's Social and Sustainable Procurement Objectives**

Objectives	Outcomes
Opportunities for Aboriginal people	<ul style="list-style-type: none"> <li>Purchasing goods or services from Aboriginal businesses</li> <li>Employment of Aboriginal people by suppliers to Darebin Council</li> </ul>
Opportunities for people with a disability	<ul style="list-style-type: none"> <li>Purchasing goods or services from social enterprises and disability enterprises</li> <li>Employment of people with disability by suppliers to Darebin Council</li> </ul>
Opportunities for disadvantaged people	<ul style="list-style-type: none"> <li>Purchasing goods or services from Victorian social enterprises</li> <li>Job readiness and employment for including but not limited to:               <ul style="list-style-type: none"> <li>long-term unemployed people</li> <li>disengaged youth</li> <li>single parents</li> <li>migrants and refugees</li> </ul> </li> </ul>
Improve gender equity	<ul style="list-style-type: none"> <li>Purchasing goods or services from businesses which promote the full and equal participation of women</li> <li>Employment of women who experience barriers to employment by suppliers to Darebin Council</li> </ul>
Address the climate emergency by reducing CO <sub>2</sub> emissions	<ul style="list-style-type: none"> <li>Reduced reliance on fossil fuels</li> <li>Less energy consumed by Darebin</li> <li>Less energy consumed by our suppliers</li> </ul>
Address the climate emergency by minimising waste production	<ul style="list-style-type: none"> <li>Reduced use of non-renewable resources</li> <li>Reduced demand for raw materials and natural resources</li> <li>Reduction in waste and by-products</li> <li>Help to promote a market for recycled materials</li> </ul>

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Address the climate emergency by reducing water consumption and activities that impact biodiversity	<ul style="list-style-type: none"> <li>• Less water used and less impact on water quality</li> <li>• Activities don't threaten natural habitats</li> </ul>
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Darebin will consider social procurement criteria in all purchases and allocate a mandatory social procurement weighting set at a **minimum** of 5% in all tender evaluation criteria. This weighting will be used in conjunction with provisions for environmentally sustainable criteria as outlined below.

The criteria will reflect the objectives and outcomes outlined above and will be tailored to reflect the nature of the purchase and associated opportunities to achieve social benefit.

Where possible, Darebin prefers to buy from organisations with a demonstrated commitment to human rights and improving local communities, particularly where this is evidenced by social enterprise, fair trade certification, positive and inclusive employment practices, direct community involvement or other demonstrable positive impacts on society.

When assessing potential partnerships, Darebin will consider:

- Activity that promotes inclusion through social capacity building.
- Exploring joint ventures with Council and social benefit suppliers.
- The ethical procurement of goods and services.
- Engaging local businesses that generate local employment for disadvantaged residents.
- Improving equity of access to opportunities.
- Supporting social and service innovation.
- Using procurement to reinvigorate disadvantaged or marginalised communities.
- Helping to build the capacity and capability of social enterprises.

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#### 4.2: Environmentally Sustainable Procurement

Darebin recognises that we are in a state of climate emergency that requires urgent action. Reducing our environmental impact is a must and this can be achieved through our purchasing activity. Darebin was the first government body in the world to declare a Climate Emergency and this policy, as stated in our policy aims, seeks to embed action in response to that commitment.

Darebin will select energy and water efficient services and practices, choose reusable, refillable and recycled options where available, avoid the use of single use plastics (except where required for health and safety reasons), minimize the purchase of items manufactured from virgin materials, minimize the use of disposable items and select items which generate less waste.

Our decision making process must consider suppliers who achieve higher standards of environmentally sustainable practices in their own businesses as a way of further strengthening the health and wellbeing of our community. Through processes such as contract management and the setting and monitoring of targets, Darebin will seek to ensure that suppliers continue to strive to excel at delivering on sustainable policies and practices.

When assessing potential partnerships, Darebin will consider:

- Reducing consumption through demand management and eliminating unnecessary purchasing.
- Alternatives such as reuse, recycle or refurbish.
- Environmental management practices of suppliers/manufacturers.
- The whole life cycle of products in terms of the impact on the environment including product manufacture, packaging, use and disposal at end of product life.
- Eliminating the use of single use plastics.
- Reducing waste to landfill.
- Improving and protecting waterways.
- Reducing water consumption and using best-fit water sources.

Darebin will consider environmental considerations in all purchases and allocate a mandatory weighting set at a **minimum** of 5% in all tender evaluation criteria. This weighting will be used in conjunction with provisions for social procurement criteria as outlined above.

*Note: Council officers will consider Social and Sustainable procurement options in all purchasing decisions. This will be applied on a case by case basis depending on the nature of the purchase.*

How thinking differently about purchasing can lead to unexpected benefits

In 2018 when Darebin was tendering for road surfacing materials, a decision was made to investigate recycled products.

The bar was set high as Darebin sought a product that had a minimum of 95% recycled content.

Staff investigated a range of options and ultimately selected a product that contained recycled industrial waste.

To date, 36 roads have been resurfaced with the recycled materials. So far, the recycled surface is showing high levels of skid resistance, which is fantastic for increasing road safety and helping to make roads safer for cyclists too.

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#### 4.3: Local sourcing opportunities

Darebin is a major purchaser of goods and services within the municipality and recognises that its procurement policies and practices have the potential to influence the local economy. Darebin is committed to procurement that supports local businesses plus economic diversity and viability. This also supports socially inclusive activities as it works to stimulate the local economy and contribute to local job creation and reduces the reliance on goods and services that impact the environment through travel and transport.

When assessing potential partnerships, Darebin will consider:

- The use of local suppliers to encourage economic development.
- Generating local employment.
- Considering the life cycle impacts of products purchased on the local economy.

In support of local suppliers, Council will allocate a mandatory local content weighting at a **minimum** of 5% in all tender evaluation criteria.

## 5 DEFINITIONS

### Social procurement

Social procurement is when organisations use their buying power to generate social value above and beyond the value of the goods, services, or construction works being procured (Victorian Government 2018).

Social procurement ensures that procurement decisions incorporate consideration of social value to build real quadruple bottom line value propositions into procurement processes. Quadruple bottom line incorporates social, environmental, economic/ financial and governance considerations.

It is a powerful tool that can improve value for money and community benefit by integrating and furthering social and economic objectives. Social procurement strategies demonstrate how improving 'quality of life' outcomes can be embedded in the business of all public-sector entities.

In recognition of the purchasing power which local governments have, there are many opportunities for Darebin to leverage social benefit through the goods, services, or construction being procured.

This delivers maximum value for the community - helping to address structural and systemic inequality, while conducting our core business.

There are two primary forms of social procurement for local government:

- 1) Direct - engaging a social benefit provider to deliver a good or service.
- 2) Indirect - including social benefit as a component of a procurement contract.

Types of organisations offering diversity include businesses that are:

- Female-led
- Aboriginal owned and/or operated or employing Aboriginal people
- Culturally and linguistically diverse
- Employing people with disabilities or owned and/or operated by those with disabilities.

### Sustainable procurement

Sustainable procurement involves decision-making that has the most positive environmental, social and economic impacts possible across the entire life cycle of goods and services. It looks beyond up-front costs to make purchasing decisions that consider associated environmental and social risks and benefits, and broader social and environmental implications.

"Sustainable Procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole of life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment." (United Nations Environment Programme n.d.)<sup>7</sup> To view the full definition <http://www.unep.fr/scp/procurement/whatispp/>

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### Social enterprise

“Social enterprises are businesses that trade to intentionally tackle social problems, improve communities, provide people access to employment and training or help the environment.” They derive most of their income from trade (not donations or grants) and use the majority of their profits (at least 50%) to contribute to their social or environmental mission. Source: Social Traders (<https://www.socialtraders.com.au>) and the Victorian Social Procurement Framework.

Income generating social enterprises often play a key role in supporting disadvantaged job seekers with pathways to employment into mainstream businesses.

### Environmental/sustainability considerations

Specific factors that will be considered in purchasing decisions can include using re-usable or recycled materials, choosing low energy or low water consumption options, or designing and constructing energy efficient buildings. Other factors such as reducing carbon emissions or total product life cycle including products that generate less waste or waste output that can be re-purposed or recycled will also be considered.

## SECTION TWO: IMPLEMENTATION

### 6 PROCUREMENT POLICY FUNDAMENTALS

Council recognises the need to ensure that its procurement practices align with best practice contracting and procurement principles, policies and processes in accordance with the *Local Government Act 1989* (the Act) and regulations.

Council’s purchasing, contracting and contract management will support the delivery of Council’s strategies including those relating to climate emergency, sustainability, protection of the environment, and corporate social responsibility with the aim of providing ongoing benefit to the community without compromising the five key best practice principles of:

- Value for money
- Open and fair competition
- Accountability
- Risk management
- Probity and transparency.

### 7 COMPLIANCE

This policy is the foundation document in Council’s procurement framework for the procurement of goods, services and construction works for and on behalf of Council, to ensure that procurement occurs in compliance with relevant legislation and industry best practice.

Our Policy will ensure we:

- Achieve compliance with the relevant legislative requirements including those specified in the Local Government Act 1989 (the Act).
- Achieve high standards of probity, transparency, accountability, risk management and ethical behaviour in all procurement.
- Establish a procurement framework that seeks to achieve best value for money in terms of price, quality timeliness and beneficial outcomes to the local community through consistent, competitive and transparent processes that are subject to continuous improvement.
- Prioritise where practical, the procurement of environmentally responsible, locally sourced and socially responsible goods and services.
- Use social procurement to enhance sustainable and strategic procurement to effectively contribute towards building stronger communities and meeting the wider social objectives of the Council.

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- Use strategic procurement practices and innovative procurement solutions to promote sustainability and best value.
- Ensure that Council resources are used efficiently and effectively to improve the overall quality of life of people in the local community including the use of procurement collaboration and partnership opportunities where appropriate.

## 8 LOCAL GOVERNMENT PROCUREMENT PRINCIPLES

Council will apply the following fundamental principles to all procurement, irrespective of the value and complexity of that procurement:

### 8.1 Value for money

The focus for all of Council's procurement is to ensure that the best value for money is obtained. This does not mean Council is obliged to accept the lowest price.

The concept of *value for money* involves taking into account both cost and non-cost factors including advancing the Council's objectives and priorities such as local employment and environmental impact, fitness for purpose, quality, service and support, and whole of life costs.

Value for money purchasing decisions made by Council are made based on whole of life costs, including transaction costs associated with acquiring, using, holding, maintaining and disposing of goods, services or construction works.

### 8.2 Open and fair competition

All prospective suppliers must be afforded an equal opportunity to tender or quote for the goods, services or construction works to be delivered to Council.

Council must adequately test the market through competitive processes in a consistent manner without any bias or perception of bias so that potential suppliers and the public have confidence in the outcome.

Confidentiality of commercial interests of both existing and potential suppliers must be maintained at all times. Commercially sensitive information includes, but is not limited to, process, price, discounts, rebates, profit, margins, manufacturing and product information.

### 8.3 Accountability

Council is publicly accountable for all expenditure.

Council must publicly tender before entering into a contract if the contract is over the limit set in Section 186 of the Local Government Act.

Accountability in procurement means:

- Being responsible for the actions and decisions taken in relation to the procurement and for the resulting outcome.
- Being able to demonstrate and provide evidence of the process followed in purchasing on behalf of Council.

An independent third party must be able to clearly see that a process has been followed and that the process is fair, transparent and reasonable.

### 8.4 Risk management

All parts of the procurement process must be managed to ensure that all risks, including Occupational Health and Safety, are identified, analysed, evaluated, treated, monitored and communicated to the standard required by the law and in accordance with Australian standards and Council policy.

### 8.5 Probity and transparency

Council will conduct its procurement activities in a fair, honest, and open manner, demonstrating the highest level of integrity, consistent with the public interest.

### 8.6 Continuous improvement

Council will implement management reporting systems to monitor performance against targets and compliance with procurement policy and guidelines.

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Procurement procedures, innovative practices, guidelines and costs will be benchmarked externally. Internal service standards will be agreed within Council and set performance criteria against these targets will be measured, reported and reviewed regularly to support continuous improvement.

#### 8.7 Social and Sustainable procurement

Council officers will consider Social and Sustainable procurement options in all purchasing decisions. This will include, but not exclusively, through public tender processes where weighting will be applied on a case by case basis depending on the nature of the purchase.

## 9 APPLYING OUR POLICY

Our policy specifies what must be considered when purchasing goods, service and construction works by Council.

The scope of this policy governs the full life cycle of the procurement commencing when Council identifies a need for procurement and continues through to the delivery of goods or completion of works or services.

Our policy applies to Councillors, Council staff, Council and all persons undertaking procurement activities on Council's behalf and who are accountable for complying with all relevant procurement legislative and policy requirements.

Refer to section 16 for details on considerations for assessing the impact of the policy.

## 10 RELEVANT LEGISLATION, POLICY AND OTHER DOCUMENTS

The key legislative requirements for this Policy include:

- Section 186 of the Act (power to enter into contracts);
- Section 186A of the Act (Procurement Policy);
- Section 3C of the Act (Objectives of a Council);
- Section 208B of the Act (Best Value Principles);
- Sections 77A, 77B, 78, 78A to 78E, 79, 79B to 79D, 80, 80A to 80C, 81, 95 and 95AA of the Act (Conflict of Interest); and
- Section 98 of the Act (Delegations)
- Section 140 of the Act (Accounts and Records)
- The relevant provisions of the Competition and Consumer Act 2010.

Council will adhere to all these provisions in all procurement matters consistent with the Victorian Local Government Best Practice Guidelines 2013 and any other guidelines made by the Minister under Section 186A (5).

Council's Procurement Guidelines detail the implementation of these legislative provisions and details the processes and procedures to be followed for the procurement of goods, services and construction works.

Key policies and other documents relating to this policy:

- Darebin City Council Employee Code of Conduct
- Councillor Code of Conduct
- Gifts and Hospitality Policy
- Climate Emergency Plan 2017 - 2022
- Single Use Plastic Free Events Policy
- Fraud Prevention and Control Policy
- Aboriginal and Torres Strait Islander Employment Strategy and Action Plan 2017 – 2027
- Environmentally Sustainable Design (ESD) Building Policy
- Health and Wellbeing Plan 2017-2021
- Access and Inclusion Plan 2015-2019

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- Beyond Value for Money: Social Procurement for Victorian Local Government
- Victoria's social procurement framework
- Any other policies that interact with Council's procurement activities.

## 11 BEST PRACTICE

### 11.1 Undertaking Procurement

Procurement activities undertaken by Council will be in line with the four stages outlined in the Victorian Local Government Best Practice Procurement Guidelines 2013 which include:

- Planning – ensuring that the goods, services or construction works to be procured meet the Council's needs; ensuring both the legislative requirements and Council's Procurement Policy are being complied with; ensuring a measurable value for money outcome is achieved and that all risks associated with the procurement are managed.
- Implementing – ensuring that the selected bidder can deliver value for money; ensuring that the selected bidder is capable of providing the specified goods, services or construction works being sought and ensuring that the procurement process is transparent, fair, robust, and that decisions are justified and adequately documented.
- Managing – ensuring that goods and/or services are provided, or construction works are delivered in accordance with the contract. This may involve ensuring that all parties to a contract meet their respective obligations under the contract. The processes for managing a procurement will range from a simple process of ensuring that ordered goods are delivered through to the management of a complex contract. Individual contracts may also form part of larger projects and be subject to various prerequisites.
- Performance Management and Reporting – ensuring the following areas are evaluated: contractor performance; opportunities to improve processes; and incorporation of process improvement.

### 11.2 Procurement Thresholds

The following procurement thresholds apply to procurements undertaken by Council:

Threshold (GST inclusive)	Requirements
\$0 - \$9,999	Minimum one written quote
\$10,000 - \$49,999	Minimum three written quotes
\$50,000 - \$149,999 (goods and services) or \$50,000 - \$199,999 (building and construction works)	Formal RFQ process through procurement - minimum three written quotes
>=\$150,000 (goods and services) or >=\$200,000 (building and construction works)	Public Tender

It is recommended that to allow for contingency, when the estimate is above \$125,000 for goods and services, or above \$175,000 for construction works, that the most appropriate mechanism to source a supplier would be via a publicly advertised tender.

In support of the requirements outlined in the Table above, the following social and sustainable requirements are requested:

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Threshold (GST inclusive)	Social and Sustainable Procurement Requirements
\$0 - \$9,999	Consider social and sustainable procurement definitions and guidelines as above
\$10,000 - \$49,999	Request evidence of social and sustainable policies and practices from suppliers (see Appendix One)
\$50,000 - \$149,999 (goods and services) or \$50,000 - \$199,999 (building and construction works)	Request written evidence of social and sustainable policies and or practices from suppliers, as well as a procurement plan that details the weighted criteria that will be applied in the evaluation (see Appendix One)
>=\$150,000 (goods and services) or >=\$200,000 (building and construction works)	Request detailed written evidence of social and sustainable policies and practices from suppliers, as well as a procurement plan that details the weighted and mandatory social and sustainable procurement criteria that will be applied in the evaluation (see Appendix One)

*Note: for purchases over \$50,000, FAQ's and templates will be made available to provide guidance to prospective tenderers on what kind of written evidence Council will be assessing against.*

### 11.3 Length of Contracts

There is no specific time limit applicable to the length of a contract entered into by Council. The primary objective in any procurement process is to get value for money on a whole of life basis.

### 11.4 Measures which intentionally avoid public tendering

Measures which intentionally seek to avoid the requirement to give public notice, for example, contract splitting, placing multiple orders, seeking multiple quotations with a single supplier or engaging in effect a single supplier under different guises, are considered to breach the requirement to call public tenders where threshold values would otherwise be reached. Council must act with good faith in this regard.

## 12 STRATEGIC ALIGNMENT

### 12.1 Strategic Procurement

Procurement undertaken by Council should be aligned with, and contribute to, Council's long-term strategy and be consistent with the Council Plan. The strategic elements adopted in any one procurement should be appropriate to its complexity.

### 12.2 Delegations

The Council's CEO delegates authority to staff relating to procurement matters. Delegations give relevant officers the power to:

- Procure goods, services and construction works;
- Expend amounts for the procurement of goods, services and construction works, including variations, in accordance with Council's delegations of authority;
- Approve quotations or tenders or award contracts; and
- Sign contract documentation.
- Delegations cannot be made to non-Council staff.

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### 13 PROBITY

All persons engaged in procurement on Council's behalf must exercise the highest standards of integrity in a manner able to withstand the closest possible scrutiny. All members of staff have an overriding responsibility to act impartially and with integrity, avoiding conflicts of interest (section 95 of the Act).

At all times, all persons engaged in procurement on Council's behalf must:

- Conduct themselves ethically and with integrity.
- Comply with Council's Gifts, Benefits and Hospitality Policy.
- Declare and effectively manage real, perceived and potential conflicts of interest;
- Maintain confidentiality and security of information.
- Comply with Council's Code of Conduct.

It is mandatory for all Council staff involved in a procurement process, including evaluation panel members, to sign a conflict of interest declaration form at the commencement of each quotation or tender process. Conflicts of interest which do arise between public duty and private/personal interests must be identified, and disclosed in writing.

A probity advisor and/or probity auditor must be engaged for any major project that is valued at \$1 million or greater.

#### 13.1 Fairness and impartiality

Suppliers are entitled to expect and receive fair treatment at every stage of the procurement process.

Equal access to information in the same form, and at the same time, for all potential suppliers is essential to fairness. Procedures for controlling and monitoring the flow of information should be established before a procurement process commences.

#### 13.2 Consistency and transparency of process

Council procurement activities are to be undertaken in a consistent and transparent manner to build confidence of potential suppliers.

Consistency and transparency apply at all stages of the procurement process; from planning, through implementing and managing and ultimately at performance management and reporting.

#### 13.3 Feedback

Council should promptly inform bidders of the outcome of the procurement process. Feedback is integral to Council's accountable and transparent procurement process, supporting a fair, open and ethical relationship with suppliers.

#### 13.4 Grievances

Where a complaint is received in relation to a procurement process or activity it will be dealt with via Council's complaints management process.

### 14 ACCOUNTABILITY

All people undertaking procurement activities on Council's behalf are responsible for the actions and decisions they take in relation to procurement and for the resulting outcomes. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

#### 14.1 Accountability and authorisation

Transactions and activities must be conducted in accordance with Council's procurement and other financial policies, with clearly documented evidence to substantiate the validity of all transactions.

#### 14.2 Internal Audit

All procurement activity is auditable and will be regularly reviewed through the internal audit program.

#### 14.3 Breaches of the Procurement Policy

Staff found to be in breach of this Procurement Policy may be subject to action taken under Council's Disciplinary Policy.

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## 15 E-TENDERING

All tender processes, including contract management, shall be conducted in accordance with the requirements of this policy and any associated procedures, relevant legislation, relevant Australian Standards and the Act.

e-Tendering is integral to the overall development of procurement processes and involves the use of an electronic system/s to acquire goods, services and construction works. The eTendering portal is mandatory for all procurement greater than \$50,000. By utilising e-tendering the Council aims to:

- reduce transaction costs;
- achieve greater leverage;
- make processes more efficient;
- improve management of information and visibility of spend;
- increase control and consistency of processes; and
- improve spend compliance.

## 16 CONSIDERATIONS OF POLICY

Impact assessment

In assessing the impact of implementing this policy, Council will consider:

Capacity of the suppliers

- Can they do the job to our standards?
- Can they meet our capacity needs to deliver the work within the required timeframes?

Social impact

- Are they accredited or identified social enterprises or indigenous businesses?
- What social value will they deliver and will it meet our social value requirements?

Environmental impact

- Do they have any specific, measurable, identifiable sustainability initiatives?
- Are they working towards minimizing their impact on the environment?

Commercial

- Are they cost competitive or could there be a cost premium?
- What is their commercial/ business capability?

Financial capability

- Are they financially stable?
- Will they still be trading in six months' time?

## 17 IMPACT MEASUREMENT

*How do we measure the success of the policy?*

As stated, the Social and Sustainable Procurement Policy aims to:

- Increase localised economic benefit.
- Provide genuine and quality support for social enterprises.
- Strengthen our capacity to influence social and environment outcomes via purchasing decisions.
- Promote acceptance throughout the supply chain of the value of social and sustainable procurement.

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- Be measurable and transparent.

In order to measure the impact of the policy, depending on the criteria set in individual contracts, we will monitor at regular intervals (6, 12, 24 months) the following:

- Increase in employment numbers in the City of Darebin particularly in disadvantaged and marginalized sectors.
- By building in employment targets for contracts and tenders, request and monitor set targets from contractors tendering for business above certain thresholds (see table 11.2 Procurement Thresholds).
- Assess and monitor the increase in numbers of social enterprise businesses being involved in supplying products and services to Council and survey the impact of capacity building exercises on their business models.
- Building in targets for measures such as emissions reductions for suppliers at higher thresholds.
- Assess and monitor the change in employment numbers and demographics across the LGA using data collected from partners Economy ID.
- Measure the increase of Aboriginal owned enterprises being engaged in contracts.
- Measure the number of trainees and apprentices appointed and retained by suppliers per annum and monitor their increase.

We will also apply other qualitative measures, including:

- By requesting information on policies and strategies from potential suppliers, measure the increase in those businesses Council uses as suppliers that have definable policies on gender equity, employment practices, family violence leave, disability access etc.
- By using annual survey data measure the community satisfaction levels with Council's procurement policies and the perception of their contribution to community wellbeing.
- Seek out and publish personal case studies of community members who have been positively impacted by employment outcomes as a direct result of our changed procurement practices.
- Consider and measure catering suppliers who practice effective sustainability measures (eg zero use of single use plastic), who employ locally and who source food supply locally.

The way we measure outcomes and performance may include a range of questionnaires and surveys tailored to the appropriate threshold level and incorporate priorities based on the project being undertaken. See below for an example of how this may be measured.

**(Refer to *Appendix One* for how these considerations can be applied and measured at different Threshold levels)**

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## 17.1 Methodology for monitoring supplier performance and proposed targets

(based on examples from GROW 21\* project):

Social Procurement KPIs for Contractual Performance Schedule and Contract Management Reviews (Select from the following to match your tender clauses and negotiated outcomes)						
Item	KPI Category	Key Performance Measure	% of KPIs	Threshold	Target	Stretch
1	Social Enterprise and Aboriginal business Participation	Ten percent (10%) of the contract value to be awarded to Aboriginal Enterprises through subcontracting, including a minimum of two (2) contracts	TBA	2	2	4
2	Local Content (All labour)	Percentage (%) of hours worked by the Contractor's personnel sourced from local Darebin Region	TBA	60%	70%	80%
3	Local Content (Employment)	Number of new local employment, education, training, and apprenticeship and trainee opportunities created	TBA	2	4	6
4	Local Content (Employment)	Number of new local Disadvantaged Group employment opportunities created		5	7	10
5	Disability employment	Number of new employment opportunities created for local people with disabilities		2	4	6
6	Social Enterprises	Ten percent (10%) of the contract value to be awarded to Social Enterprises through subcontracting, including a minimum of two (2) contracts	TBA	2	2	4
7	Social Enterprises	Percentage (%) of hours worked by the Contractor's personnel being engaged through social enterprise	TBA	5%	7.5%	10%
8	Sustainability Measures	Measures to be applied on the range of practices adopted by the supplier and/or manufacturer – eg energy use, water use, use of renewables, adoption of recycling practices, accreditations and policies	TBA			

Many of these measures and impacts are already being assessed by partner organisations and local Darebin based businesses, for example:

- **Outlook Environmental** use the formula that for every 1 tonne of waste processed = 1 hours' worth of employment. (note, 32% of Outlook's 25 environmental employees have a disability, 29% from refugee or asylum seeker background a further 11% are mature aged).
- **Outlook Environmental** can measure their sustainability impact, stating that as much as 95% of commercial and industrial materials can be recycled and used in the manufacture of new products.
- Local commercial fashion accessory business **Elk** publishes a "transparency report" which details all of their ethical trade initiatives, the diversity of their staff, clearly identifying gender breakdown including women in management positions, and their stance on reduction of their carbon footprint such as what makes up their total CO<sub>2</sub> emissions and measurements of waste diversion.

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Locally based social enterprises regularly produce effective case studies illustrating the direct personal impact on them of engaging in social procurement, including:

- The positive impact on Clean Force employee Craig Tolley (who has an intellectual disability) who moved from cleaner to supervisor highlighted on [SBS's Insight](#) program
- The story of [Babiker Babiker](#), a refugee from Sudan who gained full time, ongoing employed with Outlook Environmental
- The highlighting of partnership opportunities between infrastructure companies such as John Holland with Outlook Environmental through stories shared by [Social Traders](#)
- Videos and stories prepared by Darebin Council's economic development team highlighting the sustainability initiatives of local businesses such as [Exquisite](#)

## 18 REFERENCES

\*Victorian State government developed a *Social Procurement Framework* which enables buyers and suppliers to use the Government's buying power to deliver social, economic and environmental outcomes that benefit the Victorian community.

<https://buyingfor.vic.gov.au/social-procurement-framework>

\**GROW 21* is a whole of community approach taken in the Geelong region of Victoria to tackle entrenched regional social and economic disadvantage. It led to a compact that drew in State and local government, local industry and enterprise and community groups.

<https://grow.g21.com.au/>

\**Social Traders* is "Australia's leading organisation" connecting social enterprises with social procurement opportunities and supporting social enterprise to successfully deliver on the contracts they win.

<https://www.socialtraders.com.au/>

This policy document also references:

Beyond Value for Money Social Procurement for Victorian Local Government

[https://www.localgovernment.vic.gov.au/\\_data/assets/pdf\\_file/0020/48512/Beyond-Value-for-Money-Social-Procurement-for-Victorian-Local-Government-2nd-edition-update-4-April-2019.pdf](https://www.localgovernment.vic.gov.au/_data/assets/pdf_file/0020/48512/Beyond-Value-for-Money-Social-Procurement-for-Victorian-Local-Government-2nd-edition-update-4-April-2019.pdf)

Queensland Government procurement policy

<https://www.forgov.qld.gov.au/procurement-policy>

Australian Government Sustainable Procurement Guide

<http://www.environment.gov.au/protection/waste-resource-recovery/publications/sustainable-procurement-guide>

Victorian Aboriginal Economic Strategy

<https://www.vic.gov.au/aboriginalvictoria/policy/victorian-aboriginal-economic-development.html>

And acknowledges the work of the MAV, ArcBlue and the GROW 21 Project

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## Appendix One

**Methodology – in procurement exercises, buyers to give consideration to any and all of the following**

Priority area	Threshold requirements under \$10K	Threshold requirements \$10K - \$30,000	Threshold requirements \$30K - \$50K	Threshold requirements \$50K - \$150K	Threshold requirements >\$150K
Social enterprises and Aboriginal owned/operated business	Seek opportunities to directly or indirectly procure from Social Enterprises, or Aboriginal owned and/or operated business or consider those who have partnerships with organisations	Seek opportunities to directly or indirectly procure from Social Enterprises, or Aboriginal owned and/or operated business	Consider whether part of the procurement can be unbundled for delivery from Social Enterprises or Aboriginal owned/operated businesses	Set targets for supplier expenditure with Social Enterprises and/or Aboriginal owned/operated businesses and ask how they will meet targets	Set targets for supplier expenditure with Social Enterprises and/or Aboriginal owned/operated businesses and ask how they will meet targets
Disadvantaged communities (young people, long term unemployed, asylum seekers/refugees, Aboriginal and Torres Strait Islander people)	Consider suppliers currently employing local workers from any of the disadvantaged groups	Set targets for employment and training for disadvantaged local workers	Set targets for employment and training for disadvantaged local workers	Set targets for employment and training for disadvantaged local workers and ask for evidence of increase in numbers	Set targets for employment and training for disadvantaged local workers and ask for evidence of increase in numbers
Disability	Ask suppliers to demonstrate inclusive employment practises for local workers with disability	Ask suppliers to demonstrate inclusive employment practises for local workers with disability in weighted framework criteria	Ask suppliers to demonstrate inclusive employment practises for local workers with disability in weighted framework criteria	Include performance standards on labour hours performed by local workers with disability	Include targets for labour hours to be performed by local workers with a disability
Gender equity	Ask suppliers to demonstrate gender equitable employment practises and relevant policies eg on family violence leave	Ask suppliers to demonstrate gender equitable employment practices in weighted framework criteria	Include performance standards on labour hours performed by women	Include industry appropriate targets for labour hours to be performed by women	Include industry appropriate targets for labour hours to be performed by women and a plan for how these could be increased

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Environmental sustainability	Ask suppliers to demonstrate environmentally sustainable business practises	Ask suppliers to demonstrate environmentally sustainable business practises in weighted framework criteria	Include requirements as relevant on recycled content, waste management and energy consumption	Include requirements as relevant on recycled content, waste management and energy consumption and ask for mitigation strategies	Include requirements as relevant on recycled content, waste management and energy consumption. Where procurement includes a design component, include requirements on greenhouse gas emissions and climate change mitigation
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Note: this methodology is based on that applied in the Victorian Social Procurement Framework Buyer Guidance

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**8.11 TEN-YEAR CAPITAL WORKS FUNDING STRATEGY****Author:** Finance Manager**Reviewed By:** General Manager Governance and Engagement

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**EXECUTIVE SUMMARY**

Council's ambitious ten-year capital works program contains a number of projects with significant expenditure including the Multi-sports Stadium, the Northcote Aquatic and Recreation Centre and the Reservoir Leisure Centre.

A financially responsible and sustainable ten-year capital works funding strategy has been developed to transparently demonstrate the impacts of these significant projects on Council's cash flows and identifies the extent to which borrowings would be required to deliver these projects.

<b>Recommendation</b>
-----------------------

**That Council:**

- (1) Endorses the use of borrowings for the ten-year capital works funding strategy in accordance with the following borrowing principles:
  - a. The purpose for the borrowing is consistent with Council's strategic objectives as detailed in the Council Plan.
  - b. 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.
  - c. 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.
  - d. Loan funds are drawn only at the time when required and for the amount that is required.
    - i. Expenditure will be made using working capital during the financial year with borrowings entered into towards the end of the financial year.
    - ii. The amount drawn down will not exceed funding requirements.
  - e. 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.
  - f. 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.
  - g. Borrowing does not increase the amount of money available to spend but does allow a higher level of expenditure in a given year, which must be repaid with interest through a reduction of expenditure in future years.
  - h. Borrowing is not to be used to finance ongoing recurrent operational expenditure.
  - i. 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.

- (2) Notes that Council will receive a Borrowing Policy based on the principles of this report including that borrowings are subject to Council resolution.
  - (3) Endorses the underlying assumptions of the ten-year capital works funding strategy;
  - (4) Endorses the ten-year capital works funding strategy for the delivery of the ten-year capital works program including the Multi-sports Stadium, the Northcote Aquatic and Recreation Centre and the Reservoir Leisure Centre.
- 

## **BACKGROUND / KEY INFORMATION**

The *Local Government Act 1989* (the Act) specifies that Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management and achieve the best outcomes for the local community having regard to the long term and cumulative effects of decisions.

The principles of sound financial management in the Act are that a Council must:

- Manage financial risks relating to level of debt, commercial activities, asset management, current and future liabilities, and the structure of rates and charges faced by the Council prudently, having regard to economic circumstances
- Pursue spending and rating policies that are consistent with a reasonable degree of stability in the level of the rates burden
- Ensure that decisions are made and actions are taken having regard to their financial effects on future generations
- Ensure full, accurate and timely disclosure of financial information relating to Council.

Financial management in local government is necessary to ensure the responsible management of finances so that Council can continue to provide services, facilities and infrastructure to the local community.

Financial management is about planning, accounting, analysing and making decisions that will enable Council to deliver the best outcomes for the community in a cost effective manner from its existing and future resources.

It is in this context that the ten-year capital works funding strategy has been prepared to ensure Council remains financially sustainable while delivering the ten-year capital works program.

### **Previous Council Resolution**

This matter is not the subject of a previous Council resolution.

## **COMMUNICATIONS AND ENGAGEMENT**

### **Consultation**

- Nil.

## **ANALYSIS**

### **Alignment to Council Plan / Council policy**

Goal 6 - A well governed Council



## **Environmental Sustainability Considerations**

The capital works projects to be undertaken will obtain Green Star certification where applicable and will incorporate sustainability outcomes.

### **Climate Emergency**

The capital works projects to be undertaken will be delivered with consideration of delivering the best outcomes in response to the climate emergency.

## **Equity, Inclusion and Wellbeing Considerations**

The Equity and Wellbeing team will be consulted during the design process and an Equity, Inclusion and Wellbeing Planning and Audit Tool (EIWPAT) will be completed to ensure all capital works are safe and accessible space for all users and community members.

## **Cultural Considerations**

The Creative Culture team will be consulted on capital works projects to identify opportunities to enhance social and cultural outcomes.

## **Economic Development Considerations**

The delivery of capital works projects has the opportunity to provide significant economic benefit to the local region through employment outcomes.

## **Financial and Resource Implications**

The financial and resource implications of the ten-year capital works funding strategy are covered in detail in the discussion section of this report.

## **Legal and Risk Implications**

The ten-year capital works funding strategy has been developed to manage the financial risks associated with the delivery of the projects with significant expenditure including the Multi-sports Stadium, the Northcote Aquatic and Recreation Centre and the Reservoir Leisure Centre.

## **DISCUSSION**

A financially responsible and sustainable ten-year capital works funding strategy has been developed to transparently demonstrate the impacts of these significant projects on Council's cash flows and identifies the extent to which borrowings would be required to deliver these projects.

The key focus underpinning the ten-year capital works funding strategy is to ensure the maintenance of a cash balance that preserves sufficient cash to meet Council's obligations and other contingent obligations as they fall due.

Council's ambitious ten-year capital works program contains a number of projects with significant expenditure including the Multi-sports Stadium, the Northcote Aquatic and Recreation Centre and the Reservoir Leisure Centre.

### Underlying assumptions

The minimum cash requirement has been set as:

- Restricted cash as per Council's annual financial statements that includes statutory reserves and funds that are held on trust
- Seventy percent of provisions as per Council's annual financial statements.

The other key financial assumptions that underpin the development of the ten-year capital works funding strategy are:

- Rates revenue - rate cap of 1.75% per annum
- Grants (recurrent and major project capital) - grant income increases by 1.8% per annum, with no grants for any of the major capital projects
- Fees and charges - statutory fees to increase by 1.75% per annum
- Employee costs – increased in line with Council's Enterprise Agreement
- Cost of materials and services - increase by 2.6% per annum
- Capital works expenditure - baseline of \$40 million annually with:
  - Renewal to average \$30 million
  - Discretionary funding to average \$10 million for new, upgrade and expansion.

### Ten-year capital works funding strategy

The following table sets out the ten-year capital works funding strategy having regard to the minimum cash requirement and the other key financial assumptions as detailed above.

Ref		2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
	<b>Capital Works</b>										
1	Total major projects	7,100	20,734	34,575	26,842	11,406	7,000	3,000	-	-	-
2	Balance of capital works program	45,123	38,300	35,602	35,998	35,785	40,000	40,000	40,000	40,000	40,000
3	<b>Total capital works expenditure</b>	<b>52,223</b>	<b>59,035</b>	<b>70,177</b>	<b>62,840</b>	<b>47,192</b>	<b>47,000</b>	<b>43,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
	<b>Cash</b>										
4	Cash and cash equivalents	72,106	52,453	26,077	15,798	34,425	37,138	41,753	47,508	53,727	61,274
5	Loan proceeds	-	-	12,000	24,000	7,000	3,000	-	-	-	-
6	<b>Total cash (at year end)</b>	<b>72,106</b>	<b>52,453</b>	<b>38,077</b>	<b>39,798</b>	<b>41,425</b>	<b>40,138</b>	<b>41,753</b>	<b>47,508</b>	<b>53,727</b>	<b>61,274</b>
7	Minimum cash requirements	36,637	37,998	37,655	39,520	37,550	39,551	37,669	38,718	39,239	38,867
8	<b>Loan balance at year end</b>	<b>-</b>	<b>-</b>	<b>12,000</b>	<b>34,786</b>	<b>38,767</b>	<b>38,069</b>	<b>33,977</b>	<b>29,698</b>	<b>25,222</b>	<b>20,540</b>

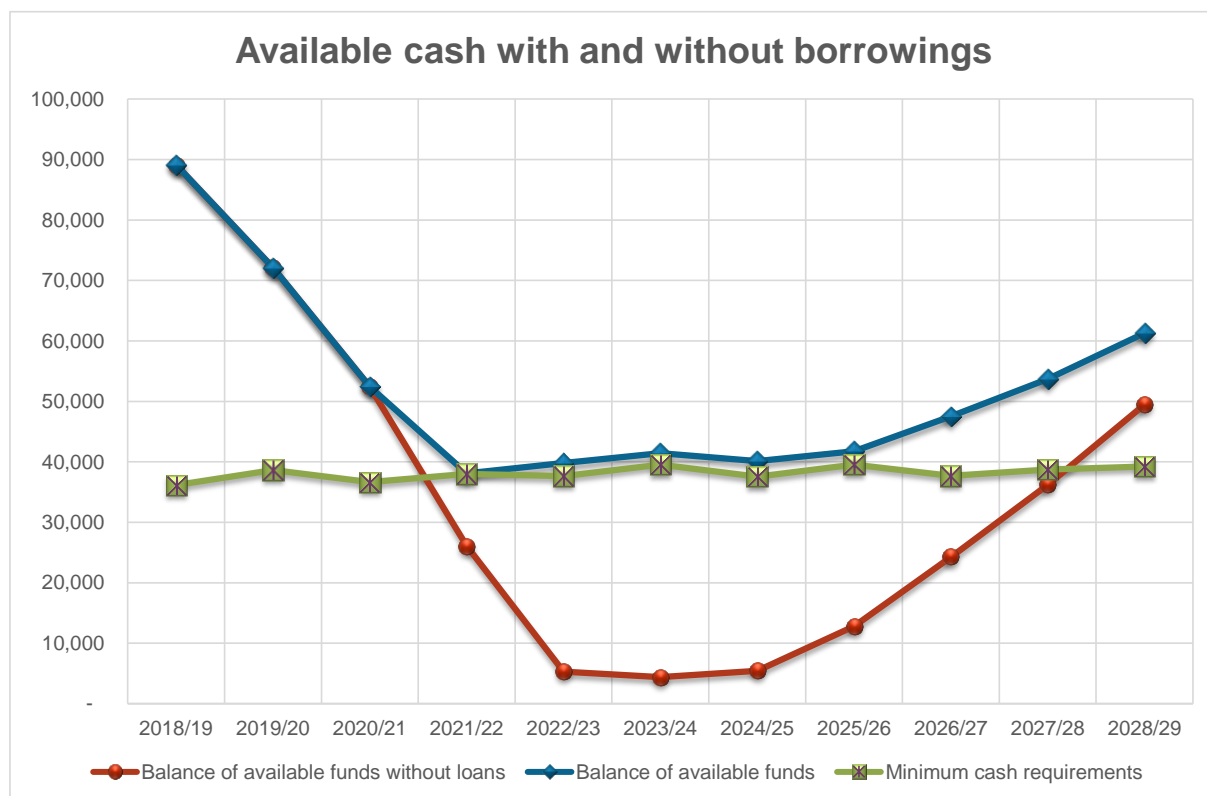
### Notes

Ref	Comment / Explanation
1	Total major projects refers to the combined annual cost of the Multi-sports Stadium, Northcote Aquatic and Recreation Centre and the Reservoir Leisure Centre.
2	Balance of capital works program refers to works in the ten-year capital works program excluding the major projects referred to in 1. The balance of the capital works for years 2019/20 through to 2023/24 is based on the capacity to deliver a capital works program during the delivery of the major projects. The balance of the capital works program for 2025/26 through to 2028/29 increases to \$40 million as the major projects are completed.
3	Total capital works expenditure includes major projects and balance of capital works.
4	Cash and cash equivalents includes cash, money market call accounts and term deposits.

Ref	Comment / Explanation
5	Loan proceeds detail the proposed borrowings totalling \$46 million taken out over four years.
6	Total cash includes cash and cash equivalents and loan proceeds.
7	The minimum cash requirement has been set as: <ul style="list-style-type: none"> <li>• Restricted cash as per Council's annual financial statements that includes statutory reserves and funds that are held on trust</li> <li>• Seventy percent of provisions as per Council's annual financial statements.</li> </ul>
8	The loan balance shows that while the total proposed borrowings are \$46 million, the staggered draw down of the loans over four years and loan repayments means that the maximum debt is \$38.77 million in 2023/24.

The graph below shows the impact of the capital works expenditure on Council’s projected cash balance over the next ten-years.

The red line represents the total cash balance without the use of loans to fund the ten-year capital works program. Under this scenario, Council would not have sufficient cash to meet its obligations as they fell due. In order to maintain a balance that meets Council’s minimum cash requirements as represented by the green line, a total of \$46 million borrowing is proposed to be drawn down over four years commencing in 2021/22. The blue line represents the total cash balance with the use of loans to fund the ten-year capital works program.



**Borrowings**

Council has previously 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.

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 enables 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. 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 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.

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.

The ten-year capital works funding strategy shows borrowings in future years to provide a funding source for significant intergenerational infrastructure works.

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
- delivering intergenerational infrastructure
- ensures long term financial sustainability.

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:

<b>Prudential ratio</b>	<b>Calculation</b>	<b>Rationale</b>	<b>State Limit</b>	<b>Govt</b>
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	Reflects the proportion of total	< 5%	

	as a percentage of total revenue	revenue that is used to service loan interest	
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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.

### **Borrowing Principles**

Council's future borrowings would be underpinned by the following principles which will be considered as part of any decision to borrow and which are detailed in Council's Strategic Resource Plan 2019-2023:

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.
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 will be made using working capital during the financial year with borrowings entered into towards the end of the financial year.
  - The amount drawn down will 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.
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 but does allow a higher level of expenditure in a given year, which must be repaid with interest through 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.



## Community Infrastructure Loans Scheme

The State Government has implemented the new \$100 million Community Infrastructure Loans Scheme that recognises the need for continued investment in community infrastructure by councils across Victoria.

The scheme, which is modelled on the success of last year's Community Sports Infrastructure Loans Scheme, will provide councils with access to low-interest, government guaranteed loans.

The State Government's triple-A credit rating means that the State can borrow money at cheaper rates than are commercially available. This scheme will use that borrowing power to help councils get access to low interest finance, making significant community infrastructure projects more affordable than they would otherwise be.

Loans will be determined on a case-by-base basis, and the Treasury Corporation of Victoria will work closely with each participating council to agree on the most appropriate loan term.

When taking out borrowings, Council should first consider applying for borrowings through this type of scheme. The current scheme allows Victorian councils to submit applications for loans between \$500,000 and \$10 million per project, up to a maximum of \$10 million per council.

The primary benefit of this type of scheme is that councils will be able to achieve savings through having access to low-interest loans financed through Treasury Corporation of Victoria.

In addition, participating councils will receive an interest subsidy from the Victorian government that will further reduce the interest rate paid. This subsidy will be 50 per cent of the applicable interest rate, up to a maximum of 150 basis points (or 1.5 per cent).

While the major projects **would not** be eligible under the conditions of this year's scheme, these projects may be eligible in future years' schemes should the types of projects supported change.

## OPTIONS FOR CONSIDERATION

- Endorses the borrowing principles and the ten-year capital works funding strategy with the underlying assumptions. This is the recommended option.
- Endorse the borrowing principles and the ten-year capital works funding strategy with the underlying assumptions with amendment. This option is not recommended.

## IMPLEMENTATION STRATEGY

### Details

The borrowing principles and the ten-year capital works funding strategy with the underlying assumptions endorsed by Council will be used in planning the delivery of the ten-year capital works program including the major projects, the development of the Council's Annual Budget 2020/21 and Strategic Resource Plan 2020-2024 as well as Council's Ten-year Long Term Financial Plan.

**Timeline**

Council's Annual Budget 2020/21 and Strategic Resource Plan 2020-2024 as well as Council's Ten-year Long Term Financial Plan will be developed during 2019/20 with public consultation occurring in April and May 2020 and adoption by Council in June 2020.

**RELATED DOCUMENTS**

- Council Plan 2017-2021
- Community Infrastructure Loans Scheme Guidelines

**Attachments**

Nil

**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.

**8.12 MULTI-SPORTS STADIUM CONCEPT DESIGN****Author:** Project Manager**Reviewed By:** Chief Executive Officer

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**EXECUTIVE SUMMARY**

Brand Architects has been engaged to prepare the design documentation for the Multi-Sports Stadium (MSS) project located at John Cain Memorial Park (JCMP). The concept design was developed in close consultation with the Project Working Group (PWG) consisting of senior staff from across the organisation.

Consultation with sports associations and local clubs such as Parkside Netball, Netball Victoria, Basketball Victoria and Volleyball Victoria has also informed the concept design.

Engagement with key project stakeholders will continue to inform the design process and the engagement and communication plan will be updated at each stage of the project. Officers will now complete engagement with external stakeholders such as JCMP clubs and tenants, local residents and key Council advisory committee members.

The concept design consists of 1x3 court configuration with multi-purpose rooms located on a mezzanine floor. The facility will include player and spectator amenities such as fixed show court seating, change rooms and unisex accessible toilets. The facility will be a 5-star green star rated facility under the Green Building Council of Australia certification scheme and will accommodate a range of community groups and users.

Traffic engineering and assessments has informed the required precinct parking with the concept design accommodating the required parking for the precinct to function and operate safely.

The project quantity surveyor has been engaged and initial cost planning has confirmed the concept design is on budget.

<b>Recommendation</b>
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**That** Council:

- (1) Endorse the concept design for the indoor Multi-Sports Stadium project.
  - (2) Continue engagement and consultation with key external stakeholders.
- 

**BACKGROUND / KEY INFORMATION**

In June 2018 Council endorsed the project scope of the MSS which included:

- A community standard facility consisting of four (4) indoor and four (4) outdoor multipurpose courts
- Entry and intersection works
- Car park and landscape works

The estimated cost for the above elements is \$33.4M.

---

In April 2019, Council resolved to award the contract for the Darebin Multi-Sports Stadium Principal Design Consultant Services to Brand Architects.

### Concept Design

Through the concept stage, Brand Architects considered a number of concept design options for consideration.

These options included:

- Providing facilities above grade with undercroft car parking. (Throughout the concept design phase, it quickly became clear that the at-grade options more appropriately responded to the design and functional outcomes being sought. It was also clear that Council's car parking obligations could be met with an at-grade solution).
- Providing all courts and facilities at grade with a court configuration consisting of 2 x 2 court halls and 1 x 3 court halls.
- Providing all courts and facilities at grade with multi-purpose rooms at level 1 to economise the building footprint and provide spectator viewing areas. These options included court configurations of 1 x 3 and 2 x 2 that were split by the administrative and amenity zones.

The preferred option (**Appendix A and B** - 1x3 court configuration with multi-purpose rooms at level 1) is recommended to Council for the following reasons:

- A single show court allows for variety of uses that may have cultural sensitivity and require an enclosed space.
- Reception and café are located at the entrance to the facility and dual access between reception and café allows for consolidation of management staff.
- Enables a pedestrian link on the north side of the facility to provide direct access to the external netball courts.
- Provision of a 3-court hall allows for larger 'event' space.
- Function space upstairs provides viewing from above for show court, 3 courts, and balcony allows viewing of outside netball courts and football pitch to north.
- Entry is better located with visual prominence to reserve entry which provides an improved urban design outcome.
- Smaller building footprint allowing for greater landscape and planting areas providing greater ecological value to the precinct.
- Reduced energy usage by isolating the show court. Less energy is required for smaller volume of evaporative cooling, lighting levels etc.

The other concept design options were less than desirable for the following reasons:

- Greater construction cost due to the larger gross floor area
- Options with a 2 x 2 court layout meant the general court adjacent to the show court also has a higher specification for air conditioning resulting in greater energy usage.
- Poor views and daylight penetration in primary spaces (control room & administration room) and to the show court on options with a 2 x 2 court layout has no acoustic separation and are less functional for programming culturally sensitive activities.
- Visibility of the main entrance area is not as clear as in a 2 x 2 court layout.

- Providing a building with multiple levels and undercroft parking was considered less than desirable for the following reasons:
  - Poor access and inclusion outcomes as patrons would be forced to either use stairs or a lift to access the courts and change facilities.
  - Operational management becomes more difficult
  - Urban design and architectural responses are inferior
  - Increased services (fire, mechanical, electrical, lifts etc) will increase cost
  - The undercroft car parking can present public safety and amenity issues

Brand Architects also identified an additional 75 car parking spaces can be provided opposite the velodrome facility. These additional spaces have not been included in the cost plan.

Slattery (cost planners) was engaged by Council to provide quantity surveying services for the project and conducted a high level cost assessment for the concept design options.

The preferred concept option is estimated to be \$25.75M (Excl GST). Other options considered by the architects were generally more expensive due to a larger gross floor area and larger mechanical service requirements for the show court areas.

The design has been reviewed to incorporate additional unisex accessible toilets and will continue to be refined at each stage of design to meet the scope, budget and stakeholder requirements. Refer to **Appendix A and B** for the concept floor plan, site plan and indicative concept stage renders for further details.

The architects have completed the concept design phase with the preferred concept design being presented to Council for formal endorsement and to continue engagement with key stakeholders such as tenants at John Cain Memorial Park and the local residents.

### **Previous Council Resolution**

As previously stated, in June 2018 Council endorsed the project scope of the MSS which included:

- A community standard facility consisting of four (4) indoor and four (4) outdoor multipurpose courts
- Entry and intersection works
- Car park and landscape works

## **COMMUNICATIONS AND ENGAGEMENT**

### **Consultation**

Stakeholder consultation and engagement has continued to inform this project

Internal design workshops have been conducted with key Council departments including:

- Leisure Services
- Equity and Wellbeing
- Climate Emergency and Sustainable Transport
- City Futures
- Aged and Disability



- Creative Culture and Events
- Parks and Open Space
- City Works
- Assets and Capital Delivery

Early consultation with Netball Victoria, Basketball Victoria and Volleyball Victoria took place to inform the court configuration and development of the design to meet each of the sporting codes requirements.

Representatives from Parkside Netball Club have been consulted and are in support of the concept design.

Officers will conduct further engagement with the following stakeholders in line with the updated consultation and engagement plan.

- JCMP Tenants – Design briefing planned for late October/November 2019
- Local residents – Letter drop within an approximate 500m radius of JCMP informing them about the project and parking provisions within the precinct.
- State Sporting Associations and State Government – continued meetings to inform the design development.
- VicRoads and Bunnings developer - to be consulted further regarding the functional design and signal layout at the Darebin Road intersection.
- Advisory Committees (Darebin Aboriginal Advisory Committee, Women’s Advisory Committee) – meetings to be conducted November 2019.
- Engagement with the wider community will also involve design presentations/drop in sessions. Information will also be available on Council’s website and Your Say pages.

## **Communications**

The project communications and engagement plan will continue to be updated and tailored to each phase of the design.

## **ANALYSIS**

### **Alignment to Council Plan / Council policy**

Goal 2 - Opportunities to live well

#### **Council Plan 2017 - 2021**

Goal 2.2 Build a Multi-Sports Stadium — a premier facility for women's sport — at John Cain Memorial Park

#### **Darebin 2021**

Big Action No.07 Build a Multi-purpose sports stadium — a premier facility for women's sport — at John Cain Memorial Park

## Environmental Sustainability Considerations

The MSS stadium will be designed and constructed in accordance with Council's Environmental Sustainable Design (ESD) Building Policy and will be a 5 star green star rated facility under the Green Building Council of Australia certification scheme.

### Climate Emergency

As part of the green star certification process the MSS facility aims to deliver several key sustainability outcomes including reduce energy consumption, improved sustainable transport outcomes, improved indoor environment quality, reduced reliance on potable water and use of recycled materials and products.

## Equity, Inclusion and Wellbeing Considerations

Equity, inclusion and wellbeing will be considered in this project via the use of the EIWPAT tool. The Equity and Diversity team has also attended design workshop meetings during the development of the concept design.

## Cultural Considerations

The Creative Culture team has been consulted and public art will be integrated into the design of the MSS facility.

## Economic Development Considerations

The MSS is expected to generate significant economic benefit to the local region by providing a diverse range of sports, events and activities. An economic impact report prepared by Michael Connell and Associates in August 2018 indicates this project will generate a total of 101 direct jobs, 82 on-site construction jobs, 5.6 professional jobs in design and project management and 13.8 industrial jobs in materials and equipment supply. These employment outcomes during the design and construction phase will generate significant local and regional income generation.

## Financial and Resource Implications

Slattery has prepared construction estimates for the various concept designs with the preferred concept design estimated to cost \$25.75M (excl GST but including contingencies, design fees, project management costs etc).

The following table summarises the project budget estimates for each work package to be delivered under the MSS project including the preferred concept design:

**Table 1 – Budget Summary**

Item	Cost excl. GST
Gateway Entry Works (Darebin Road intersection)	\$3,377,000
Multi-Sports Stadium (Preferred Concept Design)	\$25,751,000
Outdoor Courts	\$3,298,000
Access road, landscaping and pedestrian lighting	\$962,000
TOTAL	\$33,388,000

Due to the preliminary stage of design the above cost estimates are considered to provide a high-level indication of project and construction costs.

The budget estimate for the Multi-Sports Stadium has allowed for on-grade car parking which is estimated to be \$4,000 per car space. Officers investigated the feasibility of providing a multi-level car park (one level above grade) in order to reduce the on-grade car park area. Benchmarking of recently constructed comparable multi-level car parks found that it will cost approximately \$20,000 - \$35,000 per car park bay. The multi-level car park has been assessed as not feasible to construct within the above budget estimates.

### **Legal and Risk Implications**

The project plan and risk management plan will continue to be monitored and upgraded at each stage of design.

Further environmental testing is planned to be completed over the next month to further inform the ground contamination and asbestos risks at the MSS building location.

## **DISCUSSION**

### **Precinct Car Park Requirements and On-grade Design Solution**

The original feasibility design for the MSS included an elevated building to accommodate approximately 300 car park spaces located at grade with the main MSS located above the car park area. The elevated building provided a less than desirable outcome from several perspectives including operational, accessibility, urban design and safety.

Council re-engaged Cardno to undertake traffic counts during two major events at JCMP in October and December 2018 to better inform the peak parking demand for the precinct. Cardno has subsequently reviewed and updated the traffic impact assessment report based on parking occupancy data.

The subsequent survey data and analysis concluded that the MSS facility needs 320 car park spaces on site to accommodate the peak parking demand.

The traffic consultants engaged under the principal design team Transport and Traffic Solutions (T&TS) reviewed the traffic survey data and concluded 300 – 350 car parking spaces would be required for the MSS facility.

Landscape plans will be developed to break up the hardscape of the on-grade car park area and reduce the heat island effect often attributed with large asphalt areas.

Council's Transport Engineering team reviewed the advice from the traffic consultants (Cardno and T&TS) and provided in-principle support of the conclusions regarding the recommended parking provisions. The Transport Engineering team has also recommended that new technologies be investigated further to improve the parking provision and management. This may include the installation of a Variable Messaging Sign (VMS) and car park pods (sensors) to indicate the availability of car park spaces within the precinct.

## **OPTIONS FOR CONSIDERATION**

The following options are available to Council with respect to the concept design for the MSS:

**Option 1** – Proceed with the recommended concept design which incorporates all the functional requirements and facilities for the MSS and that officers continue engagement with key external stakeholders. **This is recommended.**

**Option 2** – Design another concept option. This will require additional time and consultant fees to develop a new concept plan. This option will also jeopardise the DCP funding commitment milestones for the project and several stakeholders have already agreed with the option presented.

## IMPLEMENTATION STRATEGY

### Details

Brand Architects will continue to advance the design and further stakeholder engagement will commence to inform the next stage of design.

### Communication

Further engagement is planned with the following stakeholders in lien with the updated consultation and engagement plan:

- JCMP Tenants – Design briefing planned for late October/November 2019
- Local residents – Letter drop within an approximate 500m radius of JCMP informing them about the project and parking provisions within the precinct.
- State Sporting Associations and State Government – continued meetings to inform the design development.
- VicRoads and Bunnings developer - to be consulted further regarding the functional design and signal layout at the Darebin Road intersection.
- Advisory Committees (Darebin Aboriginal Advisory Committee, Women’s Advisory Committee) – meetings to be conducted November 2019
- Engagement with the wider community will also involve design presentations/drop in sessions. Information will also be available on Council’s website and Your Say pages.

### Indicative Timeline

Date	Milestone
14 October 2019	Council Meeting: Confirmation of concept design
December 2019	Completion of the schematic design phase
February 2020	Design Development and seek Council endorsement to proceed to tender for construction
March 2020	Advertise tender for finalisation of design and construction
June 2020	Award tender for construction.
July 2020 – December 2021	Construction x 18 months
December 2021	Building opening and activation

### RELATED DOCUMENTS

- Nil

### Attachments

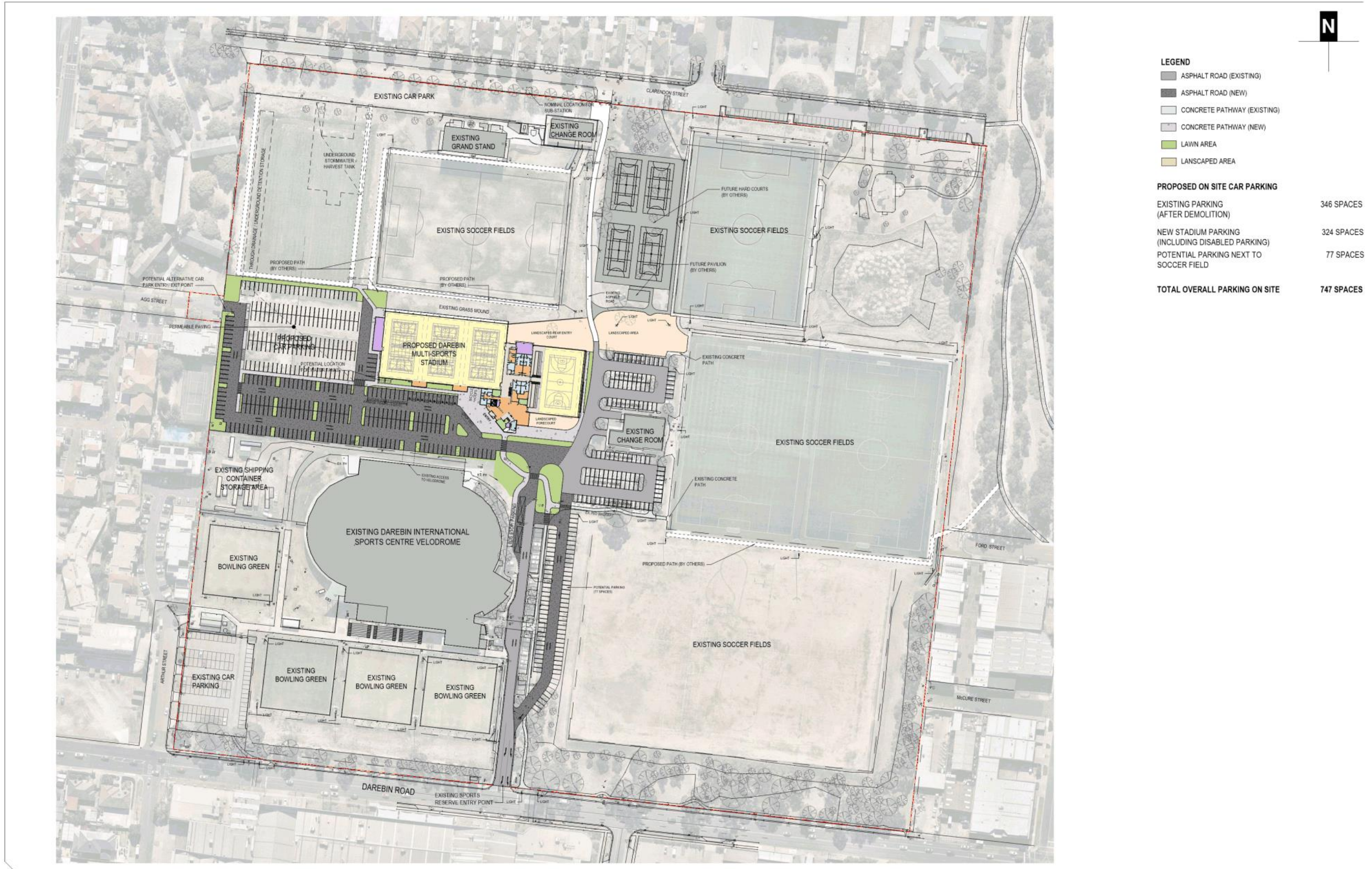
- Multi-Sports Stadium Concept Design (**Appendix A**) [↓](#)
- Multi-Sports Stadium Indicative Renders Concept Stage (**Appendix B**) [↓](#)

**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.





**LEGEND**

- ASPHALT ROAD (EXISTING)
- ASPHALT ROAD (NEW)
- CONCRETE PATHWAY (EXISTING)
- CONCRETE PATHWAY (NEW)
- LAWN AREA
- LANSCAPED AREA

**PROPOSED ON SITE CAR PARKING**

EXISTING PARKING (AFTER DEMOLITION)	346 SPACES
NEW STADIUM PARKING (INCLUDING DISABLED PARKING)	324 SPACES
POTENTIAL PARKING NEXT TO SOCCER FIELD	77 SPACES
<b>TOTAL OVERALL PARKING ON SITE</b>	<b>747 SPACES</b>

0 10 50 100 m

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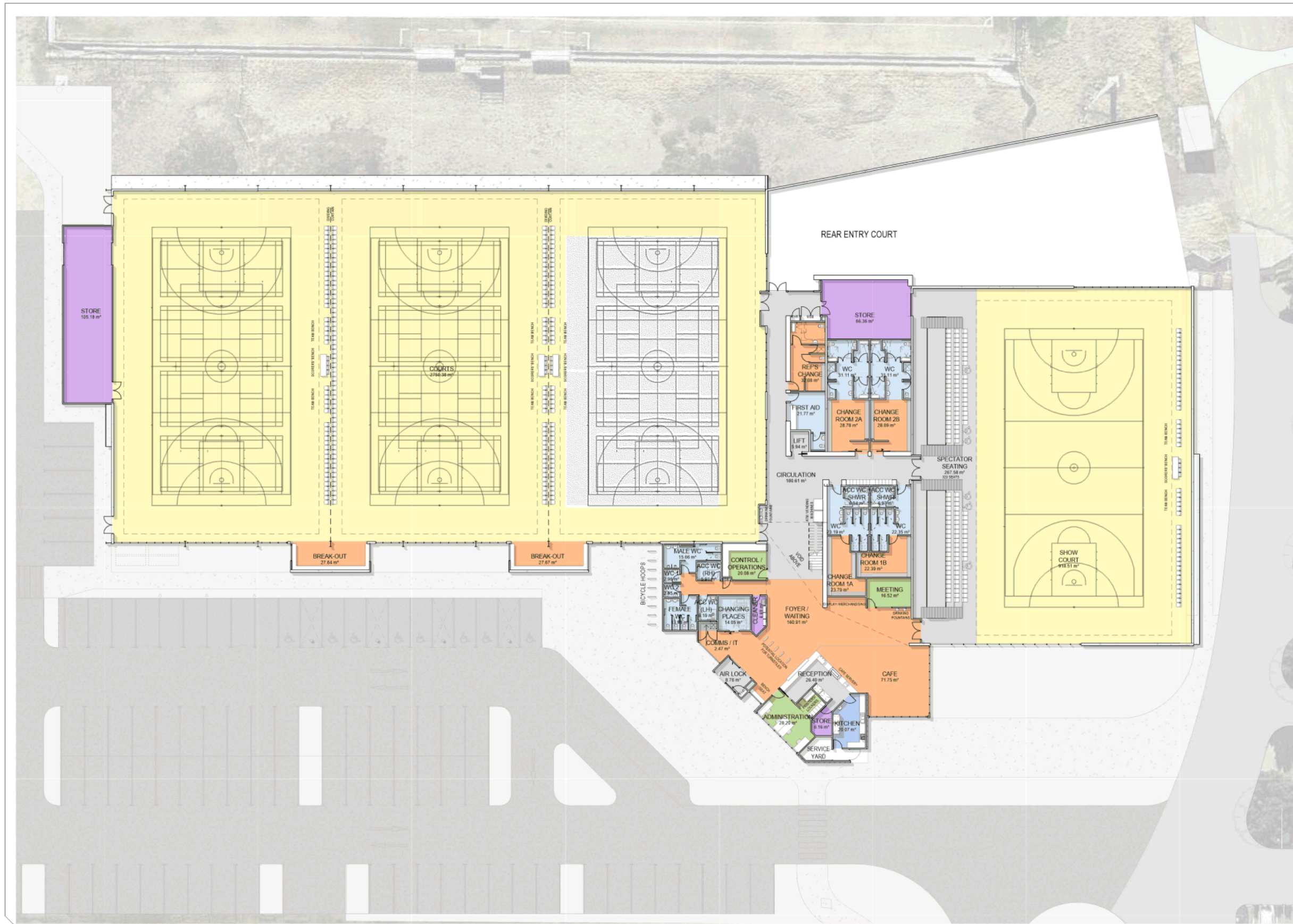
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SCALE:	1 : 1000
QA:	DESIGN
DATE:	02.09.2019
DESCRIPTION	DATE REV
Revised Issue	25.09.2019 3
Revised Issue	14.09.2019 2
Revised Issue	12.09.2019 1

**DAREBIN MULTI-SPORTS STADIUM**  
 281 DAREBIN ROAD  
 THORNBURY VIC 3071

**A04 [SD 3]**  
 PROPOSED SITE PLAN





**ROOM AREA ANALYSIS**

Name	Area
GROUND	
ACC WC (LH)	6.19 m <sup>2</sup>
ACC WC (RH)	5.91 m <sup>2</sup>
ACC WC + SHWR	6.54 m <sup>2</sup>
ACC WC + SHWR	6.57 m <sup>2</sup>
ADMINISTRATION	28.20 m <sup>2</sup>
AIR LOCK	8.76 m <sup>2</sup>
BREAK-OUT	27.64 m <sup>2</sup>
BREAK-OUT	27.64 m <sup>2</sup>
CAFE	71.75 m <sup>2</sup>
CHANGE ROOM 1A	23.79 m <sup>2</sup>
CHANGE ROOM 1B	22.29 m <sup>2</sup>
CHANGE ROOM 2A	28.78 m <sup>2</sup>
CHANGE ROOM 2B	28.89 m <sup>2</sup>
CHANGING PLACES	14.05 m <sup>2</sup>
CIRCULATION	180.61 m <sup>2</sup>
CLEANER	6.69 m <sup>2</sup>
COMMS / IT	2.47 m <sup>2</sup>
CONTROL / OPERATIONS	20.08 m <sup>2</sup>
COURTS	2700.38 m <sup>2</sup>
FEMALE WC	13.98 m <sup>2</sup>
FIRST AID	21.77 m <sup>2</sup>
FOYER / WAITING	165.91 m <sup>2</sup>
KITCHEN	20.07 m <sup>2</sup>
LIFT	5.94 m <sup>2</sup>
MALE WC	15.56 m <sup>2</sup>
MEETING	18.52 m <sup>2</sup>
RECEPTION	26.40 m <sup>2</sup>
REFS CHANGE	32.08 m <sup>2</sup>
SHOW COURT	918.51 m <sup>2</sup>
SPECTATOR SEATING	267.58 m <sup>2</sup>
STORE	66.36 m <sup>2</sup>
STORE	105.18 m <sup>2</sup>
STORE	6.16 m <sup>2</sup>
WC	31.11 m <sup>2</sup>
WC	23.79 m <sup>2</sup>
WC	22.29 m <sup>2</sup>
WC	31.11 m <sup>2</sup>
WC 1	2.96 m <sup>2</sup>
WC 2	2.95 m <sup>2</sup>
FIRST	
ACC WC	6.57 m <sup>2</sup>
CIRCULATION	134.05 m <sup>2</sup>
FEMALE WC	18.00 m <sup>2</sup>
FUNCTION ROOM 1	97.53 m <sup>2</sup>
FUNCTION ROOM 2	111.13 m <sup>2</sup>
PAWS PLANT ROOM	21.41 m <sup>2</sup>
LIFT	5.55 m <sup>2</sup>
MALE WC	14.57 m <sup>2</sup>
STORE	15.52 m <sup>2</sup>
Grand total 48	5463.43 m <sup>2</sup>

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DESCRIPTION	DATE	REV
Revised Issue	23.09.2019	3
Revised Issue	13.09.2019	2
Revised Issue	10.09.2019	1

SCALE: 1 : 200  
 QA: DESIGN  
 DATE: 02.09.2019

**DAREBIN MULTI-SPORTS STADIUM**  
 281 DAREBIN ROAD  
 THORBURY VIC 3071

**A10 [SD 4]**  
 PROPOSED GROUND FLOOR PLAN



01000 5000 10000 mm

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DESCRIPTION	DATE	REV
Revised Issue	23.09.2019	3
Revised Issue	13.09.2019	2
Revised Issue	10.09.2019	1

SCALE: 1 : 200  
 QA: DESIGN  
 DATE: 02.09.2019

**DAREBIN MULTI-SPORTS STADIUM**  
 281 DAREBIN ROAD  
 THORNBURY VIC 3071

**A11 [SD 4]**  
 PROPOSED FIRST FLOOR PLAN











8.13

**COMPULSORY ACQUISITION RIGHT OF WAY 16-20  
DUMBARTON STREET RESERVOIR**

**Author:** General Manager City Sustainability and Strategy

**Reviewed By:** Chief Executive Officer

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**This report will be circulated separately before the meeting.**

**8.14                      6 WATT STREET THORNBURY - COMMITTEE OF MANAGEMENT TRANSFER REQUEST****Author:**                      Manager Equity and Wellbeing**Reviewed By:**              General Manager, Community

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**EXECUTIVE SUMMARY**

The Aborigines Advancement League (AAL) have requested that Council consider a change to the Committee of Management (CoM) arrangements for 6 Watt Street Thornbury, which includes the Croxton Hall building.

Darebin City Council (Council) has been the Committee of Management for the building located at 6 Watt Street, Thornbury since 1999. Prior to this the City of Northcote was the appointed CoM.

The Aborigines Advancement League (AAL) have leased the building from Council since 2003. The League is now requesting that Committee of Management status be transferred from Council to the League. As the sole tenant of the building and owner of the adjacent property, AAL are seeking the Committee of Management be transferred in order to increase their ability to seek funds for the redevelopment of this building and land parcel. The transfer will also enhance their service provision and programming on site.

The transfer would require approval by the Department of Environment, Water, Land use and Planning (DEWLP). DEWLP has provided in-principle approval for this transfer and is now requesting approval by Council.

<b>Recommendation</b>
-----------------------

**That Council**

- (1) Endorse the transfer of the Committee of Management arrangements from Council to the Aborigines Advancement League for 6 Watt Street Thornbury.
  - (2) Request in writing that the Department of Environment, Water, Land Use and Planning transfer the Committee of Management arrangements from Council to the Aborigines Advancement League for 6 Watt Street Thornbury.
- 

**BACKGROUND / KEY INFORMATION**

- 6 Watt Street Thornbury (1420sqm) is Crown Land whereby Council are the Committee of Management for the land and the building known as 'Croxton Hall' (608sqm). As the land is Crown Land, the building that is located on the land belongs to the Crown.
- The CoM was appointed to City of Northcote in 1974. Prior to this the Department had provided the 'Croxton Youth Club' with a licence to use the land. This licence was surrendered on 30 September 1973 to allow the land to be declared a "Public Recreation Reserve".
- When Council gained control of the land, a 10 year lease was to be offered to the Croxton Youth Club. During the middle 1980's the Croxton Youth Club were re-located to the Jack Hamilton Pavilion in Mayer Park.

- In 2003, Darebin City Council agreed to lease the Croxton Hall to the League on a 10 + 11 year term on peppercorn rent. This was to be used for their community programs, services and activities. Currently one of the uses of the building is the Hands of Health Indigenous Clinic, which was recently awarded a three year partnership grant from Council.
- The League first wrote to Council in December 2009 seeking a transfer of the CoM to support the implementation of their Ten Year Business Plan which included the revitalization of the site, repositioning it as a cultural and business Hub. There is no record that this request was considered by the Council at that time.
- The land at 6 Watt St Thornbury is reserved for public recreation. Council is currently responsible for the building maintenance.
- The site is enveloped by 2 Watt Street, including Sir Douglas Nicholls Reserve. The Sir Douglas Nicholls Reserve located on the north-eastern corner of St Georges Road and Watt Street, Thornbury was granted by the Crown to the Aborigines Advancement League in 1982. The granting of the site is subject to the condition that the land continues to be used for an Aboriginal Community Centre and for Aboriginal cultural and recreational purposes.
- The AAL encourage use of the oval by the local community. The entire site is open to the public on a daily basis with the exception of Saturday game days during the winter months.
- The management of the oval was returned to the Aborigines Advancement League in 2014, with Council undertaking mowing at the site for an annual service fee.

### **Previous Council Resolution**

This matter is not the subject of a previous Council resolution.

## **COMMUNICATIONS AND ENGAGEMENT**

### **Consultation**

Department of Environment, Water, Land use and Planning  
Aborigines Advancement League (AAL)  
Strategic Property Management  
Facilities Maintenance

### **Communications**

Communications have been limited to the relevant internal and external stakeholders.

## **ANALYSIS**

### **Alignment to Council Plan / Council policy**

Goal 5 - Involving our diverse community

The proposed transfer of CoM to the AAL seeks to support this organisation to enhance the delivery of services and programs to the Aboriginal community

### **Environmental Sustainability Considerations**

There are no environmental considerations pertaining to this report.

**Climate Emergency**

There are no environmental consideration pertaining to this report.

**Equity, Inclusion and Wellbeing Considerations**

The proposed transfer of CoM to the AAL seeks to support the League to enhance the delivery of services and programs to the Aboriginal community.

**Cultural Considerations**

There are no cultural considerations pertaining to this report.

**Economic Development Considerations**

There are no economic development considerations pertaining to this report.

**Financial and Resource Implications**

If Council was to support a transfer of CoM status to AAL, then Council would no longer be required to undertake insurance and maintenance costs of the building, with annual maintenance costs estimated to be \$10,000 plus ad-hoc graffiti removal.

If the transfer was to proceed it is recommend that Council provide the League with relevant information about the building condition to help inform a maintenance and renewal plan for the building that Aborigines Advancement League would be responsible for implementing if the CoM was transferred.

**Legal and Risk Implications**

There are no statutory requirements for Council regarding the transfer of a CoM.

**DISCUSSION****Request from AAL**

- Darebin Council has a close working relationship with the Aborigines Advancement League and was part of the working group for the State Government's funding feasibility study into their 'Centre of Excellence' proposal as part of the Aboriginal Community Infrastructure Project.
- In light of Aborigines Advancement Leagues' proposed 'Centre for Excellence' redevelopment, the Aborigines Advancement League have requested that Council consider relinquishing Committee of Management responsibilities for this site and have DEWLP transfer the title to Aborigines Advancement League to manage.
- Specifically, the Croxton Hall is earmarked to be an education and learning hub, with Aborigines Advancement League seeking to create a dedicated space that fosters learning and education outcomes for the Aboriginal community.

**Impact of CoM transfer**

- Currently, Council has no involvement in the planning or delivery of services from the Croxton Hall building. This is managed by the Aborigines Advancement League with a range of services and programs currently provided designed to meet the needs of the Aboriginal community.

- The change would see no impact to the community in terms of access to and provision of services.
- The land and building would remain a crown allotment.
- Council's current role, in relation to the building, includes the insurance, maintenance and renewal. The estimated cost per annum is \$10,000, which includes graffiti removal from the building.
- If the CoM was to be transferred Aborigines Advancement League would become responsible for the building's insurance and maintenance and the land surrounding the building.
- If endorsed by Council, it is suggested that Council work with Aborigines Advancement League in the transfer to provide relevant information to inform a maintenance and renewal plan for the building that Aborigines Advancement League would be responsible for implementing, recognising that Aborigines Advancement League's long term goal for this building is to redevelop it.

### Process to transfer CoM

- The State Government (DEWLP) have provided in-principle support for the transfer of the CoM from Council to the Aborigines Advancement League.
- DEWLP have acknowledged that Aborigines Advancement League is a long standing community organisation who is responsible for the enveloped site of 2 Watt Street and they are the current sole and long standing tenant of the building.
- DELWP's considerations also reflect that significant investment has been made to explore the feasibility to redevelop the Aborigines Advancement League site for a Centre of Excellence. There is potential for the Croxton Hall parcel to be included as part of these developments.
- The support from DELWP is pending, awaiting final approval by Council which will be obtained through a resolution of a Council meeting. Aborigines Advancement League have confirmed their support for the transfer and their understanding of responsibilities for the building insurance and maintenance, in writing, if this is to proceed.
- If Council was to endorse the transfer, this would be formally communicated to DEWLP by way of letter and DEWLP would commence the process with Aborigines Advancement League to establish the new CoM.
- The Committee of Management arrangements would then be between Aborigines Advancement League and DEWLP.
- Should the transfer be done and funding be obtained for the Centre for Excellence proposal, Aborigines Advancement League would be responsible, as CoM, for seeking all relevant approvals from DEWLP for the future redevelopment of the building.

### OPTIONS FOR CONSIDERATION

**Option One (recommended):** Council support the Aborigines Advancement League's request and write to the Department of Environment, Water, Land use and Planning requesting a transfer of the Committee of Management.

This change in the Committee of Management would have no impact on the provision of services to the community and would enable the League to progress opportunities to potentially develop this site and expand on the services and programs they provide the Aboriginal community.

**Option Two:** Council to continue Committee of Management for the site.



There is little gained from Council's current involvement in the site as Committee of Management. The league as a long standing and well established community organisation and sole tenant of the property is well positioned to take on this responsibility and ensure that that space remains as a community asset.

## **IMPLEMENTATION STRATEGY**

### **Details**

Pending the approval of the transfer, Council will write to DEWLP confirming endorsement of the transfer.

### **Communication**

If Council was to endorse the transfer, this would be formally communicated to DEWLP by way of letter who would commence the process with AAL to establish the new CoM.

### **Timeline**

Council would advise DEWLP of its decision in October 2019.

## **RELATED DOCUMENTS**

- Nil

## **Attachments**

Nil

## **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.

**8.15 CT201975 - CONTRACT AWARD FOR EDWARDES LAKE PARK ATHLETICS TRACK SURFACE REPLACEMENT****Author:** Project Manager**Reviewed By:** General Manager Operations and Capital

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**EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's approval to award Contract No. CT201975 – Edwardes Lake Park Athletics Track Surface Replacement to an appropriately qualified contractor.

The Edwardes Lake Athletics Track project was identified as a high priority due to the deteriorated condition of the existing athletics track and the accompanying field event facilities. The current athletics track was laid in 2004 and is approaching the end of its functional life.

The track is used extensively by user groups and the local community. It is deemed preferable to undertake surface renewal and drainage infrastructure improvements now rather than wait until critical failure, and extensive maintenance or safety issues.

In 2017 investigation and preliminary design works were undertaken, and in 2018 a consultant was engaged to develop a detailed design. As part of the 2019/2020 Capital Works Program, Council allocated funds for the construction stage of the project. A Federal Government grant of \$200,000 has been assigned to this project from Sports Australia.

The appointment of an experienced contractor for the surface replacement and associated works was sought via a competitive open tender process. The Tender Evaluation panel has evaluated the tenders and recommends awarding the contract to the preferred tenderer.

The proposed contract arrangement is a lump sum contract. Works are programmed to commence in early November and be completed by April of 2020.

<b>Recommendation</b>
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**That Council:**

- (1) Awards Contract CT201975 for the Edwardes Lake Athletics Track Surface Replacement to \_\_\_\_\_ for the contract sum of \$\_\_\_\_\_ (GST inclusive)
- (2) Approves a contingency amount of \$\_\_\_\_\_ (GST inclusive) for contract CT201975, being approximately \_\_\_% of the project expenditure, to be used if required for unforeseen items or latent conditions.
- (3) Authorises the Chief Executive Officer to finalise and execute the contract documentation on behalf of the Council

## BACKGROUND / KEY INFORMATION

The upgrade of the Athletics Track at Edwardes Lake Park has been identified as a high priority due to the deteriorated condition of the surface and all the associated athletics infrastructure. This is the only athletics track and infrastructure in Darebin and it is extensively used by sporting clubs, user groups, schools and the local community.

The proposed works include an upgrade to the running surface, the stormwater drainage of the track, and all the associated field events infrastructure like long jump pits, shot-put enclosure, discus throw cages and javelin runway. The new track will also feature a new 8 lane straight which will provide higher capacity to host local level competitions.

### Previous Council Resolution

This matter is not the subject of a previous Council resolution.

## COMMUNICATIONS AND ENGAGEMENT

### Consultation

Council staff, users and external organisations that have been consulted and engaged for this project are summarised in Tables 1 and 2 below.

Table 1 – Council Staff

Title
Manager Recreation and libraries
Coordinator Recreation and Leisure
Coordinator Procurement and Contracts
Senior Procurement Officer
General Manager Operations and Capital
Manager Assets and Capital Delivery
Project Manager
Manager Parks and Open Space
Festivals and Events team

Table 2 – External Organisations

Title	Description
Preston Athletics Club	Users of the athletics track and facilities
Preston Reservoir Little Athletics Club	Users of the athletics track and facilities
Athletics Victoria	Governing body of athletics in Victoria
Sports Australia	Federal Government grant

### Communications

The athletics track and associated field event facilities will be closed during the works. Council's Leisure Team, with the support from Athletics Victoria, has relocated both clubs to Jackson Reserve in Coburg. The clubs will host their competitions in Coburg for the duration of the works.

A number of signs have been installed in the proximity of the athletics track to notify all casual users of the facilities and the community in general of the construction works and the temporary closure of the track. The project manager and the Communications Team will provide updates on the construction through Council's social media accounts.

## **ANALYSIS**

### **Alignment to Council Plan / Council policy**

Goal 2 - Opportunities to live well

2.2 Opportunities for participation and social connection through sports, physical activity, arts, culture and other leisure activities.

The project is part of the initiatives under Council's Leisure Strategy 2010-2020 and associated action plan.

### **Environmental Sustainability Considerations**

A Construction Environmental Management Plan has been developed by the Design Consultant and included in the Specifications and Tender documentation.

The existing rubberised athletics track surface and asphalt will be removed and disposed of at a recycling facility. The recycled rubber is typically reused on playground and sports surfaces, and to improve roads and driveways. The asphalt component will also be disposed of at a recycling facility which can be reused as an aggregate substitute in paving or as a granular base for roads.

Most of the trees around the track are in good condition and will be protected during and after the works. However, subject to a planning permit being issued, five trees will need to be removed due to their age and proximity to the track. The aged trees provide a risk to the community and the structural integrity of the new track. All five trees will be replaced with native varieties as advised by the Parks and Gardens team. The condition of the trees was assessed by an Arborist Consultant in 2017 and a Council Arborist.

### **Climate Emergency**

Darebin Council is a member of the Northern Alliance for Greenhouse Action (NAGA). This is an alliance of the Councils of Banyule, Darebin, Hume, Manningham, Melbourne, Moreland, Nillumbik, Whittlesea and Yarra, and Moreland Energy Foundation Limited, aiming to create a low-carbon society resilient to the impacts of climate change.

In August 2017, Council put into place its 'Darebin Climate Emergency Action Plan'. This plan sets out nine key considerations to help Council reach its environmental core goals:

1. Climate Emergency mobilisation and leadership
2. Energy efficiency
3. Renewable energy and fuel switching
4. Zero emissions transport
5. Consumption and waste minimisation
6. Fossil fuel divestment
7. Adaptation and resilience
8. Engaging the community

## 9. Darebin Energy Foundation

In the context of the proposed resurfacing of the athletics track, the opportunity of addressing climate emergency in a major way was limited. Nonetheless, the project team included the following measures: recycling of existing surface and old field events infrastructure (item 5), reusing existing base and sub-base materials to limit transport of materials to landfills (item 5), upgrading all the drainage infrastructure (item 7), and replacing any removed trees (item 7).

### **Equity, Inclusion and Wellbeing Considerations**

Edwardes Lake Park Athletics Track is the only community athletics facility in the City of Darebin and caters to the training and competition needs of approximately 250 male, female, junior and senior track and field athletes across the two tenant clubs that utilise the facility. The venue is also regularly assigned to school groups for athletics carnivals and frequently utilised by the general public for casual recreation.

Both clubs have reported to Council that the current condition of the track has directly contributed to a decline in club participation. The primary reasons for this decline are an increase in the number of athletes' injuries as a result of the poor surface of the track, and an inability for athletes to progress to higher levels of competition due to the gap in provision of quality and compliant athletics infrastructure in the region.

### **Cultural Considerations**

Located within the heart of the culturally diverse suburb of Reservoir, the track is frequently utilised by the local community for both structured and casual recreation with a high representation of elderly and culturally and linguistically diverse users. The expansive parklands and the track provide a variety of opportunities for walking, jogging, running and sprint training.

### **Economic Development Considerations**

A local business assessment was carried out for each Tenderer as part of the evaluation process in accordance with Council's Procurement Policy and Guidelines.

### **Financial and Resource Implications**

In the 2019-20 budget, Council allocated \$2,300,000 (excl. GST) in addition to the 2018-19 budget carry forward of \$300,000 (excl. GST). The Commonwealth Government through Sports Australia provided a grant of \$200,000 (excl. GST) to Council for the construction stage of this project.

Refer to Confidential **Appendix A** for details of the budget and financials.

### **Legal and Risk Implications**

#### **Contract Works**

The nature of the contract works is considered low to medium risk with respect to Occupational Health & Safety. The contractor is required to undertake a risk assessment of each task as work proceeds and have measures in place to reduce or eliminate those risks. The contractor is required to provide evidence that all insurances are in place before commencing works.

### Financial check

A financial check was completed on the shortlisted contractor through Illion Direct. The financial check (undertaken on 24 September 2019) verified the financial capacity of the shortlisted contractor to complete the works. Refer to **Appendix B** for the Illion Direct Comprehensive confidential report.

### Probity

Council's Procurement Policy mandates that a probity advisor be engaged for all the projects valued at \$1,000,000 or greater. An independent Probity Advisor was engaged to provide an overview of the probity tasks and findings in relation to the evaluation process. The Probity Advisor engaged for this project has provided a report which is included in **Appendix C**. The report received on 26 September 2019 concluded that all probity requirements have been met.

## DISCUSSION

The Request for Tender (RFT) for the Edwardes Lake Park Athletics Track Surface Replacement was advertised in 'The Age' newspaper on 20 July 2019. The tender was initially opened for 19 days as per Council's Procurement Policy, and then extended for an additional 5 days. A non-mandatory Tender Briefing Session was held on 2 August 2019 to provide tenderers with an opportunity to familiarise with the site and the project. The RFT closed on 22 August 2019.

Details of contractors that submitted proposals before the closing date and time are provided in Confidential **Appendix A** circulated to Councillors under separate cover.

### Tender Evaluation

Submissions were evaluated by the panel against the evaluation criteria detailed in Table 3 below. The evaluation criteria were established prior to the RFT being advertised and was included in both the Strategic Procurement Plan and the RFT Documentation.

Table 3 – Evaluation Criteria

<b>Evaluation Criteria</b>
Price
Local Business Content
Social Procurement
Demonstrated previous experience and capacity
Proposed methodology
Team capability and key personnel
Environmental sustainability
Risk and Quality Assurance
Insurances and OH&S
Financial viability

The members of the panel, evaluation details, pricing and scoring for the evaluation is provided in Confidential **Appendix D**.



## OPTIONS FOR CONSIDERATION

Refer to Confidential **Appendix A** circulated to Councillors under separate cover for options for consideration

## IMPLEMENTATION STRATEGY

### Details

Table 4 – Implementation strategy

Tasks	Timeframe
Award Contract CT201975 to the successful contractor	Late October 2019
Commence construction	November 2019
Complete construction works and handover	April 2020

### Communication

Community groups, sporting clubs, schools and users of the track previously consulted will be kept informed of progress of the works through communications with the Leisure Services team. The Project Manager will also provide updates to the community through Darebin's social media accounts.

### Timeline

The project is required to be completed within 30 weeks of the date of award, excluding extensions of time for inclement weather, public holidays, or scope changes particularly those caused by unforeseeable complications

Table 5 provides the target dates for milestones for Council staff and the engaged building contractor:

Table 5 – Planned Target Dates

Milestone / Tasks	Date / Timeframe
Expenditure Approval received	17 October 2019
Letter of Award	21 October 2019
Contract documentation and execution	21 October 2019 – 30 October 2019
Site Establishment	11 November 2019
Construction	11 November 2019 – 30 March 2020
Practical Completion and Handover	1 April 2020

## RELATED DOCUMENTS

Documents related to CT 201975 – Edwardes Lake Athletics Track Surface Replacement are:

- Strategic Procurement Plan
- Probity Plan
- Risk Assessment
- Request for Tender and tender documentation

- Conflict of Interest declarations
- Evaluation Endorsement
- Evaluation Matrix

**Attachments**

- CT201975 Edwardes Lake Athletics Track Surface Replacement (**Appendix A**) Confidential - enclosed under separate cover
- Illion Report (**Appendix B**) Confidential - enclosed under separate cover
- Probity Report (**Appendix C**) Confidential - enclosed under separate cover
- Evaluation Matrix (**Appendix D**) 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.

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**8.16 CT201977 - CONTRACT AWARD FOR CONSTRUCTION OF NEW CHANGE ROOMS AT BUNDOORA PARK OVAL, SNAKE GULLY DRIVE****Author:** Project Manager**Reviewed By:** General Manager Operations and Capital

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**EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's approval to award contract CT201977 – Construction of new change rooms at Bundoora Park Oval, Snake Gully Drive to an appropriately qualified building contractor.

The Bundoora Park Oval change rooms project was identified as a high priority due to the significant volume of sport, particularly female sport, played at the reserve and the condition of the existing facilities.

Once developed, the new pavilion will be utilised by sports and recreation clubs, and groups underrepresented in areas of lower physical activity participation. This includes groups from low socio-economic backgrounds, culturally and linguistically diverse communities, people with disabilities, and girls and women. The Darebin Leisure Strategy reflects the need to prioritise participation of these population groups, particularly through the provision of suitable sustainable sports and recreation infrastructure.

The redevelopment of this facility has already received funding support from Sports and Recreation Victoria (SRV) for the construction of the project. The new change rooms will ensure high quality facilities for all sports participants and the broader community.

The appointment of an experienced contractor for the building and associated works was sought via a competitive open tender process. The Tender Evaluation Panel has evaluated the tenders and recommends awarding the contract to the preferred tenderer.

The proposed contract arrangement is a lump sum contract. Works are programmed to commence in early November and be completed by the end of April of 2020.

<b>Recommendation</b>
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**That Council:**

- (1) Awards Contract CT201977 for the Construction of new change rooms at Bundoora Park Oval, Snake Gully Drive to \_\_\_\_\_ for the contract sum of \$\_\_\_\_\_ (GST inclusive)
- (2) Approves a contingency amount of \$\_\_\_\_\_ (GST inclusive) for contract CT201977, being approximately \_\_\_% of the project expenditure, to be used if required for unforeseen items or latent conditions.
- (3) Authorises the Chief Executive Officer to finalise and execute the contract documentation on behalf of the Council

## BACKGROUND / KEY INFORMATION

Darebin Leisure Strategy highlights the need to improve sports and recreation facilities to increase participation of underrepresented groups of the community including girls, women, and people with disabilities. Once completed, the new facilities will ensure Council provides high quality, female-friendly, and accessible facilities to all sports participants at Bundoora Park Oval.

The new building has been designed using all the relevant Australian Standards, building and construction codes, sports guidelines and Darebin Environmental Sustainable Design Building Policy.

### Previous Council Resolution

This matter is not the subject of a previous Council resolution.

## COMMUNICATIONS AND ENGAGEMENT

### Consultation

Council staff, users and external organisations that have been consulted and engaged for this project are summarised in Tables 1 and 2 below.

Table 1 – Council Staff

Title
Manager Recreation and libraries
Coordinator Recreation and Leisure
Coordinator Procurement and Contracts
Senior Procurement Officer
General Manager Operations and Capital
Manager Assets and Capital Delivery
Project Manager
Coordinator Facilities Management
Coordinator Statutory Planning
Environmentally Sustainable Developments Officer

Table 2 – External Organisations

Title	Description
Bundoora Park Cricket Club	Users of the pavilion and sports facilities
Bundoora Park Junior Football Club	Users of the pavilion and sports facilities
Sports and Recreation Victoria	State Government Grant
Department of Environment, Land, Water and Planning	Land Owner Consent (Crown Land)

### Communications

The abovementioned stakeholders will be advised once the contract is awarded and will continue to be kept informed and updated as construction progresses.

Sporting clubs will be kept informed of progress of the works through communications with the Leisure Services team. The use of the existing facilities will not be disrupted with the works, and clubs will be able to operate and host games whilst construction progresses. Once the new facilities are built and ready to be occupied, modifications to the existing pavilion will commence in order to allow clubs to continue their operations.

## **ANALYSIS**

### **Alignment to Council Plan / Council policy**

Goal 2 - Opportunities to live well

2.2 Opportunities for participation and social connection through sports, physical activity, arts, culture and other leisure activities.

Goal 5 - Involving our diverse community

5.1 Ensure our services, facilities and programs benefit all, including our most vulnerable

The project is part of the initiatives under Council's Leisure Strategy 2010-2020 and associated action plan.

### **Environmental Sustainability Considerations**

Darebin ESD Building Policy has been followed during the design process. The following sustainable features have been considered in the design to reduce the impact on the environment:

- Design compliance with Darebin's ESD Building Policy
- Electrical and Mechanical components designed in accordance with 'Part J' of the Building Code of Australia
- Eco-friendly building materials
- Fully insulated, floor, roof and walls
- No use of PVC in flooring materials
- Use of LED Lighting
- Use of Water and Energy efficient amenities in fit out of toilets and showers.
- New rainwater harvesting system

### **Climate Emergency**

Darebin Council is a member of the Northern Alliance for Greenhouse Action (NAGA). This is an alliance of the Councils of Banyule, Darebin, Hume, Manningham, Melbourne, Moreland, Nillumbik, Whittlesea and Yarra, and Moreland Energy Foundation Limited, aiming to create a low-carbon society resilient to the impacts of climate change.

In August 2017, Council put into place its 'Darebin Climate Emergency Action Plan'. This plan sets out nine key considerations to help Council reach its environmental core goals:

1. Climate Emergency mobilisation and leadership
2. Energy efficiency
3. Renewable energy and fuel switching



4. Zero emissions transport
5. Consumption and waste minimisation
6. Fossil fuel divestment
7. Adaptation and resilience
8. Engaging the community
9. Darebin Energy Foundation

In the context of the proposed construction of new change rooms, the project team included the following measures: rainwater harvesting measures (items 2 and 7), natural ventilation and passive cooling and heating (item 2), use of insulation in walls and roof spaces (item 2) use of LED lighting (item 2) and advocating the use of responsibly harvested timber and the minimisation of structural steel elements (item 6)

By including these active measures in the build project, Council effectively demonstrates its leadership in climate emergency action (item 1).

### **Equity, Inclusion and Wellbeing Considerations**

The design of the pavilion refurbishment and extension includes:

- Provision of DDA compliant, male and female change rooms and restrooms.
- Acoustic and temperature insulation
- Use of water and energy efficient materials in fit out

The scope of the project will significantly improve the provision of female friendly change spaces and amenities whilst providing a facility that is DDA (Disability Discrimination Act) compliant. This will bring the club pavilion up to a standard the club and community will enjoy as there is significant growth in female and junior sport in the City of Darebin. With the demand for quality sports facilities, it is important that Council assets such as the club house are renewed.

### **Cultural Considerations**

The facility itself is designed to be accessible to community members with special needs and include AFL and cricket players from all cultural backgrounds.

Commencement of this Contract was not subject to receiving an approved Cultural Heritage Management Plan (CHMP).

### **Economic Development Considerations**

A local business assessment was carried out for each Tenderer as part of the evaluation process in accordance with Council's Procurement Policy and Guidelines.

### **Financial and Resource Implications**

In the 2019-20 budget, Council allocated \$742,520 (excl. GST) to the project. The Victorian Government through Sports and Recreation Victoria provided a grant of \$100,000 (excl. GST) to Council for the construction stage of this project and both tenant sporting clubs will also contribute \$5,000 each towards the project. Therefore, the total project budget is \$852,520 (excl. GST)

Refer to Confidential **Appendix A** for details of the budget and financials.

## Legal and Risk Implications

### Contract Works

The nature of the contract works is considered low to medium risk with respect to Occupational Health & Safety. The contractor is required to undertake a risk assessment of each task as work proceeds and have measures in place to reduce or eliminate those risks. The contractor is required to provide evidence that all insurances are in place before commencing works.

### Financial check

A financial check was completed on the shortlisted contractor through Illion Direct. The financial check (undertaken on 9 September 2019) verified the financial capacity of the shortlisted contractor to complete the works. Refer to **Appendix B** for the Illion Direct Comprehensive confidential report.

## DISCUSSION

The Request for Tender (RFT) for the Construction of new change rooms at Bundoora Oval Park, Snake Gully Drive was sent to seven preselected contractors from the Construction Supplier Register panel on 24 July 2019. The tender was opened for 19 days as per Council's Procurement Policy. A non-mandatory Tender Briefing Session was held on 31 July 2019 to provide tenderers with an opportunity to familiarise with the site and the project. The RFT closed on 20 August 2019.

Details of contractors that submitted proposals before the closing date and time are provided in Confidential **Appendix A** circulated to Councillors under separate cover.

### Tender Evaluation

Submissions were evaluated by the panel against the evaluation criteria detailed in Table 3 below. The evaluation criteria were established prior to the RFT being advertised and was included in both the Strategic Procurement Plan and the RFT Documentation.

Table 3 – Evaluation Criteria

Evaluation Criteria
Price
Local Business Content
Social Procurement
Demonstrated previous experience and capacity
Proposed methodology
Team capability and key personnel
Environmental sustainability
Risk and Quality Assurance
Insurances and OH&S
Financial viability

The members of the panel, evaluation details, pricing and scoring for the evaluation is provided in Confidential **Appendix C**.

## OPTIONS FOR CONSIDERATION

Refer to Confidential **Appendix A** circulated to Councillors under separate cover for options for consideration

## IMPLEMENTATION STRATEGY

### Details

Table 4 – Implementation strategy

Tasks	Timeframe
Award Contract CT201975 to the successful contractor	Late October 2019
Commence construction	November 2019
Complete construction works and handover	April 2020

### Communication

Sporting clubs will be kept informed of progress of the works through communications with the Leisure Services team. The project manager will provide updates to the community through Darebin's social media accounts.

### Timeline

The project is required to be completed within 25 weeks of the date of award, excluding extensions of time for inclement weather, public holidays, or scope changes particularly those caused by unforeseeable complications

Table 5 provides the target dates for milestones for Council staff and the engaged building contractor:

Table 5 – Planned Target Dates

Milestone / Tasks	Date / Timeframe
Expenditure Approval received	17 October 2019
Letter of Award	21 October 2019
Contract documentation and execution	21 October 2019 – 30 October 2019
Site Establishment	11 November 2019
Construction	11 November 2019 – 30 April 2020
Practical Completion and Handover	1 May 2020

## RELATED DOCUMENTS

Documents related to CT 201977 – Construction of new change rooms at Bundoora Park Oval, Snake Gully Drive are:

- Strategic Procurement Plan
- Risk Assessment

- Request for Tender and tender documentation
- Conflict of Interest declarations
- Evaluation Endorsement
- Evaluation Matrix

**Attachments**

- Bundoora Park Oval Construction of Change Room CT201977 Confidential Report (**Appendix A**) Confidential - enclosed under separate cover
- Illion Report (**Appendix B**) Confidential - enclosed under separate cover
- Evaluation Matrix (**Appendix C**) 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.

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**8.17 CT201976 - CONTRACT AWARD FOR CONSTRUCTION OF NEW CHANGE ROOMS AT JE MOORE PARK NORTH, RESERVOIR****Author:** Project Manager**Reviewed By:** General Manager Operations and Capital

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**EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's approval to award contract CT201976 – Construction of new change rooms at JE Moore Park North, reservoir to an appropriately qualified building contractor.

The JE Moore Park change rooms project was identified as a high priority due to the significant volume of sport, particularly female sport, played at the reserve and the condition of the existing facilities. The project intends to demolish the existing non-compliant, aged public toilet building and replace it with a sports pavilion comprising of female-friendly change rooms and amenities, a prayer room, an umpire's room, a universally accessible toilet, a storage room and public toilets.

Once developed, the new pavilion will be utilised by sports and recreation clubs, and groups underrepresented in areas of lower physical activity participation. This includes groups from low socio-economic backgrounds, culturally and linguistically diverse communities, people with disabilities, and girls and women. The Darebin Leisure Strategy reflects the need to prioritise participation of these population groups, particularly through the provision of suitable sustainable sports and recreation infrastructure.

The redevelopment of this facility has already received funding support from Sports and Recreation Victoria for the construction of the project. The new change rooms will ensure high quality facilities for all sports participants and the broader community.

The appointment of an experienced contractor for the building and associated works was sought via a competitive open tender process. The Tender Evaluation panel has evaluated the tenders and recommends awarding the contract to the preferred tenderer.

The proposed contract arrangement is a lump sum contract. Works are programmed to commence in early November and be completed by the end of May 2020.

<b>Recommendation</b>
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**That Council:**

- (1) Awards Contract CT201976 for the Construction of new change rooms at JE Moore Park North, Reservoir to \_\_\_\_\_ for the contract sum of \$\_\_\_\_\_ (GST inclusive)
- (2) Approves a contingency amount of \$\_\_\_\_\_ (GST inclusive) for contract CT201976, being approximately \_\_\_% of the project expenditure, to be used if required for unforeseen items or latent conditions.
- (3) Authorises the Chief Executive Officer to finalise and execute the contract documentation on behalf of the Council



## BACKGROUND / KEY INFORMATION

Darebin Leisure Strategy highlights the need to improve sports and recreation facilities to increase participation of underrepresented groups of the community including girls, women, people with disabilities and culturally diverse communities. Once completed, the new facilities will ensure Council provides high quality, female-friendly, and accessible facilities to all sports participants at JE Moore Park.

The existing toilet block will be demolished to accommodate for the new change rooms and amenities. The works also involved new paving around the new and existing buildings, an upgrade to the fire hydrant of the existing pavilion to comply with current regulations, and a new connection to a legal point of discharge for both buildings. The new building has been designed using all the relevant Australian Standards, building and construction codes, sports guidelines and Darebin Environmental Sustainable Design Building Policy.

### Previous Council Resolution

This matter is not the subject of a previous Council resolution.

## COMMUNICATIONS AND ENGAGEMENT

### Consultation

Council staff, users and external organisations that have been consulted and engaged for this project are summarised in Tables 1 and 2 below.

Table 1 – Council Staff

Title
Manager Recreation and libraries
Coordinator Recreation and Leisure
Coordinator Procurement and Contracts
Senior Procurement Officer
General Manager Operations and Capital
Manager Assets and Capital Delivery
Project Manager
Coordinator Facilities Management
Coordinator Statutory Planning
Environmentally Sustainable Developments Officer

Table 2 – External Organisations

Title	Description
West Preston Lakeside Football Netball Club	Users of the pavilion and sports facilities
Preston YCW Cricket Club	Users of the pavilion and sports facilities
Sports and Recreation Victoria	State Government Grant
AFL Victoria	Consultation on development of facilities
Cricket Victoria	Consultation on development of facilities

## Communications

The abovementioned stakeholders will be advised once the contract is awarded and will continue to be kept informed and updated as construction progresses.

Sporting clubs will be kept informed of progress of the works through communications with the Leisure Services team. The use of the existing facilities will not be disrupted with the works, and clubs will be able to operate and host games whilst construction progresses. Once the new facilities are built and ready to be occupied, minor compliance modifications to the existing pavilion will commence in order to allow clubs to continue their operations.

## ANALYSIS

### Alignment to Council Plan / Council policy

Goal 2 - Opportunities to live well

2.2 Opportunities for participation and social connection through sports, physical activity, arts, culture and other leisure activities.

Goal 5 - Involving our diverse community

5.1 Ensure our services, facilities and programs benefit all, including our most vulnerable

The project is part of the initiatives under Council's Leisure Strategy 2010-2020 and associated action plan.

### Environmental Sustainability Considerations

Darebin ESD Building Policy has been followed during the design process. The following sustainable features have been considered in the design to reduce the impact on the environment:

- Design compliance with Darebin's ESD Building Policy
- Electrical and Mechanical components designed in accordance with 'Part J' of the Building Code of Australia
- Eco-friendly building materials
- Fully insulated, floor, roof and walls
- No use of PVC in flooring materials
- Use of LED Lighting
- Use of Water and Energy efficient amenities in fit out of toilets and showers.
- New rainwater harvesting system
- 70-80% of demolition material to be recycled

### Climate Emergency

Darebin Council is a member of the Northern Alliance for Greenhouse Action (NAGA). This is an alliance of the Councils of Banyule, Darebin, Hume, Manningham, Melbourne, Moreland, Nillumbik, Whittlesea and Yarra, and Moreland Energy Foundation Limited, aiming to create a low-carbon society resilient to the impacts of climate change.

In August 2017, Council put into place its 'Darebin Climate Emergency Action Plan'. This plan sets out nine key considerations to help Council reach its environmental core goals:

1. Climate Emergency mobilisation and leadership
2. Energy efficiency
3. Renewable energy and fuel switching
4. Zero emissions transport
5. Consumption and waste minimisation
6. Fossil fuel divestment
7. Adaptation and resilience
8. Engaging the community
9. Darebin Energy Foundation

In the context of the proposed construction of new change rooms, the project team included the following measures: rainwater harvesting measures (items 2 and 7), natural ventilation and passive cooling and heating (item 2), use of insulation in walls and roof spaces (item 2) use of LED lighting (item 2) and advocating the use of responsibly harvested timber and the minimisation of structural steel elements (item 6)

By including these active measures in the build project, Council effectively demonstrates its leadership in climate emergency action (item 1).

### **Equity, Inclusion and Wellbeing Considerations**

The design of the pavilion refurbishment and extension includes:

- Provision of DDA compliant, male and female change rooms and toilets.
- Acoustic and temperature insulation
- Provision of a prayer room
- Minor fire compliance works

The scope of the project will significantly improve the provision of female friendly change spaces and amenities whilst providing a facility that is DDA (Disability Discrimination Act) compliant. This will bring the club pavilion up to a standard the club and community will enjoy as there is significant growth in female and junior sport in the City of Darebin. With the demand for quality sports facilities, it is important that Council assets such as the club house are renewed.

### **Cultural Considerations**

The facility itself is designed to be accessible to community members with special needs and include AFL and cricket players from all cultural backgrounds.

Both clubs and the AFL highlighted the importance of providing a quiet prayer room as part of the new facilities.

Commencement of this Contract was not subject to receiving an approved Cultural Heritage Management Plan (CHMP).

## Economic Development Considerations

A local business assessment was carried out for each Tenderer as part of the evaluation process in accordance with Council's Procurement Policy and Guidelines.

## Financial and Resource Implications

In the 2019-20 budget, Council allocated \$890,000 (excl GST) and a budget carried forward from 18/19 of \$200,000 (excl GST). The Victorian Government, through Sports and Recreation Victoria, provided a grant of \$100,000 (excl GST) to Council for the construction stage of this project and West Preston Lakeside Sports Club will contribute \$20,000 towards the project. Therefore, the total project budget is \$1,210,000 (excl. GST)

Refer to Confidential **Appendix A** for details of the budget and financials.

## Legal and Risk Implications

### Contract Works

The nature of the contract works is considered low to medium risk with respect to Occupational Health & Safety. The contractor is required to undertake a risk assessment of each task as work proceeds and have measures in place to reduce or eliminate those risks. The contractor is required to provide evidence that all insurances are in place before commencing works.

### Financial check

A financial check was completed on the shortlisted contractor through Illion Direct. The financial check (undertaken on 9 September 2019) verified the financial capacity of the shortlisted contractor to complete the works. Refer to **Appendix B** for the Illion Direct Comprehensive confidential report.

### Probity

Council's Procurement Policy mandates that a probity advisor be engaged for all the projects valued at \$1,000,000 or greater. An independent Probity Advisor was engaged to provide an overview of the probity tasks and findings in relation to the evaluation process. The Probity Advisor engaged for this project has provided a report which is included in **Appendix C**. The report received on 23 September 2019 concluded that all probity requirements have been met.

## DISCUSSION

The Request for Tender (RFT) for the Construction of new change rooms at JE Moore Park North, Reservoir was advertised in 'The Age' newspaper on 27 July 2019. The tender was opened for 19 days as per Council's Procurement Policy. A non-mandatory Tender Briefing Session was held on 9 August 2019 to provide tenderers with an opportunity to familiarise with the site and the project. The RFT closed on 22 August 2019.

Details of contractors that submitted proposals before the closing date and time are provided in Confidential **Appendix A** circulated to Councillors under separate cover.

## Tender Evaluation

Submissions were evaluated by the panel against the evaluation criteria detailed in Table 3 below. The evaluation criteria were established prior to the RFT being advertised and was included in both the Strategic Procurement Plan and the RFT Documentation. See **Appendix D**

Table 3 – Evaluation Criteria

Evaluation Criteria
Price
Local Business Content
Social Procurement
Demonstrated previous experience and capacity
Proposed methodology
Team capability and key personnel
Environmental sustainability
Risk and Quality Assurance
Insurances and OH&S
Financial viability

The members of the panel, evaluation details, pricing and scoring for the evaluation is provided in Confidential **Appendix A**.

## OPTIONS FOR CONSIDERATION

Refer to Confidential **Appendix A** circulated to Councillors under separate cover for options for consideration

## IMPLEMENTATION STRATEGY

### Details

Table 4 – Implementation strategy

Tasks	Timeframe
Award Contract CT201976 to the successful contractor	Late October 2019
Commence construction	November 2019
Complete construction works and handover	May 2020

## Communication

Sporting clubs will be kept informed of progress of the works through communications with the Leisure Services team. The project manager will provide updates to the community through Darebin's social media accounts.



## Timeline

The project is required to be completed within 30 weeks of the date of award, excluding extensions of time for inclement weather, public holidays, or scope changes particularly those caused by unforeseeable complications

Table 5 provides the target dates for milestones for Council staff and the engaged building contractor:

Table 5 – Planned Target Dates

Milestone / Tasks	Date / Timeframe
Expenditure Approval received	17 October 2019
Letter of Award	21 October 2019
Contract documentation and execution	21 October 2019 – 30 October 2019
Site Establishment	11 November 2019
Construction	11 November 2019 – May 2020
Practical Completion and Handover	29 May 2020

## RELATED DOCUMENTS

Documents related to CT 201976 – Construction of new change rooms at JE Moore Park North, Reservoir are:

- Strategic Procurement Plan
- Probity Plan
- Risk Assessment
- Request for Tender and tender documentation
- Conflict of Interest declarations
- Evaluation Endorsement
- Evaluation Matrix

## Attachments

- CT201976 JE Moore Park Construction of Change Rooms (**Appendix A**) Confidential - enclosed under separate cover
- Illion Direct Report (**Appendix B**) Confidential - enclosed under separate cover
- Probity Report (**Appendix C**) Confidential - enclosed under separate cover
- Evaluation Matrix (**Appendix D**) 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 GHD BOYCOTT - STOP ADANI****Councillor:** Trent MCCARTHY**NoM No.:** 436

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Take notice that at the Council Meeting to be held on 14 October 2019, it is my intention to move:

***That Council:***

- (1) Notes that we are in a state of climate emergency that requires urgent and large-scale action to transition away from the use of fossil fuels.*
- (2) Notes that GHD has business relationships with many councils across Australia including the City of Darebin and is currently providing consultancy advice to the Adani Group of companies responsible for the Carmichael coal mine and rail projects.*
- (3) Notes that Darebin Council has previously expressed its willingness to withdraw its support from organisations known to have a financial interest in, provide goods or services to or otherwise support the proposed Adani Carmichael Coal Mine.*
- (4) Writes to GHD to request that they cease any involvement with Adani's coal mine and associated infrastructure*
- (5) Receives a report before the end of 2019 regarding the implications for Council of withdrawing from any contractual agreements with GHD until it withdraws from Adani's project.*

**Notice Received:** 1 October 2019**Notice Given to Councillors** 7 October 2019**Date of Meeting:** 14 October 2019**Attachments**

Nil

**10.2 CLIMATE EMERGENCY AUSTRALIA****Councillor: Trent MCCARTHY****NoM No.: 437**

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Take notice that at the Council Meeting to be held on 14 October 2019, it is my intention to move:

***That Council:***

- (1) Notes that as the first government in the world to declare a climate emergency, Darebin continues to play a significant leadership role in Australia and around the world.*
- (2) Notes that there are now over 1,000 government jurisdictions around the world and over 50 in Australia that have recognised the climate emergency, with more joining this movement each week.*
- (3) Receives a report before the end of 2019 on Council's current and future role in establishing, resourcing and launching 'Climate Emergency Australia' as a national network of governments, organisations, groups and citizens to mobilise collective action, resource-sharing and advocacy.*
- (4) Includes prominent ongoing recognition on its website, social media and other communication channels (eg. banners on town halls and other Council buildings) regarding the need for urgent action in response to the climate emergency, with the above report to also outline how Council will continue to maintain high exposure communication across its channels.*

**Notice Received: 1 October 2019****Notice Given to Councillors 7 October 2019****Date of Meeting: 14 October 2019****Attachments**

Nil

**10.3 ASSISTANCE FOR RESERVOIR TRADERS****Councillor: Gaetano GRECO****NoM No.: 438**

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Take notice that at the Council Meeting to be held on 14 October 2019, it is my intention to move:

***That Council:***

- (1) *Notes the enormous trading impact the rail crossing construction works are having on traders.*
- (2) *Receives an urgent report at the next Council meeting on the 6th November 2019 detailing what further material support and advocacy assistance Council can provide the traders of Broadway, Edwardes Street and High Street to help them through the construction phase of the rail crossing removal.*

**Notice Received: 1 October 2019****Notice Given to Councillors 7 October 2019****Date of Meeting: 14 October 2019****Attachments**

Nil

**10.4 RESTORATION OF DECC MOU AND RESTORATION OF ADMINISTRATIVE ASSISTANCE****Councillor:** Gaetano GRECO**NoM No.:** 439

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Take notice that at the Council Meeting to be held on 14 October 2019, it is my intention to move:

***That Council:***

- (1) Notes the decades of valuable advocacy work DECC has does for underrepresented and vulnerable communities.*
- (2) Commits to renegotiating DECC's MOU and to fully restoring its administrative funding of \$25,000.*

**Notice Received:** 1 October 2019**Notice Given to Councillors** 7 October 2019**Date of Meeting:** 14 October 2019**Attachments**

Nil





**11. REPORTS OF STANDING COMMITTEES**

Nil

## 12. RECORDS OF ASSEMBLIES OF COUNCILLORS

### 12.1 ASSEMBLIES OF COUNCILLORS HELD

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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:

- Active and Healthy Ageing Advisory Board – 21 February 2019
- Active and Healthy Ageing Advisory Board – 2 May 2019
- Media Training Session – 2 September 2019
- Councillor Briefing Session – 16 September 2019
- Councillor Briefing Session – 30 September 2019

<b>Recommendation</b>
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**That** the record of the Assembly of Councillors held on 21 February 2019, 2 May 2019 and 2, 16 and 30 September 2019 attached as **Appendix A** to this report, be noted and incorporated in the minutes of this meeting.

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### RELATED DOCUMENTS

Nil

### Attachments

- Assemblies of Councillors - 14 October 2019 (**Appendix A**) [↓](#)



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Active and Healthy Ageing Advisory Board
	<b>Date:</b>	Thursday 21 February 2019
	<b>Location:</b>	Conference Room, Darebin Civic Centre
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Susan Rennie (Mayor), Cr. Gaetano Greco, Cr. Susanne Newton (Deputy Mayor)
	<b>Council Staff:</b>	Shadi Hanna, Gillian Damonze, Nicola Johnson,
	<b>Other:</b>	Members of Active and Healthy Ageing Advisory Board
<b>APOLOGIES:</b>		

The Assembly commenced at 5pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Active and Healthy Ageing Strategy – Age Friendly Darebin Review	No disclosures were made
2	Stolen Generation Redress – Council’s role	Cr. Greco left the meeting at 6.20pm
3	Board Workplan for 2019	
4	Construction management – Council’s role	

The Assembly concluded at 7.00pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Nicola Johnson
	<b>Officer Title:</b>	Community Development Officer



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Active and Healthy Ageing Advisory Board
	<b>Date:</b>	Thursday 2 May 2019
	<b>Location:</b>	Conference Room, Darebin Civic Centre
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Susan Rennie (Mayor), Cr. Susanne Newton (Deputy Mayor), Cr. Gaetano Greco
	<b>Council Staff:</b>	Cathy Henderson, Shadi Hanna, Gillian Damonze, Nicola Johnson,
	<b>Other:</b>	Members of Active and Healthy Ageing Advisory Board
<b>APOLOGIES:</b>		

The Assembly commenced at 5.00pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Stolen Generations – Council's work	No disclosures were made
2	Council's submission to Royal Commission into Aged Care	

The Assembly concluded at 6.30pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Nicola Johnson
	<b>Officer Title:</b>	Community Development Officer



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Media Training Session
	<b>Date:</b>	Monday 2 September 2019
	<b>Location:</b>	Council Chambers, Darebin City Council
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Susan Rennie (Mayor), Cr. Susanne Newton (Deputy Mayor) Cr. Trent McCarthy Cr. Tim Laurence Cr. Lina Messina Cr. Julie Williams
	<b>Council Staff:</b>	Sue Wilkinson, Vicky Guglielmo, Enna Giampiccolo, Sam Hewett, Steven Sagona, Rachel Ollivier
	<b>Other:</b>	Clare Gleghorn, Bastion Reputation Management
<b>APOLOGIES:</b>		David McNamara, Bastion Reputation Management

The Assembly commenced at 5.00pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Media Training workshop	No disclosures were made.

The Assembly concluded at 7.00pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Amanda Rozich
	<b>Officer Title:</b>	Executive Officer Mayor and Council





## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Councillor Briefing Session
	<b>Date:</b>	Monday 16 September 2019
	<b>Location:</b>	Council Chamber, Darebin Civic Centre
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Susan Rennie (Mayor), Cr. Susan Newton (Deputy Mayor), Cr. Gaetano Greco, Cr. Kim Le Cerf, Cr. Trent McCarthy, Cr. Lina Messina, Cr. Julie Williams
	<b>Council Staff:</b>	Sue Wilkinson, Steven Sagona, Sam Hewett, Shadi Hanna, Rachel Ollivier, Jennifer Loulie, Allan Cochrane, Felicity Leahy, Sunny Haynes, Helen Day, Nick Ellis, Josie McCartney, Andrew George
	<b>Other:</b>	Nil
<b>APOLOGIES:</b>		Cr. Steph Amir

The Assembly commenced at 7.30pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Reimagining Ruthven Master Plan – Update	No disclosures were made.
2	Funding Strategy for Major Projects	No disclosures were made.
3	Multi-Sports Stadium Concept Design	No disclosures were made.
4	Better Apartments in Neighbourhoods 2019 – Darebin Response	No disclosures were made.

The Assembly concluded at 9.00pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Steven Sagona
	<b>Officer Title:</b>	Acting General Manager Governance and Engagement



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Councillor Briefing Session
	<b>Date:</b>	Monday 30 September 2019
	<b>Location:</b>	Council Chamber, Darebin Civic Centre
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Susan Rennie (Mayor), Cr. Susan Newton (Deputy Mayor), Cr. Julie Williams Cr. Gaetano Greco, Cr. Steph Amir (arrived 5.39pm), Cr. Tim Laurence (arrived 5.48pm), Cr. Kim Le Cerf (arrived 5.38pm), Cr. Lina Messina (left 9.07pm),
	<b>Council Staff:</b>	Sue Wilkinson, Ingrid Bishop, Shadi Hanna, Rachel Ollivier, Sam Hewett, Jess Fraser, Josie MacCartney, Andrew George, Melanie McCarten, Sunny Haynes, Stevie Meyer, Enna Giampiccolo, Shanaka Perera, Sally Moxham & Stephen Mahon
	<b>Other:</b>	Inspector Tom Ebinger, Michelle Kerley, Jeanette Pope
<b>APOLOGIES:</b>		Cr. Trent McCarthy

The Assembly commenced at 5.30pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Victoria Police Briefing – Reservoir Police Station Relocation	No disclosures where made
2	Reservoir Leisure Centre (RLC) Feasibility Study and Findings	No disclosures where made
3	Preston Market Update	No disclosures where made
4	Draft Community Engagement Strategy/Framework and Review of Community Advisory Committees and Community Reference Groups	No disclosures where made
5.	Revised Terms of Reference: Darebin Nature Trust and the Climate Emergency Advisory Committee	No disclosures where made
6.	Governance Matters	No disclosures where made`

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
7.	General Business	No disclosures where made
8.	Councillor Meet and Greets - Update	No disclosures where made

The Assembly concluded at 9.55pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Stephen Mahon
	<b>Officer Title:</b>	Coordinator Governance, Council Business and Civic Services

**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**



**CITY OF  
DAREBIN**

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Ελληνικά	नेपाली	اردو
हिंदी	ਪੰਜਾਬੀ	Tiếng Việt